



## Meeting Minutes

### Charlton Coalition for Public Health

February 8, 2024, 9:00am

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

**Staff/guests:** Ethan Melad (CMRPC), Andrea Jachimczyk (Charlton), Mary Carpenter, Emily Quinn

- Open @ 9:04am
- Approval of minutes
  - o None (no quorum in Jan.)
- Workplan Progress:
  - o Tobacco Control
    - Discussion revolved around the delayed tobacco inspector work plan due to a lack of quorum. It was confirmed that the plan has a maximum expenditure of \$10,000. A correction was made to increase the youth inspector rate from \$19 to \$19.50 per hour. Charlton approved moving forward with the contract language.
- Financial:
  - o Scanning Services
    - The group discussed sourcing scanning services for document management. Ethan requested estimates of the quantity of documents to be scanned to inform vendor choice. Concerns were raised about procurement limits and legal issues. Cheryl expressed interest in proceeding and emphasized the importance of proper procedure. Discussion ensued regarding potential vendors and document organization.
- Member Updates:
  - o Regional Inspector:
    - Emily shared progress on the work plan's certificate part and plans to take an RS prep course
  - o Regional Community Health Coordinator:
    - Mary C updated on her involvement with the Spencer homeless task force and a potential grant for the task force. Discussion on 911 phones for the homeless task force led to a proposal for further exploration. James Philbrook proposed focusing on securing additional funding through grant writing.
- Meeting adjourned 9:33am