

**Marshfield Public Health Excellence Group Meeting Minutes**  
**April 20, 2023 10:00 AM – 11:00 AM**

In attendance: Kim Dixon, Hanover; Benjamin Margro, Norwell; Delshaune Flipp, Rockland; Maureen Jasie, Pembroke BOH member; Mike Hugo, MAHB; Rich Mucci, MAHB; William Droheim, Marshfield PHE Group Shared Services Coordinator

**Updates**

- Next Marshfield PHE meeting is May 3, 2023, at 1 PM on Microsoft Teams
- William Droheim attended the Shared Services Coordinator Collaborative Space on April 13, 2023

**Topics to be Discussed**

The meeting began with the introduction of lawyer Rich Mucci. Rich Mucci has been contracted by the Massachusetts Association of Health Boards (MAHB) to assist with the Intermunicipal Agreement (IMA) for the Public Health Excellence Program. A draft IMA was sent to all the health directors in the Marshfield PHE Group earlier this week, which was discussed at the meeting. The IMA is a contract document which explains the rights and obligations of each municipality within the Marshfield PHE Group. It is important for each municipality to review the document in order to add revisions and make edits. Both Rich Mucci and Mike Hugo will be integral to the IMA process.

Kim Dixon proposed one revision in the IMA under section 12 of the IMA—Withdrawal. Her revision would allow a municipality to withdrawal from the group within 30 days from the current 90 day guideline. Hanover's town counsel is sending Rich Mucci a revised copy of the the IMA. Another revision requested by Maureen Jasie was to specify the representative for the voting structure. She would like to consider language in the IMA that an individual voting on the Advisory Board can be different from the health director/agent authorization signature (on the last page of the IMA). Each town gets one vote on any given public health excellence issue such as employee hiring, protocols, etc. Also, it was recommended that an alternative be set up for each municipal voter in case of an emergency.

William Droheim discussed the liability insurance with the group. The town of Marshfield will not cover liability insurance for any hired employees through the grant because they go outside the town boundaries. As discussed prior to the meeting, the group can purchase its own liability insurance and hire an insurance writer if necessary. Other options include having all hired contractors have their own insurance in combination with a signed non-liability form.

The IMA agreement will have multiple drafts and take multiple months in order to meet the needs of each health department and municipality. An in-person PHE meeting to discuss the IMA could potentially occur in the next few months to get more communication on the topic. Any questions regarding the IMA can be sent to William Droheim, Rich Mucci, or Mike Hugo.

Adjourn- 11:00 AM