

January 15th, 2025 Meeting Minutes

2:00 - 3:00 pm EST

Virtual: <https://us06web.zoom.us/j/81326279344>

Voting members in attendance:

Kristel Bennett, Billerica
Shannon Gillis, Tewksbury
Kerri Oun, Tyngsborough

Non-voting members in attendance:

Cynthia Baker, BME Strategies
Haleigh Schultz, BME Strategies
Katharine Foster, Tyngsborough

Voting members absent:

Donna Greenwood, Chelmsford

I. Opening

3/4 voting members present, quorum was met.

Billerica: Y

Chelmsford: Not Present

Tewksbury: Y

Tyngsborough: Y

All in favor.

Haleigh Schultz called the meeting to order at 2:04 pm.

II. Review of Inspection Quotes

A. Review of MoJin Solutions Quote

Haleigh Schultz summarized the quote received from MoJin Solutions, noting the two different price structures. The hourly rate proposed, including standard hourly and premium hourly rates, aligns with the breakdown requested in NEPHA's RFQ. The second fee structure, more commonly used by the vendor, considers inspection type, providing flat rates for standard inspections and hourly rates for complex inspections. All towns reported preference for the fee per inspection structure.

Haleigh noted that MoJin does not use Relavent's FoodCode Pro, but rather leverages proprietary software. Cynthia Baker explained MoJin's system and approach to sharing reports, storing information, and creating a communication platform for the vendor and towns to utilize.

The group presented the following outstanding questions. Shannon Gillis asked whether MoJin would provide support in the training of incoming NEPHA inspectional staff. Kerri Oun wondered whether MoJin is adequately staffed to cover the inspectional demand outlined in the RFQ. Kristel Bennet brought up the topic of invoicing, and whether the group would receive an itemized invoice broken down by inspection type (and associated cost). Haleigh will reach out to Trevor Lee to seek clarification on all outstanding questions.

B. Official Vote

Pending clarification, the group voted to approve the vendor and move forward with contract execution.

Motion to approve vendor quote and move forward with contract

Kerri Oun motioned to approve MoJin Solutions' proposed quote and proceed with contract development and execution. Kristel Bennett seconded the motion.

Roll Call

Billerica: Y

Chelmsford: Not Present

Tewksbury: Y

Tyngsborough: Y

All in favor.

III. Adjournment

Motion to adjourn the meeting

Kerri Oun motioned to adjourn the meeting. Kristel Bennet seconded the motion.

Billerica: Y

Chelmsford: Not Present

Tewksbury: Y

Tyngsborough: Y

All in favor.

Meeting adjourned at 2:24 PM.