



## Meeting Minutes

### Charlton Coalition for Public Health

March 14, 2024, 9:00am

**CCPH members:** James Philbrook (Charlton), Cheryl Rawinski (Sutton), Ken Lacey (Sturbridge), David Foote (Wales)

**Staff/guests:** Ethan Melad (CMRPC), Andrea Jachimczyk (Charlton), Mary Carpenter, Michelle Blanchard (Wales)

- Open @ 9:01am
- Approval of minutes
  - o Tabled until next meeting
- Workplan Progress:
  - o Tobacco Control
    - James expressed concerns about inadequate communication and documentation from the health agent, resulting in unexpected tickets and fines. He proposed amending the agent's contract to include clauses requiring notification to the local board about pending tobacco-related matters and consultation before issuing tickets. Ethan will incorporate these changes and schedule a meeting to discuss further modifications. James also raised the issue of payment for youth inspectors. Additionally, the possibility of transitioning to regular FDA-style inspections instead of sting operations was discussed.
- Financial:
  - o Scanning Services
    - The group deliberated on potential expenditures, including scanning services. CMRPC presented a quote from Sutton amounting to \$35,000. Suggestions were made to allocate the remaining budget to avoid returning it to the state. James proposed exploring alternative uses for the funds, such as purchasing a scanner for in-house document scanning. James suggested collaborating with other towns to negotiate better prices. Consideration was given to hiring a new staff member to manage the scanning process, with a review of the proposed job description planned. Other one-time spending options identified by DPH were also considered.
  - o New position
    - Ethan presented a job description for a part-time inspector/educator position to assist Mary and enhance educational outreach efforts. Despite initial constraints from the Department of Public Health (DPH), approval was obtained for the job description. Details regarding the working hours of the new hire were left open for further discussion.

- Member Updates:
  - o Regional Community Health Coordinator:
    - Mary provided updates on her involvement in grant writing seminars and community outreach efforts. She mentioned a decision by the homeless task force to distribute 911-only phones to the homeless and highlighted an upcoming active shooter training session. Attendees discussed various meetings and conferences they plan to attend, ensuring alignment on participation and responsibilities.
- Additional discussion:
  - o Ethan mentioned a FRCOG training on updated camp inspection regulations. The team emphasized the importance of camp inspections, discussing the need for backup due to busy schedules. Cheryl raised concerns about late updates to camp inspection requirements, advocating for fairness. Specific concerns were addressed regarding camps catering to children with medical needs, with clarification provided regarding the closure of a camp in Webster.
- Meeting adjourned 9:48am

Submitted by Ethan Melad, CMRPC