

Western Hampden County Public Health District (WHCPHD)

Advisory Board

Town of Southwick

454 College Highway, Southwick, MA 01077

Phone: (413) 569-1212 Fax (413) 569-5284



MINUTES

April 8, 2026

OPENING: The regular scheduled meeting of the Western Hampden County Public Health District opened at 5:30 p.m.

Members in attendance:

Nicole Berndt - Town of Granville

Scott Bergeron- Town of Granville

Margaret McClellan- Town of Tolland

Thomas Hibert- Town of Montgomery

Trisch Labieniec- Town of Southwick

Wayne Precanico- Town of Russell

Shared Staff members in attendance:

Caileen Simonds- District Shared Service Coordinator/ Interim Southwick Health Director

MaryAnn Deming- District Public Health Nurse

Minutes

Mr. Precanico made a motion to accept the February 11th minutes with no additional edits. Mr. Hibert seconded the motion. The roll call of the Board was unanimous in favor to approve.

New Business

Ms. Simonds wanted to start with a new business item that was missed as an agenda item. The reason for starting with the new business, was in case any board members needed to log off quickly. Following the retirement of full-time nurse Tricia Sedelow, MaryAnn Deming the part-time nurse increased her hours from 15-19, to 32 hours. In doing so, she has increased from three district town coverage to all six. Ms. Simonds looked to ask the board to increase her mileage stipend and increase her reimbursement from \$100 monthly to \$200. Nurse Sedelow received \$150 monthly.

Mr. Precanico asked a clarifying question the nurses receive a monthly stipend, not put in for reimbursement monthly? Ms. Simonds clarified yes, it was flat rate stipend each month. Mrs. McClellan asked why Nurse Deming should not receive \$250 monthly. Ms. Simonds shared we could fit that into the budget easily, ultimately it was the board decision. Mrs. McClellan made a motion to increase Nurse MaryAnn Deming auto allowance to \$250 monthly. Mr. Precanico seconded the motion, the roll call of the Board was unanimous in favor to approve.

Financial Report/Workplan Updates

Ms. Simonds shared with the board an overview of the grant financial and workplan overview. Sharing the district has spent \$156,036 of grant funds, over 52%. Most of the spending has been on health communication, website upkeep, trainings/certifications for shared staff, looking to spend on supplies for potential new nurse. Term two report was due to the state on March 31st, program coordinators are happy with districts progress, and workplan development.

Ms. Simonds asked the board to please let shared staff know if you have any spending ideas to benefit residents.

Ms. Simonds reported there was only one workplan item the district has not addressed, for Environmental justice, (Title 5). The idea being for all district health agents to have a standardized checklist for title 5, for all agents to exchange best practices to meet SAPHE 2.0 requirements. Ms. Simonds will be reaching out to district towns health agents to see if this workplan item to be fulfilled.

Nurse

Ms. Deming asked the board if anyone had questions on the previous report. Mr. Precanico shared the March reports were missing from the meeting, Ms. Simonds apologized and would follow up following the meeting with the reports. Ms. Deming shared the topic of the month would be stress, and she would be doing open nurse hours the month of April to discuss with residents. Nurse Deming is working on partnership developments, presentations, and other clinics.

SAPHE 2.0

Ms. Simonds shared board members should have received the workforce and performance standards survey from the state. The workforce survey is due April 10th, and performance standard is April 30th. The performance standard survey is lengthier, with over 200 questions. Ms. Simonds shared she just

finished for Southwick and is available to help any other towns fill it out prior to the due date. Everyone who was the primary contact is able to share the link and password for others to fill out.

Dr. Labieniec asked a clarifying question, if Southwick was all set as a municipality for the SAPHE 2.0 survey. Ms. Simonds shared yes, and she would be pivoting to helping other district towns complete the survey as the shared service coordinator.

Community Health Fair

Ms. Simond shared the community health fair is coming up Friday April 17th from 9-1PM, at Southwick Town Hall. Hoping board members and all towns' residents are able to attend. Ms. Simonds shared having over 27 vendors in attendance this year, and shared staff is looking forward to hosting.

New Business

Ms. Simonds reiterated the hope would be to post the full-time nurse by the end of the following week.

Ms. Simonds wanted to make sure the board was aware with only one confirmed year of the grant hiring may be difficult. Shared staff worked with state consultants to edit the job posting to ideally get the most candidates possible to interview. Updates of the status of the grant should be coming soon; Ms. Simonds will update the board as soon as she is made aware of updates.

Next Meeting

Next anticipated meeting is May 13, 2026, at 5:30 PM

Adjournment

Mr. Precanico made a motion to adjourn the meeting at 5:46 PM. Mr. Hibert seconded the motion. The roll call vote of the Board was unanimous in favor to adjourn the meeting.