

**Minutes of the
Carlisle Board of Health
Special Meeting
March 9, 2018**

AGENDA

Succession Planning Memo to Selectmen

The meeting was called to order by the Chairman at 7:16 pm at Town Hall. Present: Todd Thorsen (Chairman), Alan Lewis, Donna Margolies, Lee Storrs and Todd Brady. Also present was Linda Fantasia (Health Agent).

The Chairman had called the special meeting to address succession planning for the Health Agent position as requested by the Selectmen. The Board believes that moving from two part-time to a single fulltime Assistant is critical to implementing the succession plan. The purpose of the meeting was to review and finalize a draft memo prepared by Brady and Lewis.

Board members inquired what qualifications were needed for the Health Agent's position. Fantasia said a bachelor's degree in a related field or a bachelor's degree in a non-related field but with science, public health or environmental work experience would be needed. Additional Certifications would include System Inspector, Food Protection Manager, Lead Paint Determinator, Housing Inspector, Shelter Manager and completion of the 40-hour Foundations of Local Public Health course. All of these Certifications are offered on a regular basis through state and public health organizations. The Board agreed that it would need to develop a plan on how the Assistant could obtain these credentials and that this could only be accomplished with a fulltime person. Working fulltime would also give the Assistant the opportunity to "shadow" the Health Agent and learn decision making strategies.

Fantasia noted that the Health Department has had seven part-time assistants since the position was created in late 1999. The average time has been 2.5 years. All but two of the Assistants left for fulltime benefited jobs (one for family reasons and one moved out of state). This has not been the case for the other Town Departments whose current assistants have been in place for 10+ years (Mary Hopkins for Conservation, Gretchen Caywood for Planning, Marianne McInnerney for Assessing). These positions are all benefited positions.

The Board debated and decided that the cost of benefits for a fulltime position which would be split 50/50 with the Town should not outweigh the disruption caused by the high turnover rate or preclude an internal succession plan. The Board agreed that there are many positive aspects to internal promotions. Fantasia said this is what the Assessing Department did when Melissa Stamp who was hired as the Administrative Assistant a number of years ago eventually moved up to Principal Assessor after obtaining the required certifications.

The Board reviewed and approved the final memorandum to the Selectmen which described how the Board will implement a formal succession planning program for the Health Agent position:

1. An annual process by which the Health Agent succession timing is assessed by the Board;
2. Development of a position description for a 30-hour position, to be filled with an individual that, in the Board's judgment, is qualified to succeed the current Health Agent following sufficient trainings; and
3. Establishment of a sub-committee of the Board to monitor, at least semi-annual, the training of the 30-hour position.

Brady offered to prepare the memo for distribution. There was no further business. Meeting adjourned at 8:15 pm

Respectfully submitted,


Linda M Fantasia, Recorder