

3:00 - 3:30 pm EST

Virtual: <https://us06web.zoom.us/j/89711070511>

Voting members in attendance:

Kristel Bennett, Billerica
Donna Greenwood, Chelmsford
Shannon Gillis, Tewksbury
Kerri Oun, Tyngsborough

Non-voting members in attendance:

Haleigh Schultz, BME Strategies

I. Opening

3/4 voting members present, quorum was met.

Motion to start the meeting

Kerri Oun made a motion to start the meeting. Kristel Bennett seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Absent

Tyngsborough: Y

All in favor.

Haleigh Schultz called the meeting to order at 3:03 pm.

II. Regional Public Health Specialist Discussion

A. Regional Public Health Specialist Description Review and Approval

The group discussed the proposed Regional Public Health Specialist (RPHS) role, reviewed the recommendations from Tyngsborough's HR team, and reviewed the Draft Description. Donna Greenwood suggested a salary range in lieu of the proposed rate, which the group discussed and agreed on. Haleigh Schultz noted that the only other change was the addition of the application instructions, which requires resume submission to the BME Careers email. The group discussed the need for a cover letter but agreed that a resume would be sufficient. No other changes or additions were proposed.

Kristel Bennett asked what the role logistics would look like in the future, including pay and benefits, if the position and need were to expand. The group acknowledged that facilitating ongoing conversations and assessments to best understand the role and folks' capacity will be necessary.

Haleigh will forward the updated RPHS Description to Tyngsborough HR for final approval. Once given the go-ahead, Haleigh will share it back to each town for internal circulation. Given that the role falls under the 'Other Public Health Staff' line in NEPHA's budget, Haleigh will also submit the Description to the Program Coordinator and Office of Local and Regional Health team for final approval.

Motion to approve the RPHS Description

Donna Greenwood motioned to approve the Regional Public Health Specialist Description with the updated pay range. Kerri Oun seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Absent

Tyngsborough: Y

All in favor.

III. Adjournment

Motion to adjourn the meeting

Kristel Bennett motioned to adjourn the meeting. Donna Greenwood seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Absent

Tyngsborough: Y

All in favor.

Meeting adjourned at 3:26 PM.

Documents referenced by the public body during the meeting:

Draft Regional Public Health Specialist Description - 3.14