

Region 3B Public Health Coalition Meeting

Andover, Lawrence, Lynnfield, Methuen, North Andover, North Reading, Reading, Wilmington

Meeting Minutes

Thursday, July 21, 2022

1:00 p.m. – 2:00 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/81450323401?pwd=NjZjSVBUaDJxczRJVTUyY3cwQmtOdz09>

Meeting ID: 814 5032 3401

Passcode: 125992

Voting Members in Attendance:

Tom Carbone	Andover Health Department
Amy Ewing	Andover Health Department
Jake Lamond	Andover Health Department
Jackie Aguilar	Lawrence Health Department
Coral Hope	Lynnfield Health Department
Felix Zemel	Methuen Health Department
Kelly Townsend	Methuen Health Department
Brian LaGrasse	North Andover Health Department
Caroline Lam	North Andover Health Department
Kristine Harris	Reading Health Department
Shelly Newhouse	Wilmington Health Department

Voting Members Not in Attendance:

Bob Bracey	North Reading Health Department
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Non-Voting Members in Attendance:

Felicia Balbi	MDPH
Beth Robert	HMCC/MAPC
Amy Reilly	MAPC
Dan Witts	HMCC/MAPC

1. Welcome and Introductions/Attendance Roll Call

- E. Robert conducted roll call for the meeting.

2. 3B Coordinator Position Discussion

Update on Status of RFP for Coordination Services

- A. Reilly introduced herself and provided background on the procurement process for the 3B Coordinator position, noting that MAPC conducted a competitive procurement for these services.
 - An RFP was released and as part of the RFP process, all proposers were required to submit a non-price (narrative) proposal and price proposal.
 - One proposal was received from BME Strategies. Their non-price proposal was sent to an evaluation committee and MAPC received one completed evaluation of the proposal back. This evaluation deemed the proposal highly advantageous based on the comparative evaluation criteria set forth in the RFP.
 - After this evaluation was complete, MAPC shared the price proposal that was received from BME Strategies with the individual that provided the evaluation, per the rule for award in the RFP, seeking input on whether MAPC should award this contract. Based on this review of the price proposal questions arose as to whether awarding this contract was in the best interest of the Coalition.
 - MAPC is the awarding authority for this contract, but since the agency is awarding on behalf of the Coalition, staff wanted to have a discussion today regarding their allocation for coordination services and the anticipated level of service they would like to receive.
 - MAPC is not asking the Coalition to evaluate the proposal that was received as part of this process. Rather, we are looking to clarify with the group how best they would like their funds for coordination services spent, so we can make a decision on this contract.

3. Review of Scope & Budget for the Coordinator Position

- Information was provided to the Coalition regarding coordinator contracts across Region 3. It was noted that when comparing the costs between each coalition, it is important to recognize that there are differences within the tasks that take place between each coalition.
- The Coalition was asked to think about how many hours per month were needed to carry out coordination work on their behalf, as well as how much they were willing to pay.
 - The Coalition members discussed how the group no longer needs to meet monthly, has no phone lines it supports, and limited funding for other projects.

Motion put forth by T. Carbone to amend the budget for the Coordination position to a maximum of \$21,300 and reallocate the remaining funds.

- *B. LaGrasse seconded.*
- *In Favor:*
 - o *Tom Carbone* *Andover Health Department*
 - o *Jackie Aguilar* *Lawrence Health Department*
 - o *Coral Hope* *Lynnfield Health Department*
 - o *Felix Zemel* *Methuen Health Department*
 - o *Brian LaGrasse* *North Andover Health Department*
 - o *Kristine Harris* *Reading Health Department*
 - o *Shelly Newhouse* *Wilmington Health Department*
- *Opposed: None.*
- *Abstain: None.*
- *The motion passed.*

- E. Robert noted that MAPC will not award a contract for this RFP and will reissue an RFP with an amended scope.
- The Coalition will discuss where the remaining funds should go at the next meeting.
- E. Robert noted that if there is a need for a future meeting before a Coordinator is hired, to reach out to herself, A. Reilly, or D. Witts.

Motion put forth by B. LaGrasse to adjourn the meeting.

- *F. Zemel seconded.*
- *In Favor:*
 - o *Amy Ewing* *Andover Health Department*
 - o *Coral Hope* *Lynnfield Health Department*
 - o *Felix Zemel* *Methuen Health Department*
 - o *Brian LaGrasse* *North Andover Health Department*
 - o *Shelly Newhouse* *Wilmington Health Department*
- *Opposed: None.*
- *Abstain: None.*
- *The motion passed.*

4. Next Meeting: TBD

The following documents were used/referenced during the meeting:

- Region 3 Planner and Coordinator Contracts for FY'22 and FY'23
- 3B Coordinator Contracts for FY'22 and FY'23
- 3B FY'23 Budget
- FY'23 3B Coordinator Request for Proposals (RFP)
- FY'23 3B Coordinator Non-Price Proposal

- FY'23 3B Coordinator Proposal Evaluation

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