

**Western Hampden County Public Health District (WHCPHD)**

**Advisory Board**

**Town of Southwick**

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**MINUTES**

**April 15, 2025**

OPENING: The regular scheduled meeting of the Western Hampden County Public Health District opened at 2:34 p.m.

**Members in attendance:**

Sue Brzoska- Town of Southwick

Matt Streeter- Town of Granville

Jennifer Girard- Town of Blandford

Jacob Chapman- Town of Montgomery

**Staff members in attendance:**

Thomas Hibert- Town of Southwick Health Director

Caileen Simonds- District Shared Service Coordinator

Tricia Sedelow- District Public Health Nurse

MaryAnn Deming- District Public Health Nurse

**Minutes**

Ms. Brzoska made a motion to accept the February 11<sup>th</sup> minutes with no additional edits. Mr. Streeter seconded the motion. The roll call of the Board was unanimous in favor to approve.

**Financial Report/Workplan Updates**

Ms. Simonds reported the grant spending through the end of March, reporting successfully the shared service collaborative has spent nearly 60% of funds. Ms. Simonds shared hope with board members to be able to spend 80 to 85% of funding by the end of the fiscal year. Reporting to the board success with this year's fiscal spending compared to the previous year. Promoting each town to continue sharing with shared staff spending ideas, and public health concerns.

### **Nursing Reports**

See the attached public health nurses reports for February and March 2025.

Nurse Tricia Sedelow shared with the board an upcoming list of presentations, sharing it will be a busy but successful few months. She also shared the nurses were continuing to add Stop the Bleed (STB) trainings, since the classes fill quickly. Adding if any towns need employees, DPW workers, etc., to be STB trained to reach out to the nurses, they would be happy to schedule classes.

Nurse Sedelow added an update regarding the May 16<sup>th</sup> health fair happening in Southwick. Stating she was at capacity with 27 tabling vendors and was thrilled with the participation this year. Nurse Sedelow sharing part of the agenda later, the google form sheet will include if board members are able to attend the Health Fair. Ms. Simonds shared there are time slots available for board members to sign up, but it is completely optional. Ms. Brzoska questioned if Ms. Simonds will be attending as a district representative, she responded she will be in attendance.

Nurse MaryAnn Deming reported to the board on current disease incidences. Flu and Covid-19 cases have steadily been declining as the peak season passed. Norovirus, and Bird-Flu is still present. Nurse Deming also answered board members previous questions on Bird Flu, promoting safe eating practices cooking eggs thoroughly, and use meat thermometers on poultry products to 165 degrees Fahrenheit.

### **WHCPHD Website Vote**

Ms. Simonds reported a new spending idea of a WHCPHD website. Ms. Simonds shared with the board meeting with Jason from In Touch Web Design who has created multiple shared service agreements websites in the past. The website would include a Calander with nurse hours and upcoming presentations, contact information, and constant updates on important public health facts. After multiple quotes, InTouch Web Design was the best quality for the startup price, and monthly fee.

Ms. Brzoska made a motion to approve the spending for the Western Hampden County Public Health District Website. Mr. Streeter seconded the motion. The roll call of the Board was unanimous in favor to approve.

### **WHCPHD Meetings**

Ms. Simonds addressed board members who had not done so already, to please respond to the Google Form link she sent out. The form includes questions about a new date and time for WHCPHD meetings, availability for the Southwick Health Fair and workplan activities questions.

### **Pooling Opioid Abatement Funds Discussion**

In connection with the google form, Mr. Streeter asked the status of opioid pooling. Ms. Simonds shared with the board she met with MAHB, and the Care Mass team to discuss the opioid pooling process. If all towns want to pool an addendum would be added to the WHCPHD existing Inter-Municipal agreement (IMA). If any towns choose not to pool, a new IMA will need to be created with a new advisory board. Ms. Simonds asked Ms. Girard, the town of Blandford has already decided not to pool correct. Ms. Girard responded yes Blandford has decided not to pool. Mr. Streeter also added Granville has already decided to spend some of the abatement funds.

Ms. Simonds shared the boards best idea is to cancel this workplan activity moving forward. Ms. Simonds will reach out to the grant coordinator and see if shared staff can help towns to spend opioid funds, creating programs or connecting with community organizations.

#### **Relevant Systems Check- In**

Mr. Hibert shared an update with the board on the relevant systems inspectional equipment. Starting the discussion for the next fiscal year the addition of an office administration license for the office. Mr. Hibert asked Ms. Girard if she was able to access the system for Blandford. Ms. Girard stated the person who is starting to conduct inspections has not yet set up the system.

#### **New Business**

Mr. Hibert shared a new business item of adding phone lines for each town. Due to the Pioneer Valley Planning Commission removing phone lines, he would be needing a new phone plan. Since Mr. Hibert conducts inspections for two district towns, similar to other inspectors for WHCPHD. Mr. Hibert proposed a new policy of the addition of one phone line for each town. It is possible the other inspectors will not currently need a phone line but allows for future lines. Mr. Streeter made a motion to move the consensus to allowing the phone lines pending some more information, and pricing. Ms. Brzoska seconded the motion. The board is awaiting more information at the next meeting.

Ms. Simonds shared with the board the Service Delivery Tool of the Foundational Public Health Services (FPHS) Review is due this Friday April 18<sup>th</sup>. As the shared service coordinator, she went through the delivery tool and input shared staff's opinions for answers. Ms. Simonds asked board members to go through and edit any answers before the Friday due date. Sharing Kyla, the consultant from BME strategies will be present at the May meeting to present FPHS findings.

Ms. Simonds also shared with the board, Nurse Sedelow and herself had a successful Vape Prevention Education presentation. In collaboration with the PowderMill School in Southwick, they were looking forward to continued partnership.

Ms. Simonds asked if there were any further questions, the board unanimously had no further questions for discussion.

#### **Next Meeting**

Next Meeting- May 13, 2025, at 2:30 p.m.

#### **Adjournment**

Ms. Brzoska made a motion to adjourn the meeting at 3:14. Mr. Streeter seconded the motion. The roll call vote of the Board was unanimous in favor to adjourn the meeting.

