



## Meeting Minutes

### Charlton Coalition for Public Health

December 21, 2023, 9:00am

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

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

- Open @ 9:02am
- Approval of 11/09/23 minutes
  - o Motion by Lisa, seconded by Ken. Jim abstains, **motion passes.**
- Reminders:
  - o RS/CHO renewal deadline is Jan. 15, 2024
  - o BU LPHI will sunset March 31, 2024; save/download any credentials or documents if needed
- Discussion:
  - o FY23 funds
    - Ethan recommended, with guidance from DPH, that without immediate use, all remaining FY23 funds should be returned.
    - Ken motioned to return remaining FY23 funds, Jim seconded. **Motion passes unanimously.**
  - o FY24 budget
    - Approx. \$45k available for staff position
    - Discussion of need for second community outreach/social services staff person
      - Mary doing a great job, migrant crisis has been very involved & time consuming
      - Outreach and education still a need
      - Will discuss further
- Regional Inspector Update:
  - o Possible need to fill in for Lisa in Feb.
  - o Has met with & completed inspection in Wales
  - o Will be increasing food inspection assistance in Charlton
  - o Completed & passed Soils course/test
- Regional Community Health Coordinator Update:
  - o Mental health assistance & referrals are a focus
  - o Homelessness is up
  - o Sturbridge Bethlehem Church hosting Xmas function for migrants
  - o Continuing to grow networks, work on food distribution, and participate in webinars & trainings

- CMRPC Field Training Hub - Mishel Caisapanta:
  - o Mishel provided a review of TRAIN MA, the new platform for MADPH training courses
  - o There will be MAPHIT Housing & Food refresher courses offered in January
- Discussion of tobacco enforcement contractor for Spencer & Wales
  - o Group discussed rates for contractor; services include initial outreach/education, annual inspection, youth sales, violation enforcement as needed
  - o Confirm credentialing, insurance/liability requirements
  - o Will look to Leominster & MHOA for service description/contract language
  - o Motion to expend CCPH funds on regional tobacco inspection & enforcement officer made by Jim, seconded by David. **Motion passes unanimously.**
- Meeting adjourned 9:43am

Submitted by Ethan Melad, CMRPC