

Inter-Island Public Health Excellence Collaborative Meeting Minutes



Date: Wednesday, November 20, 2025

Time: 3-5PM

Location: Virtual

Join Zoom Meeting: <https://us06web.zoom.us/j/82562814239?jst=2>

Meeting ID: 825 6281 4239

Voting members present:

- Alexa Arieta, Health Agent (Oak Bluffs) - Y
- Marina Lent, Health Agent (Aquinnah) - Y
- Jerico Mele, Human Services Director (Nantucket) - Y
- Anna McCaffrey, Health Agent (Chilmark) - Y
- Sarah Toste, Assistant Health Agent (West Tisbury) - Y
- Brice Boutot, Health Agent (Edgartown) - Y
- Drew Belsky, Health Agent (Tisbury) - Y
- Stewart Young, Finance Committee, Chairman (Gosnold) - N

Non-voting members present:

- Cynthia Baker, Managing Consultant, BME Strategies
- Stephanie Barth, Contract Epidemiologist, IIPHEC
- Fernando Lana, Assistant Health Agent, Edgartown
- Claire Myers, Contract Epidemiologist, IIPHEC
- Patrick Roden-Reynolds, Tick Biologist, IIPHEC
- Martina Thornton, County Manager, Dukes County
- Betsy Van Landingham, Public Health Nurse/Infectious Disease Investigator, Dukes County
- Caitlyn Winders, Consultant, BME Strategies

Brice Boutot called the meeting to order. Jerico Mele seconded.

7/8 voting communities present, quorum met.

Attendance Roll Call

Aquinnah: Y

Chilmark: Y

Edgartown: Y

Gosnold: Not present

Nantucket: Y
Tisbury: Y
West Tisbury: Y

The meeting was called to order at 3:02PM.

Administrative

Approval of 10/22/25 Minutes

Brice Boutot motioned to approve the minutes. Alexa Arieta seconded.

Aquinnah: Y
Chilmark: Y
Edgartown: Y
Gosnold: Not present
Oak Bluffs: Y
Nantucket: Abstain
Tisbury: Y
West Tisbury: Y

IMA

Municipality Review Status Discussion

Most towns reported that the IIPHEC IMA is ready for signature, though several are still awaiting final legal review or clarification from town counsel. There was discussion that focused heavily on whether each town must seek its own legal review, with some expressing concern about duplicative legal fees and others noting that town administrators can sometimes consolidate review processes. Oak Bluffs and Nantucket still have outstanding questions and legal considerations, and follow-up meetings are planned to resolve remaining issues. The group aims to have all questions answered before the next Advisory Board meeting on December 10 so the signature process can begin, with a request to circulate the final draft by mid-December.

Mutual Aid Agreement Language

The group reviewed the mutual aid language currently included in the IMA, which allows health staff to operate across town lines and directs municipal employees to work collaboratively with shared personnel. While MAHB believes the existing language is legally sufficient, members discussed whether it fully captures the intent of

mutual support among health agents. Several participants expressed openness to expanding or clarifying the language, possibly through an added exhibit or amendment similar to the supervisory section. Overall, there was general agreement that the current language is workable, but the group may refine it if stronger mutual aid assurances are desired.

FY26 Budget Modification

Following conversations with OLRH, IIPHEC received guidance that requires the group to move the \$5000 currently sitting in the Program Facility Fee Line Item to the Admin/Clerk line item. The total amount is not changing, but this allows the group to continue supporting Patrick Roden-Reynolds's office space at the county, as was done last fiscal year, while abiding by allowable expenditure guidance that has changed this year.

Marina Lent motioned to approve the budget modification. Alexa Arieta seconded.

Aquinnah: Y

Chilmark: Y

Edgartown: Y

Gosnold: Not present

Oak Bluffs: Y

Nantucket: Y

Tisbury: Y

West Tisbury: Y

The budget modification was approved by the Advisory Board and will be submitted to OLRH by the SSC.

Next, the Advisory Board reviewed additional charges furnished by CAP for additional voice interpretation that was needed to complete the remaining videos that they were producing. CAP had finished the translations, but needed the additional funds to complete the audio overlay.

Jerico motioned to approve the charges. Alexa seconded.

Aquinnah: Y

Chilmark: Y

Edgartown: Y

Gosnold: Not present

Oak Bluffs: Y

Nantucket: Y

Tisbury: Y

West Tisbury: Y

Martha's Vineyard Commission - Island-Wide Climate Action Plan Q&A (3:35PM)

Next, the group revisited a presentation given last week during a seminar by Sakiko Isomichi on the public health piece of the Martha's Vineyard Commission's Island-Wide Climate Action Plan. Sakiko began by giving a summary of the presentation, then opened the floor for discussion and comments from the IIPHEC Advisory Board.

The group discussed how public health nursing (PHN) fits into the Climate Action Plan, noting that each town funds PHN separately and that future budgeting conversations will be needed once the new VNA contract is finalized. Members emphasized that many plan priorities align naturally with public health work, particularly public education and tickborne disease prevention, but stressed the importance of integrating these efforts into existing initiatives rather than creating new ones. Participants raised questions about coordination with related subcommittees, expressing interest in better aligning ongoing volunteer and educational efforts across groups. The discussion also touched on whether PFAS concerns could be incorporated into the plan, with members acknowledging the need for support on this issue but questioning its direct connection to climate change.

The SSC will connect separately with Sakiko to examine crossover between activities included in the plan and work that is already being done by IIPHEC Shared Staff.

TB Library Resource Review

Claire Myers presented on the TB Library Resource Library that she has been developing in tandem with the manuscript draft that she presented to the Advisory Board earlier this year.

The group highlighted the need to share this resource widely with many different partners, including the local nurse who works with TB patients, the New England Rural Health Association, and visitors to the IIPHEC website.

Claire will develop a cover sheet for the library, which will then be shared with the SSC and subsequently with the Advisory Board and on the IIPHEC website. Once Claire has completed the manuscript, she will return and share another presentation with the board.

Communications

Stephanie Barth shared her proposal for a monthly recurring office hours meeting, during which Advisory Board members could share events that were happening in their communities that could be highlighted on IIPHEC's social media channels.

Following a discussion, the group decided that they would institute a 15-minute standing agenda item to review the items that were planned to be discussed during the office hours. This was preferred to the separate meeting so as to streamline the process.

Hiring SOP Draft Review

The SSC provided an overview of the Hiring, Supervision, Reporting, & Performance Management SOP that was provided to the group earlier in the month. Due to the length and breadth of the document, the group decided to allow for more time to review prior to the next meeting and engage in further discussion during the December 10th meeting.

FY26 Workplan Updates

Due to time constraints, the advisory board voted to table this item until the next meeting and include it on the agenda for December 10th.

Brice Boutot motioned to table the item. Alexa Arieta seconded.

Aquinnah: Y

Chilmark: Y

Edgartown: N

Gosnold: Not present

Oak Bluffs: Y

Nantucket:

Tisbury: Y

West Tisbury: Y

The agenda item was pushed to December 10th.

Adjournment

Drew Belsky motioned to adjourn the meeting. Marina Lent seconded.

Aquinnah: Y

Chilmark: Y
Edgartown: Not present
Gosnold: Not present
Oak Bluffs: Y
Nantucket: Not present
Tisbury: Y
West Tisbury: Y

The meeting was adjourned at 5:08 PM.

Documents Referenced:

- 11.20.25 IIPHEC Advisory Board Meeting Agenda
- 11.20.25 IIPHEC Advisory Board Meeting Deck
- 10.22.25 IIPHEC Advisory Board Meeting Minutes
- IIPHEC IMA Final First Draft
- IIPHEC FY26 Budget Modification_November 2025
- Martha's Vineyard Commission Island-Wide Climate Action Plan
- Tuberculosis Resource Library
- Tuberculosis Study Manuscript
- Communications Office Hours Proposal
- Draft IIPHEC Hiring, Supervision, Reporting, & Performance Management SOP
- IIPHEC Training Survey