

January 6th, 2025 Meeting Minutes

3:00 - 4:00 pm EST

Virtual: <https://us06web.zoom.us/j/82876887093>

**Voting members in attendance:**

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

**Non-voting members in attendance:**

Cynthia Baker, BME Strategies  
Haleigh Schultz, BME Strategies

## **I. Opening**

4/4 voting members present, quorum was met.

**Motion to start the meeting**

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

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

Haleigh Schultz called the meeting to order at 3:07 pm.

## **II. NEPHA Regional Hiring Discussion**

### **A. Conversations to Date**

Haleigh Schultz summarized conversations to date. Kerri Oun and Shannon Gillis both spoke individually with Siobhan LaFreniere, who expressed interest in the NEPHA Regional Inspector position. After discussing this possibility with Haleigh and Cynthia Baker, Kerri and Shannon proposed to Siobhan a hybrid role, integrating her current position as Regional Public Health Specialist and the Regional Inspector role in a 25:75 capacity. Siobhan expressed interest.

An official application was received on December 18th, 2024.

All Health Directors expressed support of Siobhan's candidacy.

## B. The Role and Inspectional Coverage

Given the quality of work produced and the value-add of the Regional Public Health Specialist (RPHS) role thus far, the group brainstormed ways in which to sustainably combine the two roles, RPHS and Regional Inspector, while building out a feasible work structure. The proposed 25:75 split is meant to prioritize inspectional needs across the coalition, while continuing to support RPHS responsibilities.

Donna Greenwood wondered how many inspections would be needed per week to cover the Towns of Tewksbury and Tyngsborough. Shannon Gillis explained Tewksbury's Risk-based breakdown between Inspectors. Kerri Oun offered to cover inspections in Tyngsborough during times the work would be dedicated to RPHS responsibilities.

Haleigh Schultz clarified that the coalition is still pursuing additional contractor coverage in the meantime, which will also provide training support. Donna wondered if the contractor would be permanent. Cynthia Baker answered that with our current spending forecast and approval from DPH, the coalition can pursue coverage through the end of the fiscal year. FY26 coverage will need to be part of the budgeting conversation when the time comes.

Cynthia highlighted the question of whether hiring an additional 1.0 FTE Inspector makes sense for the group. All Health Directors agreed that additional coverage would be necessary.

## C. Outstanding Questions

The group discussed the role breakdown, additional hiring goals, future trajectory in the RPHS and Regional Inspector positions, the expected pay scale outlined in the Regional Inspector job description, the onboarding and training process, additional support needed in each town, and future sustainability.

## D. Next Steps

Haleigh Schultz and Cynthia Baker will draft out a well-defined Scope of Work, touch base with NEPHA's Program Coordinator, touch base with Tyngsborough HR, and begin working on onboarding and training plans. The Health Directors will assess shadowing opportunities across the four towns.

## **Motion to approve creation of the new proposed role and approve Siobhan's candidacy**

Donna Greenwood made a motion to approve Siobhan LaFreniere's candidacy in the creation of a new hybrid role, which would integrate Regional Public Health Specialist and Regional Inspector duties in a 25:75 capacity. Kristel Bennett seconded the motion.

Billerica: Y

Chelmsford: Y  
Tewksbury: Y  
Tyngsborough: Y  
**All in favor.**

### **III. Adjournment**

#### **Motion to adjourn the meeting**

Donna Greenwood motioned to adjourn the meeting. Kerri Oun seconded the motion.

Billerica: Y  
Chelmsford: Y  
Tewksbury: Y  
Tyngsborough: Y  
**All in favor.**

Meeting adjourned at 3:50 PM.