

# NorthEast Public Health Alliance

## October 24th, 2024 Meeting Minutes

<b>Time:</b> <b>11AM - 11:30AM EST</b>
<b><u>Virtual Meeting</u></b> <a href="https://us06web.zoom.us/j/86779182616">https://us06web.zoom.us/j/86779182616</a>

### **Voting members in attendance:**

Kristel Bennett, Billerica (arrived late)  
Donna Greenwood, Chelmsford  
Shannon Gillis, Tewksbury  
Angela Lemire, Tyngsborough

### **Non-voting members in attendance:**

Cynthia Baker, BME Strategies  
Haleigh Schultz, BME Strategies

## **I. Opening**

3/4 voting members present, quorum was met.

### **Motion to start the meeting**

Kristel made a motion to start the meeting. Shannon seconded the motion.

Billerica: N

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

Cynthia Baker called the meeting to order at 11:05 am.

## **I. Welcome**

## **II. Overview of NEPHA Digitization Next Steps**

Vendor provided 2 updated estimates: one for rescanning only Tewksbury files, and a second to address both Tewksbury & Tyngsborough files in need of rescanning. The coalition will review the second option in full detail.

- A. Selective rescans for Tewksbury & Tyngsborough - est. \$10,204.18
- B. Scope of work:

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1. Perform a full check on each box from Tewksbury and Tyngsborough, reviewing each image for readability and identifying files containing images in need of re-scanning – est. 1 hour/box (85 boxes)
  2. Pull individual pages in need of re-scanning; merge re-scanned images; return pages to original box – est .5 hours/box – included as part of scanning & quality control line items
  3. Re-scan pages containing unreadable data – assume 1% of regular scans, 70 flatbeds/box, 40 oversize/box
  4. Color, 300dpi
  5. Est. 1,690 regular scans, 5,950 flatbeds, 3,400 oversize
- C. Awaiting an updated estimate to ensure Tewksbury files are placed back in the exact same folder from where they were taken (vs. replaced in the same box)
1. Already talked through this with Tyngsborough, who has agreed placing rescanned files back in the box (loose, uncategorized) is sufficient.

### D. Official Vote

Kristel Bennett motioned to allocate additional funding to cover rescanning for both Tewksbury & Tyngsborough (assuming cost starting at \$10,201.18), with room to increase for Tewksbury's specifications to be met. Donna Greenwood seconded the motion.

Billerica: Y

Chelmsford:

Tewksbury: Y

Tyngsborough: Y

***All in favor.***

### III. Adjournment

#### Motion to adjourn the meeting

Kerri motioned to adjourn the meeting. Shannon seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

**Meeting adjourned at 11:14AM.**