



Denise M. Dembkoski
Finance Director & Personnel Director
ddembkoski@grovelandma.com

Town of Groveland
Office of the
Finance Director

183 Main Street
Groveland, MA 01834
Tel: 978-556-7204
Fax: 978-469-5000

RECEIVED

SEP 21 2018

TOWN OF GROVELAND
FINANCE DIRECTOR

September 13, 2018

Anne Brodie
Records Access Officer
183 Main Street
Groveland, MA 01834

Dear Mrs. Brodie,

In accordance with Massachusetts General Laws, c.66, §10, I am requesting copies of all materials pertaining to the recent Public Health Nurse hiring process. These documents should include, but are not limited to: any agenda identifying discussion of resumes, selection of candidates, interviews, and appointments; all meeting minutes since May 2018 discussing the public health nurse position, the hiring process, the discussion of resumes, the interviews, and the appointment; all resumes received for the advertised position; and all emails or correspondences between Board of Health members and/or staff, discussing the position, candidates, or the process of hiring the public health nurse.

Please provide these documents to me within the required ten (10) days, otherwise, please provide to me, in writing, the reason you are unable to meet the deadline and the anticipated time-frame for a complete response.

If you have any questions, or need clarification on any of the above items, please do not hesitate to contact me.

Very truly yours,

Denise M. Dembkoski
Finance & Personnel Director

cc: Lori Bentsen, Administrative Assistant, Board of Health



MEETING NOTICE

(MGL Chapter 30A, Sections 18-25)

COMMITTEE OR
CONVENING BODY:

Board of Health

MEETING PLACE:

Town Hall

DATE & TIME OF
MEETING:

Thursday May 31, 2018 at 6 PM

AGENDA ITEMS:

- 1) 113 Center St, 3 variance requests
- 2) 43 Center St, 4 variance requests
- 3) Public Health Nurse resignation
- 4) Review minutes for approval
- 5) Previous & new agenda items not
- 6) anticipated at time of posting

Signed: L. Bersten - Admin Asst

Date: 5/29/18

OWN OF GROVELAND
2018 MAY 29 PM 3:49
TOWN CLERK
OFFICE POSTED

All meeting notices must be time stamped and filed in the Town Clerk's Office and posted 48 hours prior to the meeting (excluding Saturdays, Sundays and all Holidays).

TOWN OF GROVELAND

2018 AUG -9 PM 12:00

**BOARD OF HEALTH
MEETING MINUTES
Thursday, May 31, 2018**

FILED/CLERK
REMOVED/POSTED

ATTENDEES: Elaine Wozny, Chairman
Joan Searl, Member
Deborah Kadar-Hull, Member
Deborah Ketchen, Health Agent
Anita Wright, RN, Public Health Nurse
Lori Bentsen, Administrative Asst.

Meeting Open: 6:15 PM

AGENDA:

First item on the agenda is 113 Center St., 3 variance/waiver requests. Jim Scanlan, Scanlan Engineering, Georgetown, MA was in attendance to discuss variance specifics with the Board. Scanlan told the Board that this is a two family home consisting of 5 bedrooms and the present system is in failure. Scanlan said he would like to utilize the existing 1500 gallon septic tank if it is found to be in good structural condition in addition to a new 1000 gallon H-20 monolithic septic tank. Wozny said she wants the existing 1500 gallon tank vacuum tested and that will be routine for any septic tank that you want to keep. Scanlan agreed.

1. REGULATION: 310CMR15.212(1), REQUIRED: 4 feet to ESHGW perc > 2 min/in, PROVIDED: 3 feet to ESHGW w/Presby system.
2. REGULATION: 310CMR15.102(2), REQUIRED: A minimum of two (2) deep hole observations shall be performed in the presence of the approving authority, PROVIDED: One (1) deep hole in primary area.
3. REGULATION: 310CMR15.227(5), REQUIRED: Locate septic tank inlet and outlet inverts, 12" above ESHGW, PROVIDED: Inverts below ESHGW installed with rubber boots – tanks to be vacuum tested.

Wozny made a motion to approve three (3) variance requests with the provision that tanks will be vacuum tested after installation connection of sewer line, Searl seconded and it was voted 2-0. Kadar-Hull abstained because she had not been sworn in.

Second item on the agenda is 43 Center St., 4 variance requests. Searl made a motion to table this septic system plan because a revised plan needs to be submitted to correct groundwater calculations. Wozny seconded and it was voted 2-0.

Board of Health Meeting Minutes
May 31, 2018 – Page 2

Next item on the agenda is Public Health Nurse resignation. Anita discussed her job responsibilities and told the Board she will compile her job responsibilities into a “user friendly” manual for the new person. Wozny asked Anita if she could also write a job description for her position.

Last item on the agenda is review minutes for approval. Searl made a motion to approve meeting minutes of April 9, 2018, Wozny seconded and it was voted 2-0.

Meeting adjourned 8:20 PM

Next Board of Health meeting is scheduled for June 14, 2018

2018 JUN 11 PM 6:44



MEETING NOTICE
(MGL Chapter 30A, Sections 18-25)

RECEIVED / POSTED

COMMITTEE OR
CONVENING BODY:

Board of Health

MEETING PLACE:

Town Hall

DATE & TIME OF
MEETING:

Thursday, June 14, 2018 at 6 PM

AGENDA ITEMS:

- 1) Public Health Nurse job description
- 2) Review minutes for approval
- 3) Previous & new agenda items, not
- 4) anticipated at time of posting.
- 5) _____
- 6) _____

Signed: L. Bertsen Admin Asst. Date: 6/11/18

All meeting notices must be time stamped and filed in the Town Clerk's Office and posted 48 hours prior to the meeting (excluding Saturdays, Sundays and all Holidays).

TOWN OF GROVELAND

2018 AUG -9 PM 12:00

TOWN CLERK
REMOVED/POSTED

**BOARD OF HEALTH
MEETING MINUTES
Thursday, June 14, 2018**

ATTENDEES: Elaine Wozny, Chairman
Joan Searl, Member
Deborah Kadar-Hull, Member
Deborah Ketchen, Health Agent
Anita Wright, RN, Public Health Nurse
Lori Bentsen, Administrative Asst.

Meeting Open: 6:20 PM

AGENDA:

The Board addressed the second agenda item to review minutes for approval. Wozny made a motion to approve meeting minutes of May 31, 2018, Searl seconded and it was a unanimous vote.

First item on the agenda is Public Health Nurse job description. The Board reviewed the job description that they asked Anita to draft at the previous meeting. The Board worked with Anita and made some revisions. The Board asked Lori to give the revised job description to the Personnel Director to post on the town website. Anita presented a "user friendly" job responsibility manual for the new person that she compiled. She pointed out to the Board file cabinets in the office and binders on her desk that contain public health nurse records, forms and contact information. Anita told the Board that she contacted the Department of Public Health and asked them to send a hard copy of reportable diseases to the Board of Health office in the interim of hiring a nurse with MAVN experience. Anita gave her keys to the office and keys to confidential file cabinets in the office to the Board. The Board thanked Anita for 27 years of hard work and dedication to the Board of Health and the residents of Groveland.

Meeting adjourned 7:50 PM

Next Board of Health meeting is scheduled for July 19, 2018



MEETING NOTICE

(MGL Chapter 30A, Sections 18-25)

COMMITTEE OR
CONVENING BODY:

Board of Health

MEETING PLACE:

Town Hall

DATE & TIME OF
MEETING:

Thursday, July 19, 2018 at 6 PM

AGENDA ITEMS:

- 1) 248 Center St., 1 variance request
- 2) Email from Clean River Project
- 3) Review public health nurse resume
- 4) Review minutes for approval
- 5) Previous & new agenda items not
- 6) anticipated at time of posting.

TOWN OF GROVELAND
2018 JUL 17 PM 1:44
TOWN CLERK'S OFFICE
POSTED

Signed: L. Bertam, Admin Asst

Date: 7/17/18

All meeting notices must be time stamped and filed in the Town Clerk's Office and posted 48 hours prior to the meeting (excluding Saturdays, Sundays and all Holidays).

**BOARD OF HEALTH
MEETING MINUTES
Thursday, July 19, 2018**

ATTENDEES: Elaine Wozny, Chairman
Joan Searl, Member
Deborah Kadar-Hull, Member
Deborah Ketchen, Health Agent (Absent)
Lori Bentsen, Administrative Asst.

Meeting Open: 6:20 PM

AGENDA:

First item on the agenda is 248 Center St., 1 variance request. The variance requested is REGULATION: 310CMR15.212(1), REQUIRED: 4 feet to ESHGW PERC > 2 MIN/IN, PROVIDED: 3 feet to ESHGW. Wozny said that she had several concerns: 1. Perc testing was not done so this septic system design plan was based on previous soil testing conducted on 11/7/07. 2. Proposed new system is not being moved to reserve area. 3. A pump system could be installed to alleviate groundwater issue. Searl and Kadar-Hull agreed. Searl made a motion to table 248 Center St. to the next Board meeting and have the engineer present to address their concerns, Wozny seconded and it was a unanimous vote.

Second item on the agenda is email from Clean River Project. An email from this organization was sent to the Board on July 16, 2018 requesting their attendance on a boat excursion on the Merrimack River for the Board to view the alleged problem of needles and syringes being thrown in the river. The Board stated that they could not commit because they have full time jobs during the day. The Board said the health agent could attend and provide the Board a report of her inspection.

Next item on the agenda is public health nurse resumes. The Board reviewed the two (2) resumes that were received to date. The Board stated that they wished to interview these two candidates and asked Lori to schedule for the next Board meeting.

Last agenda item is review minutes for approval. Searl made a motion to approve meeting minutes of June 14, 2018, Kadar-Hull seconded and it was a unanimous vote.

Meeting adjourned 7:31 PM

Next Board of Health meeting is scheduled for August 9, 2018



MEETING NOTICE

(MGL Chapter 30A, Sections 18-25)

COMMITTEE OR
CONVENING BODY:

Board of Health

MEETING PLACE:

Town Hall

DATE & TIME OF
MEETING:

Thursday, August 9, 2018 at 6 PM

AGENDA ITEMS:

- 1) 194 Seven Star Rd., 2 variance requests
- 2) 107 Center St., 1 variance request
- 3) 2 Pond St., 1 variance request
- 4) Public Health Nurse applicants
- 5) Previous & new agenda items not
anticipated at time of posting.
- 6) Review minutes for approval

TOWN OF GROVELAND

2018 AUG -7 PH 2:43

AGENDA POSTED

Signed: L. Bentsen Admn Asst

Date: 8/7/18

All meeting notices must be time stamped and filed in the Town Clerk's Office and posted 48 hours prior to the meeting (excluding Saturdays, Sundays and all Holidays).

**BOARD OF HEALTH
MEETING MINUTES
Thursday, August 9, 2018**

TOWN OF GROVELAND

2018 SEP 20 PM 2: 00

TOWN CLERK
RECEIVED/POSTED

ATTENDEES: Elaine Wozny, Chairman
Joan Searl, Member
Deborah Kadar-Hull, Member
Deborah Ketchen, Health Agent
Lori Bentsen, Administrative Asst.

Meeting Open: 6:08 PM

AGENDA:

First item on the agenda is 194 Seven Star Rd., 2 variance requests. The Board decided to address the second agenda item 107 Center St., 1 variance request because the homeowners Arthur and Virginia Clausnitzer were present. Also present Jim Scanlan, PE, Scanlan Engineering, Georgetown, MA to explain specifics of the variance request to the Board. Scanlan said this is a 5 bedroom multi-family dwelling which requires 2 tanks, a 1500 gallon tank and a 1000 gallon tank. Scanlan said a Presby septic system will be installed because of space restrictions on this property. Scanlan said the variance request is; REGULATION: 310 CMR15.212(1), REQUIRED: 5 Feet to ESHGW Perc < 2 MIN/IN, PROVIDED: 3.5 Feet to ESHGW W/Presby System. Searl made a motion to approve variance, Kadar-Hull seconded and it was a unanimous vote.

The Board decided to address the third agenda item which is 2 Pond St., 1 variance request. Scanlan told the Board that this is a failed system and a Presby septic system will be installed at this property due to space restrictions. Scanlan told the Board he had to make provisions for a 2 foot boulder retaining wall encompassing the leach field to meet breakout. Scanlan said the variance he is asking for is; REGULATION: 310 CMR15.212(1), REQUIRED: 4 Feet to ESHGW Perc < 2 MIN/IN, PROVIDED: 2 Feet (MIN) to ESHGW W/Presby System. Searl made a motion to approve variance, Kadar-Hull seconded and it was a unanimous vote.

Next the Board addressed the first agenda item 194 Seven Star Rd., 2 variance requests. Scanlan said that this system is in failure and there is a wetland setback issue that was discussed and approved by the Conservation Commission at their meeting last evening.

1. REGULATION: 310 CMR15.212 (1), REQUIRED: 4 Feet to ESHGW Perc > 2 MIN/IN, PROVIDED: 3 Feet to ESHGW.
2. GROVELAND BOARD OF HEALTH REGULATION B-10(b), 100 Feet SEPARATION BETWEEN WETLANDS and SAS, PROVIDED: 79+ Feet.

Board of Health Meeting Minutes
August 9, 2018 – Page 2

Searl made a motion to approve two (2) variances for 194 Seven Star Rd., Wozny seconded and it was a unanimous vote.

Next the Board reviewed meeting minutes of July 19, 2018. Wozny entertained a motion to approve meeting minutes of July 19, 2018, Searl made a motion to approve meeting minutes of July 19, 2018, Kadar-Hull seconded and it was a unanimous vote.

Last, the Board interviewed two (2) candidates for the public health nurse position. The Board discussed the advantages/disadvantages of each candidate. Searl made a motion to hire Claire Walsh for the public health nurse position, Kadar-Hull seconded and it was a unanimous vote. The Board requested that Lori draft an offer letter to Claire specifying work hours and hourly rate of pay and then call the Board to come to the office to sign.

Meeting adjourned: 8:40 PM

Next Board of Health meeting is scheduled for August 30, 2018

TOWN OF GROVELAND

2013 AUG 28 PM 1:07



MEETING NOTICE

(MGL Chapter 30A, Sections 18-25)

COMMITTEE OR
CONVENING BODY:

Board of Health

MEETING PLACE:

Town Hall

DATE & TIME OF
MEETING:

Thursday August 30, 2018 at 6 PM

AGENDA ITEMS:

- 1) 1 Pandora Dr. variance request
- 2) Public health nurse position
- 3) Groveland Diner
- 4) Review minutes for approval
- 5) Previous & new agenda items not anticipated at time of posting.

Signed: L. Bertsen Admin Asst

Date: 8/28/18

All meeting notices must be time stamped and filed in the Town Clerk's Office and posted 48 hours prior to the meeting (excluding Saturdays, Sundays and all Holidays).

2018 SEP 20 PM 2: 01

TOWN CLERK
RECEIVED/POSTED

**BOARD OF HEALTH
MEETING MINUTES
Thursday, August 30, 2018**

**ATTENDEES: Elaine Wozny, Chairman
Joan Searl, Member
Deborah Kadar-Hull, Member
Deborah Ketchen, Health Agent
Lori Bentsen, Administrative Asst.**

Meeting Open: 6:08 PM

AGENDA:

First item on the agenda is 1 Pandora Dr., 1 variance request. The homeowner is seeking a building permit from the building inspector for an in-law apartment addition. The septic system is designed for three (3) bedrooms. Homeowner stated he will be removing one (1) bedroom from existing house to allow one (1) bedroom in in-law apartment. The Board reviewed the septic system as-built dated 12/12/00 and architects plans of in-law apartment. The Board stated they needed more information for them to reach a decision. They need to see a floor plan of the existing house and which architects plans will be used. The plans submitted showed a plan for a one bedroom in-law apartment and a second plan showing a two bedroom in-law apartment. Searl made a motion to table 1 Pandora Dr. to the next Board meeting, Wozny seconded, and it was a unanimous vote.

Second item on the agenda is the public health nurse position. Claire Walsh was present to discuss with the Board. Claire told the Board that she spoke to the Finance Director/Personnel Director to inform her she was hired by the Board of Health for the position of public health nurse and she was inquiring as to whether there is any new employee paperwork that she will need to complete. The Finance Director/Personnel Director told Claire that first she needed to contact the Ethics Commission to make sure there was not a conflict of interest because Claire is involved with several volunteer committees in the town. Claire told the Board that she contacted the Ethics Commission and the attorney questioned Claire as to whether the public health nurse position is a "special municipal position" or "regular position". The Board stated that they have never heard of that position being referred to as a "special municipal position" and Searl stated she has been on the Board of Health for a very long time. Claire told the Board that the attorney told her that she will research the laws and will get back to Claire with an opinion. The Board asked Lori to draft a memorandum to the Board of Selectmen asking if Claire may obtain the new employee paperwork. The Board stated they want Claire to start as soon as possible as there are arrangements to be made for

monthly blood pressure clinics that are held by the nurse and flu clinics for the residents that are held under the nurse's direction and supervision. The Board stated that we are entering into flu season and the town not having a public health nurse is becoming critical.

Third on the agenda is Groveland Diner. The Board received a complaint on 8/20/18 about mold in the flooring, in the first line area and around the dishwasher from the new owner, David Jackson. The health agent presented to the Board a copy of a letter that she drafted and sent to the owner of the building specifying the violations and requesting immediate remediation. The health agent told the Board that she has heard from the owner and he told her he will start working to correct the issues immediately. The health agent told the Board the owner told her he will call her when remediation has been completed and he is ready for reinspection.

Last agenda item is review minutes for approval. Searl made a motion to approve meeting minutes of August 9, 2018, Wozny seconded and it was a unanimous vote.

Meeting adjourned: 7:40 PM

Next Board of Health meeting is scheduled for September 17, 2018

Lori Bentsen

From: redhead149@comcast.net
Sent: Friday, June 15, 2018 3:09 PM
To: Lori Bentsen
Cc: Anita Wright
Subject: Groveland Public Health Nurse Job Description
Attachments: Groveland Public Health Nurse Job Description.docx

Lori, Here is the job description with the requested edits.

Let me know if I missed anything....Dot

Town of Groveland

Public Health Nurse

Job Description

Reports To:	Board of Health
Qualifications:	Mass Nursing License (Diploma, AD, BS) Current License
Experience:	Infection Control background Medical/Surgical 3-5 years or ICU 2 years
Hours:	6 hours per week, Compensation set by BOH (hourly rate)

Responsibilities:

Primary: 1. Investigate the occurrence of cases, suspected cases or carriers of 80 reportable diseases using principles of epidemiology. Verify confirmation of disease and ascertain the source or cause. Identify secondary cases or risk factors and determine control measures.

Implement and enforce State Isolation and Quarantine measures - 105 CMR 300

2. Participate in surveillance. Use MAVEN case reporting tracking system.
3. Administer vaccine management and distribution as necessary. Utilize available outreach immunization services for Flu/PNA clinics. Formulate special outbreak strategies as they arise. Coordinate with MEMA mutual aid. Activate secondary dispense site as directed.
4. Provide Care Management for TB patients and contacts including home visits, directly observed therapy (DOT). Collaborate with State TB Division to insure compliance and control including refugee and immigrant health assessment as directed by the Department of Public Health.
5. Visit the home bound and the disabled and assist residents with home care/outpatient issues, resources and services.
6. Provide in home skilled nursing on an urgent need basis only.
7. Hold a monthly Health Maintenance Clinic. Counsel clients on a wide variety of health issues such as medications, weight, blood pressure, diabetes and nutrition. Also, provide referrals to appropriate agencies, services and PCP referrals for complex issues.

8. Regularly check office mail, messages, emails and general communications, referrals or requests. Maintain a log of home visits and collaborate with the Council on Aging Outreach Coordinator.

Secondary: 1. Collaborate with LEMS, MEMA contacts re: initiatives state or town wide as appropriate (i.e.: drug disposal).

2. Support Board of Health initiatives and public health education. Attend Board of Health meetings.

3. Follow trends in insect borne activities, water quality, food services reports, state wide cancer registry, etc.

4. Act as a resource to school nurses, public, private, charter and home school issues.

5. Maintain knowledge of state of the art public health matters, infection control and resource material.

6. Assist in presentations to Board of Health as requested or assist in emergency planning meetings.

Revised June 2018 BOH BOD

Lori Bentsen

From: Elaine Wozny <dreamstitches1@gmail.com>
Sent: Monday, June 25, 2018 7:05 PM
To: Lori Bentsen
Subject: Re: Survey of Public Health Nurse Hours & Salary, Public Health Nurse Job Posting

Lori,

I can't open the attachments. Please print them and I'll try to pick them up tomorrow. Please also make me a copy of Cederdale's camp application.

Elaine

Sent from my iPhone

On Jun 25, 2018, at 5:43 PM, Lori Bentsen <LBentsen@grovelandma.com> wrote:

Elaine, Joan, Deb,

Elaine asked me to call surrounding towns to get hours and salaries of their nurses. I have heard back from West Newbury, Merrimac and Rowley. I'm still waiting to hear from Georgetown and Amesbury. Here's what I have so far.

1. West Newbury – Private Contractor – 8 hrs per month, \$40 per hr (See attached contract).
2. Merrimac – 23 hrs bi-weekly, \$28.96 per hr
3. Rowley – 3 -5 hrs per week, \$33.50 per hr (I calculated her hrly rate based on her working 3 hrs per week)

Anita's hrly rate is \$37 per hr. Effective July 1, 2018 the health nurse salary will increase to \$38.50 per hr because we all received a 2% pay increase.

Also, I have drafted a job posting (please see attached with job description) to give to Denise to post in the foyer at town hall and place on the town website. Please review and let me know if you want any revisions. You all have to decide the hourly pay rate and keep in mind effective July 1, 2018 we have \$12,011.00 for the health nurse salary to use.

Thank you, Lori

<mime-attachment>

<mime-attachment>

<mime-attachment>

Public Health Nurse Job Posting – June 2018

The Groveland Board of Health is seeking a qualified part-time (6 hrs/wk) Public Health Nurse. Duties include a wide variety of tasks associated with public health matters, including, but not limited to, investigating reportable diseases, conducting home visits, vaccine management, supporting the Board of Health with initiatives and education.

Position requires a degree in nursing, Certification by the Commonwealth of Massachusetts as a Registered Nurse, valid Massachusetts Driver's License and 3-5 years of Infection Control, Medical/Surgical experience or 2 years ICU experience, or any equivalent combination of education and experience.

Hourly rate of pay is \$30 - \$38/hr and is not benefit eligible. Qualified candidates should send letter of interest and resume to hr@grovelandma.gov or via mail to the Groveland Board of Health, 183 Main St., Groveland, MA 01834. Position open until filled. Resumes will be reviewed as received.

For more information, please visit our website at www.grovelandma.gov. AA/EOE.



TOWN OF GROVELAND

Job Title: Public Health Nurse

Department: Health Department

Supervisor: Board of Health

Hours Worked: Part time / Flexible Schedule -- Average of 6 Hours Per Week

Salary Range: \$30 – \$38/hr

Date: July 1, 2018

General Purpose:

The purpose of this position is to promote health and the prevention of disease by performing professional nursing work in administering various public health programs and providing administrative and informational support services to the Board of Health, local officials, residents, and members of the medical community; all other related work as required.

Supervision:

Works under the administrative direction of the Board of Health and in accordance with established department rules, regulations, policies and procedures. Due to the nature of the position, a portion of work is performed out of the office with no direct supervision.

Supervision Exercised:

None

Job Environment:

Work is generally performed under varying office, home, and clinic conditions. Employee is occasionally exposed to hazardous fluids such as blood and bodily fluids and infectious diseases. Performance of duties requires continuous concentration and composure during emergencies and/or high incident volume periods; noise levels are moderate. Employee is exposed to various weather conditions when traveling to homes or clinics.

Operates automobile, medical equipment including diagnostic testing equipment, computers, and other standard office equipment.

Makes regular contacts requiring patience, tact and discretion with children, adults, relatives of patients, members of the medical community, state/local government agencies, community agencies, schools, daycare facilities, and other town departments; most contacts involve an information exchange dialogue.

Has access to department-related confidential information including communicable disease information and sensitive medical information about citizens, which requires the application of appropriate judgment, discretion and professional protocols.

Errors, such as failure to use proper medical and nursing techniques and medications, could result in injury/death, seriously endanger public health and safety and have direct legal repercussions to the Town.

Essential Functions:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

- Investigate suspected cases or carriers of reportable diseases using principles of epidemiology. Verify confirmation of disease and ascertain the source or cause. Identify secondary cases or risk factors and determine control measures. Provide Case Management for TB or other patients and contacts including home visits, directly observed therapy (DOT). Collaborate with MA DPH to insure compliance and control including refugee and immigrant health assessments as directed by the Department of Public Health.
- Implement and enforce State Isolation and Quarantine measures – 105 CMR 300
- Visit the home bound and the disabled and assist residents with home care/outpatient issues, resources and services. Provide in home skilled nursing on an urgent need basis only.
- Participate in surveillance. Use MA DPH approved case reporting tracking system.
- Vaccine management and distribution. Utilize available outreach immunization services for Flu/PNA clinics.
- Participate in Emergency Planning and implementation, working with other disciplines, services, and communities.
- Hold a monthly Health Maintenance Clinic. Counsel clients on a wide variety of health issues such as mediations, weight, blood pressure, diabetes, and nutrition.
- Provide referrals to appropriate agencies, services, and PCP referrals for complex issues.
- Regularly check office mail, messages, emails and general communications, referrals or requests. Maintain a log of home visits and collaborate with the Council on Aging Outreach Coordinator.
- Support Board of Health initiatives and public health education. Attend Board of Health meetings.
- Follow trends in insect borne activities, water quality, food services reports, state wide cancer registry, etc.

- Act as a resource to school nurses, public, private, charter and home school issues.
- Maintain knowledge of state of the art public health matters, infection control and resource material.
- Assist in presentations to the Board of Health.
- Performs similar or related work as required, directed, or as situation dictates.

Knowledge, Skills, Abilities, and Other Characteristics:

Knowledge: Knowledge of communicable diseases; infection control, vaccine and immunization procedures and laws, state regulations and codes, and public health principles. Working knowledge of drug and immunization interactions and adverse side effects. Knowledge of human services and familiarity with community facilities, and resources for providing local services.

Ability: Ability to remain calm, concentrate and perform all responsibilities in a professional manner at all times, particularly during emergencies and periods of high activity levels. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to handle stressful situations. Ability to assess individual and group health needs and problems and to interpret medical findings and public health laws and regulations to the general public. Ability to maintain detailed and extensive records and to prepare reports from same. Ability to deal tactfully and appropriately with town employees, the general public, and refugees/immigrants. Ability to work efficiently and effectively with minimal supervision.

Skill: Excellent assessment skills. Empathy, compassion and caring.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions

Light to moderate physical effort demanded in the care of patients. Ability to communicate verbally to patients and the general public. May be required to stand and walk for extended periods of time when conducting clinics. Regularly accesses all areas and levels of a patient's home. The work requires lifting materials and being able to carry a reasonable quantity of materials. Must be able to operate a keyboard at an efficient speed. Ability to distinguish colors

Qualifications:

Bachelor's degree in nursing; three to five years of nursing experience in Infection Control, Medical or Surgical areas; or 2 years ICU experience; or any equivalent combination of education and experience.

Special Requirements:

Certification by the Commonwealth of Massachusetts as a Registered Nurse.
Possession of a valid motor vehicle operator's license.

Non-Discrimination Clause:

No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law on the basis of race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and/or requirements of the job change.

Updated July 2018

Lori Bentsen

From: Denise Dembkoski
Sent: Monday, July 09, 2018 10:57 AM
To: Lori Bentsen
Subject: FW: Jennifer MacNeil Resume for Public Health Nurse Job Posting – June 2018
Attachments: Jennifer MacNeil Resume 2018.docx

Very truly yours,

Denise

Denise M. Dembkoski
Finance & Personnel Director
Treasurer/Collector
Town of Groveland
978-556-7204

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From: Jennifer MacNeil <jmacneilrn@me.com>
Sent: Monday, July 09, 2018 10:55 AM
To: Apply <apply@grovelandma.com>
Subject: Jennifer MacNeil Resume for Public Health Nurse Job Posting – June 2018

To Whom it may concern. I am attaching my resume for consideration for the job Public Health Nurse Job Posting – June 2018. I believe my education and experience can make a difference in the community. Thank you for your time and consideration.

Jennifer MacNeil
cell: 978-810-5998
4 Merrimack River Road
Groveland, MA 01803

JENNIFER MACNEIL

4 Merrimack River Road, Groveland, Ma T: 978-891-3886 F: 781-262-6143 E: jmacneilrn@me.com

PROFILE

To obtain a job within my community as a public health nurse where my skills, experience and knowledge can be utilized to promote health and prevention of disease. By providing administrative and informational support to the Board of Health, local officials, residents, and members of the medical community.

EXPERIENCE

ER/ ICU RN, NURSING SUPERVISOR, MOUNT AUBURN HOSPITAL 2008-PRESENT

Emergency room charge nurse: who help hold the department together by providing guidance to less experienced nurses, making assignments and requesting additional staff if needed. Also field complaints from disgruntled patients and serve as a liaison with doctors and other hospital staff. Having strong leadership skills, flexibility and the ability to remain calm and assertive even in high-pressure situations.

Nursing Supervisor: promotes and restores patients' health by developing day-to-day management and long-term planning of the patient care area; directing and developing staff; collaborating with physicians and multidisciplinary professional staffs; providing physical and psychological support for patients and family members.

Medical and Surgical ICU care.

RAPID RESPONSE/ CRITICAL CARE FLOAT RN. LAHEY CLINIC 2007-2011

Rapid Response who aide in prevention. Responded to pages from nurses and doctors through out the hospital to help intervene if a patient's condition was deteriorating or needed to be upgrade to a higher level of care. Helping nurses recognize the subtle changes in a patient that could represent a life threatening event. Offer a second opinion and intervention that will hopefully avert a life threatening event by receiving a brief report from primary RN, assessing patient, review charts, labs and opening lines of communication for a collaborative effort that has the best outcome for each patient.

EDUCATION

SALEM STATE COLLEGE, SALEM, MA - BACHELORS OF SCIENCE IN NURSING SCIENCE

SKILLS

Caring registered nurse with extensive critical care training with more then 15 years of experience in all critical care departments. Highly skilled assessment, medication administration in critical care areas, IV therapy, triage, and in all critical care procedures. Quick study with the ability to easily grasp and implement care in fast past, highly stressful situations. Strong communication, interpersonal, analytical, administration, organized, problem solving and leadership skills.

Certifications: CCRN, ACLS, PALS, BLS, CRRT, IABP, IV therapy, TNCC

REFERRALS

References Available Upon Request

Lori Bentsen

From: Joan Searl <searljoan@gmail.com>
Sent: Monday, July 09, 2018 4:05 PM
To: Lori Bentsen
Subject: Re: Jennifer MacNeil Resume for Public Health Nurse Job Posting – June 2018

She's hired!!!!

Sent from my iPhone

On Jul 9, 2018, at 1:07 PM, Lori Bentsen <LBentsen@grovelandma.com> wrote:

Elaine, Joan, Deb,

Please see attached resume. She came into the office this morning to drop off a hard copy of her resume. She is young and seemed very nice.

Thank you, Lori

From: Denise Dembkoski
Sent: Monday, July 09, 2018 10:57 AM
To: Lori Bentsen <LBentsen@grovelandma.com>
Subject: FW: Jennifer MacNeil Resume for Public Health Nurse Job Posting – June 2018

Very truly yours,

Denise

Denise M. Dembkoski
Finance & Personnel Director
Treasurer/Collector
Town of Groveland
978-556-7204

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From: Jennifer MacNeil <jmacneilrn@me.com>
Sent: Monday, July 09, 2018 10:55 AM
To: Apply <apply@grovelandma.com>
Subject: Jennifer MacNeil Resume for Public Health Nurse Job Posting – June 2018

To Whom it may concern. I am attaching my resume for consideration for the job Public Health Nurse Job Posting – June 2018. I believe my education and experience can make a difference in the community. Thank you for your time and consideration.

Jennifer MacNeil
cell: 978-810-5998

Lori Bentsen

From: deb hull <nursedkh57@gmail.com>
Sent: Tuesday, July 17, 2018 3:20 PM
To: Lori Bentsen
Subject: Re: Board Meeting Thursday, July 19, 2018 at 6PM

Hi Lori-

Expect a resume from Lysette Schaeffer for the nurse position.

Deb

On Tue, Jul 17, 2018, 2:41 PM deb hull <nursedkh57@gmail.com> wrote:
I will be there.

Ok for vacation day.

Deb

On Tue, Jul 17, 2018, 2:33 PM Lori Bentsen <LBentsen@grovelandma.com> wrote:

Elaine, Joan, Deb,

I have posted our meeting notice, please see attached, hopefully, you can open it. We have 1 variance request (ESHGW) at 248 Center St. I rec'd an email for you from Clean River Project (attached) and the Public Health Nurse resume that I forwarded to you earlier. We also rec'd a reportable disease (Campylobacteriosis) from the DPH that you need to see.

Also, I need to take a vacation day tomorrow, Wednesday, July 18 because I have to take my mother to the Dr.

Thank you, Lori

----- Forwarded message -----

From: "Scanner@grovelandma.com" <Scanner@grovelandma.com>

To: Lori Bentsen <LBentsen@grovelandma.com>

Cc:

Bcc:

Date: Tue, 17 Jul 2018 17:50:29 +0000

Lori Bentsen

From: Denise Dembkoski
Sent: Wednesday, July 18, 2018 9:37 AM
To: Lori Bentsen
Subject: Fwd: Public Health Nurse
Attachments: SCHAEFERresume2018.docx; ATT00001.htm

Denise M. Dembkoski
Finance Director
Personnel Director
Town of Groveland

Begin forwarded message:

From: Lyssette S <lyssette6@gmail.com>
Date: July 17, 2018 at 9:44:57 PM EDT
To: <apply@grovelandma.com>
Subject: Public Health Nurse

To Whom It May Concern,

I am greatly interested in the part time Public Health Nurse position now opening in Groveland. With over four years of progressing nursing experience, I believe I will be a positive addition to your team.

I have worked with the community in a variety of platforms from school nursing in a multitude of settings to short term rehabilitation and transitioning patients to home. This has developed my knowledge and ability to identify health needs and create an interdisciplinary plan of care with the client and families involved. It has always been important to maintain a good relationship with my patients and families, helping them to achieve and maintain excellent health despite chronic conditions. Educating my community regarding their holistic health is a passion of mine that I wish to continue, now in my own town. I am excited to see how I can expand my professional experiences by transitioning from working just within a facility, to within an entire community.

Enclosed is a copy of my resume for you to review. I look forward to speaking more about the expectations of this position, and how I would be able to meet them!

Thankyou,
Lyssette Schaefer BSN, RN

Lyssette A. Schaefer, B.S.N R.N.

109 King Street Groveland, MA 01834

Lyssette6@gmail.com

(978) 994-0359

Massachusetts License No. 2293373

OBJECTIVE

Public Health Nurse for the town of Groveland, Massachusetts where I will be able to utilize years of clinical experience with various populations to provide support to our community.

EDUCATION

BSN, *cum laude*

St. Anselm College, Manchester NH

May 2014

PROFESSIONAL EMPLOYMENT

Penacook Place

10/2017-present

Nurse Manager-Rehabilitation Unit

Manager of a 26+ bed short term floor and responsible for the day to day operations of the unit including maintaining DPH regulations and infection control practices. Involved with direct patient care, critical assessment of acute changes in patients, and managing staff to ensure all care is completed and patient needs are met. This role is an integral part of discharge planning to return patient's to the community with the education and services they need. Team leader to floor staff while working with interdisciplinary teams requiring excellent communication skills and great flexibility. On a fast paced floor with quick patient turnover, time management, prioritizing, and delegation are skills that have been further developed. Also responsible for medical care and staffing facility wide during administrative changes with no DON/ADON present.

Anodyne Staffing Agency

12/2015-06/2017

Registered Nurse

This agency has placed me in multiple long-term temporary positions during this time frame, as described below:

John Scott House, Subacute Floor, Braintree MA

Registered Nurse

Floor nurse in this subacute facility responsible for full patient care for up to 16 patients per shift; this includes administration of medications and treatments, regular assessments, and hands-on patient care. Called upon to administer CPR on several occasions, and have been deeply involved in triage of acute patient situations. Asked to perform as charge nurse twice weekly, coordinating patient care, and managing other agency nursing staff.

North River Collaborative, Whitman MA
School Nurse - Special Needs Classrooms

Responsible for providing nursing care to elementary, middle, and high school aged children with multiple challenging diagnoses such as cerebral palsy, autism, trisomy, seizure disorders, and learning disabilities; the daily routine involved maintenance of feeding tubes, medications, respiratory care and suctioning, communication with parents and teachers, evaluating acute situations and seizures, and maintaining safety in a population with behavioral and aggression challenges. Included involvement with at risk youth, DCF, foster care children, and assisted in coordinating home care and community education.

Port Healthcare Center, Newburyport MA
Registered Nurse

3/2015-12/2015

Medical nurse in a 50 bed rehabilitation facility responsible for medication administration, regular assessment of health care needs and plan of care. Collaborated with other providers to uphold patient-centered care. This position required exceptional assessment skills and nursing judgment, as well as the ability to delegate appropriately, communicate quickly and accurately with both patients, providers and families.

Crossroads, Duxbury MA
Camp Nurse

6/2014-11/2014

Coordinated appropriate care for 500+ at-risk youth, frequently using ability to triage minor and major injuries, to assess daily well-being of multiple campers, to coordinate and implement medication regimens, and to delegate healthcare interventions as appropriate to assistants working in the Health Center. This position required critical thinking and effective time management, as well as the ability to manage and assess multiple situations and needs at the same time.

CERTIFICATES

CPR BLS, 2011 to present

CPR BLS educator certification expected 8/2018

IV Push Techniques, Infusion Support Systems, February 2018

Central Line Techniques, Infusion Support Systems of North Andover, MA, July 2015

Basic IV Techniques, Infusion Support Systems of North Andover, MA, June 2015

Lori Bentsen

From: Denise Dembkoski
Sent: Monday, July 23, 2018 11:56 AM
To: Lori Bentsen
Subject: FW: Public Health Nurse Position
Attachments: cover letter groveland.docx; resume - Copy (4).doc

Very truly yours,

Denise

Denise M. Dembkoski
Finance & Personnel Director
Treasurer/Collector
Town of Groveland
978-556-7204

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From: Pamela Lara <pam@exchange.larafamily.org>

Sent: Monday, July 23, 2018 11:51 AM

To: Apply <apply@grovelandma.com>

Subject: RE: Public Health Nurse Position

To Whom It May Concern,

Please find my letter of interest and resume attached to this email for your consideration. I look forward to hearing from you.

Best regards,

Pamela Lara

Pamela Lara

July 23, 2018

RE: Groveland Public Health Nurse

To Whom It May Concern,

I am writing to apply for the Groveland Public Health Nurse position posted on your website. I am currently the Public Health Nurse in Ipswich, Georgetown and Newbury, with over 10 years of experience in this position.

I am a dedicated and compassionate caregiver and would love the opportunity to speak with you further regarding this available position.

Thank you for your consideration.

Best regards,

Pamela Lara

pam@larafamily.org
978-985-2786

Pamela Lara
55 Berry Circle
South Hamilton, MA 01982
978-985-2786
pam@larafamily.org

Education and Credentials

Masters in Public Health, Health Promotion and Disease Prevention
Columbia University, Mailman School of Public Health, New York, New York 1995

Bachelor of Science in Nursing, Cum Laude
The Catholic University of America, Washington, DC 1985

Licensed RN in Massachusetts
BLS Provider (CPR and AED) American Heart Association

Professional Experience

Public Health Nurse, 2012- Present
Georgetown Board of Health, Georgetown, Massachusetts
Newbury Board of Health, Newbury, Massachusetts

Public Health Nurse, 2007- Present
Ipswich Public Health Department, Ipswich, Massachusetts

Responsibilities include surveillance and disease investigation of reportable infectious and communicable diseases using the Massachusetts Virtual Epidemiological Network (MAVEN). Planning and delivering community health screening clinics. Planning, organizing, implementing and billing for seasonal flu immunization clinics. Provide health education, health promotion programs and resource referrals for community members.

Public Health Emergency Preparedness Contractor, 2010- 2016
Ipswich Public Health Department, Ipswich, Massachusetts
On-going emergency preparedness work and coordination of emergency response plan in the community. Responsible for updating EDS plan and conducting all call down drills including site activation, staff notifications and after action reports.

Resume for Pamela Lara continued

Substitute School Nurse, 2006-2013

Hamilton- Wenham Regional School District, K-12

Triage and clinical assessment, treatment and documentation for Elementary, Middle and High School populations. Provide care to students with diabetes, seizures, severe allergies, ADHD, sports injuries and other first aid needs.

Staff Nurse, Intensive Cardiac Care Unit, 1992-1995

Massachusetts General Hospital

Comprehensive assessment and care of critically ill and unstable clients. Experience with advanced hemodynamic and cardiac monitoring. Educational and emotional support to clients and their family members, including clients awaiting heart transplant.

Senior Staff Nurse, Intermediate Cardiac Care Unit, 1988-1992

New York- Presbyterian/Weill Cornell Medical Center

Nursing care for clients with non-surgical cardiac issues. Continuous telemetry monitoring and arrhythmia assessment. Discharge planning and patient education. Preceptor for newly hired nurses.

Staff Nurse, 1987-1988

Payne Whitney Psychiatric Clinic/New York-Presbyterian/Weill Cornell Medical Center
Psychiatric nursing care delivered to clients in a locked unit. Experience with maximum observation for highly suicidal clients and crisis intervention for clients with unsafe behaviors. Active participation in multi-disciplinary treatment plan development and ongoing assessment of each client's response to plan.

Staff Nurse, Cardiothoracic Stepdown Unit, 1985-1987

New York-Presbyterian/Weill Cornell Medical Center

Post-operative nursing care for cardiac surgery clients in large urban teaching hospital.

Lori Bentsen

From: Elaine Wozny <dreamstitches1@gmail.com>
Sent: Monday, July 23, 2018 6:39 PM
To: Lori Bentsen
Cc: Joan Searl; deb hull
Subject: Re: Public Health Nurse Position

I was hoping she would apply, but didn't think she was interested. The towns she works for are thrilled with her!
E

Sent from my iPhone

On Jul 23, 2018, at 2:43 PM, Lori Bentsen <LBentsen@grovelandma.com> wrote:

From: Denise Dembkoski
Sent: Monday, July 23, 2018 11:56 AM
To: Lori Bentsen <LBentsen@grovelandma.com>
Subject: FW: Public Health Nurse Position

Very truly yours,
Denise

Denise M. Dembkoski
Finance & Personnel Director
Treasurer/Collector
Town of Groveland
978-556-7204

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From: Pamela Lara <pam@exchange.larafamily.org>
Sent: Monday, July 23, 2018 11:51 AM
To: Apply <apply@grovelandma.com>
Subject: RE: Public Health Nurse Position

To Whom It May Concern,

Please find my letter of interest and resume attached to this email for your consideration. I look forward to hearing from you.

Best regards,

Pamela Lara

Lori Bentsen

From: deb hull <nursedkh57@gmail.com>
Sent: Monday, July 23, 2018 3:01 PM
To: Lori Bentsen
Subject: Re: FW: Public Health Nurse Position

Lori-

Can we also interview her on Aug 9th?

Deb

On Mon, Jul 23, 2018, 2:43 PM Lori Bentsen <LBentsen@grovelandma.com> wrote:

From: Denise Dembkoski
Sent: Monday, July 23, 2018 11:56 AM
To: Lori Bentsen <LBentsen@grovelandma.com>
Subject: FW: Public Health Nurse Position

Very truly yours,

Denise

Denise M. Dembkoski

Finance & Personnel Director

Treasurer/Collector

Town of Groveland

978-556-7204

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Lori Bentsen

From: deb hull <nursedkh57@gmail.com>
Sent: Monday, August 06, 2018 5:24 PM
To: Lori Bentsen
Cc: Elaine Wozny; Joan Searl
Subject: Re: Public Health Nurse Applicants (4)

Received, thank you.

On Mon, Aug 6, 2018, 5:20 PM Lori Bentsen <LBentsen@grovelandma.com> wrote:

Elaine, Joan, Deb,

Claire Walsh came in today and dropped off her resume (please see attached, 3 pages). I will add her to the applicants that you will interview Thursday night.

Thank you, Lori

----- Forwarded message -----

From: "Scanner@grovelandma.com" <Scanner@grovelandma.com>
To: Lori Bentsen <LBentsen@grovelandma.com>
Cc:
Bcc:
Date: Mon, 6 Aug 2018 19:44:10 +0000
Subject: Scanned from Town of Groveland

Please open the attached document.

Number of Images: 3
Attachment File Type: pdf, Multi-Page

Device Name: Xerox_5955

XEROX 5955

Claire J. Walsh, RN
478 Main Street
Groveland, MA 01834-0114

OBJECTIVE: To bring my nursing background, experience and compassion to the residents of Groveland

QUALIFICATIONS: I have been a Registered Nurse since 1973. Prior to 1973, I was an L.P.N. between 1967-1973. I have held Critical Care, BLS, ACLS, TNCC, ENCP and IV Therapy certifications

EDUCATION:

- 1973 Massachusetts Bay Community College, Wellesley, MA. Associate of Science Degree in Nursing
- 1967 Western Massachusetts Hospital, School of Practical Nursing, Westfield, MA. Diploma
- 1965 Andover Institute, Springfield, MA Certificate in Data Processing
- 1964 Josephine F. Wilbur High School, Little Compton, RI. Diploma

EMPLOYMENT:

1970-2001 Deaconess Waltham Hospital, Waltham, MA

POSITIONS HELD:

Staff Nurse on IV Team
Staff Nurse and charge nurse in Intensive Care Unit
Staff Nurse, charge nurse and preceptor in Coronary Care Unit
Staff Nurse in Medical Intensive Unit
Staff Nurse, charge nurse and Assistant Head Nurse in Emergency Room
Staff Nurse, team leader, charge nurse and preceptor on Medical-Surgical Unit

1990-2014 Hale Hospital (Merrimack Valley Hospital), Haverhill, MA

POSITIONS HELD;

Per Diem staff nurse in ICU, Telemetry Unit, PACU, ER and Medical Surgical Units
Full time staff position assumed in ER, February 2001

POSITIONS HELD;

Staff nurse, Charge nurse, ACLS Instructor

1995-1998 Holy Family Hospital, Methuen, MA

POSITION HELD;

Per Diem staff nurse in ER

Claire J. Walsh, RN

Professional References:

Donna Hallowell, RN, Emergency Room Staff nurse
Holy Family Hospital @ Merrimack Valley
Work: 978-521-8600
Home: 978-373-0809

Lisa MacDougall, RN, Nursing Education Department
Holy Family Hospital @ Merrimack Valley
e-mail:Lisamacdougall60@comcast.net
Cell: 978-314-7765

Laury Opolski, RN, Emergency Room Clinical Nurse Leader
Holy Family Hospital @ Merrimack Valley
Work: 978-521-8600
Home: 978-373-5371

COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF PUBLIC HEALTH

**BOARD OF REGISTRATION IN
NURSING**

Registered Nurse

Claire J Guimond-Walsh
478 Main Street
Groveland, MA 01834-1114

RN121414 10/06/2018 916565

LICENSE NO	EXPIRATION DATE	SERIAL NO
------------	-----------------	-----------

Signature

Lori Bentsen

From: deb hull <nursedkh57@gmail.com>
Sent: Tuesday, August 07, 2018 4:40 PM
To: Lori Bentsen
Cc: Elaine Wozny; Joan Searl
Subject: Re: Meeting agenda 8/9/18 at 6PM

Thanks for the update. See you on Thursday.

Deb

On Tue, Aug 7, 2018, 4:36 PM Lori Bentsen <LBentsen@grovelandma.com> wrote:

Elaine, Joan, Deb,

Please see attached agenda. Yesterday I got slammed with septic system plans with variances that you need to look at. To update you on the PHN interviews – Jennifer MacNeil will be in to interview with you at 7PM. I have heard nothing from Lyssette Schaefer. Pamela Lara called me this afternoon and said she is not available Thursday night and would not be available to interview until the week of August 20. Claire Walsh called and said she will be here to interview with you on Thursday.

Thank you, Lori

----- Forwarded message -----

From: "Scanner@grovelandma.com" <Scanner@grovelandma.com>
To: Lori Bentsen <LBentsen@grovelandma.com>
Cc:
Bcc:
Date: Tue, 7 Aug 2018 19:46:44 +0000
Subject: Scanned from Town of Groveland

Please open the attached document.

Number of Images: 1
Attachment File Type: pdf, Multi-Page

Device Name: Xerox_5955

XEROX 5955

Lori Bentsen

From: Denise Dembkoski
Sent: Friday, August 10, 2018 7:53 AM
To: Lori Bentsen
Subject: Fwd: Public health nursing position
Attachments: Groveland Board of Health letter of interest.pdf; ATT00001.htm; Bartelt Resume 2018.pdf; ATT00002.htm

Denise M. Dembkoski
Finance Director
Town of Groveland

**** Sent from my iPad ****

Begin forwarded message:

From: Stephanie Bartelt <sbartelt@mac.com>
Date: August 10, 2018 at 12:44:33 AM EDT
To: apply@grovelandma.com
Subject: **Public health nursing position**

Hello!

I've attached my resume and a letter of interest regarding your public health nurse position.

I look forward to talking with you!

Stephanie

Stephanie Bartelt

18 Chestnut St
Groveland MA 01834
978/828-6378
sbartelt@mac.com

August 9, 2018

Groveland Board of Health
183 Main St
Groveland MA 01834

Dear Members of the Groveland Board of Health,

I'm writing to you to express my interest in the part-time position you have posted for a Public Health Nurse. I have been waiting for just this kind of opportunity to explore one of my favorite facets of nursing — my minor is in Community Health.

As a nurse at Brigham & Women's Hospital, I enjoy problem solving and collaboration.

Enclosed please find my resume, which I'd be happy to discuss with you.

I look forward to hearing from you!

Sincerely yours,

Stephanie Bartelt, RN, BSN, PCCN

Stephanie Bartelt, BSN, RN, PCCN

18 Chestnut St, Groveland, MA 01834

sbartelt@mac.com

978/828-6378

Objective: to maximize medical nursing skills in a world class teaching environment while pursuing all opportunities for enrichment and advancement, particularly related to global and community health, ethics, and wound care

Nursing Experience

Brigham and Women's Hospital, Boston July 2008 - present

- Intensive Palliative Care Unit August 2013 - August 2014
- Intermediate medical nursing on an innovation unit until August 2013, resumed August 2014: Beacon Award committee, Unit Based Practice Committee, STAAR Committee to prevent readmission, Magnet Champion, flu champion, unit TB resource
- Member: BWH global nursing committee, Wuqu' Kawoq IRB
- Medical house staff nursing award, 2012 (nominated also in 2016); Daisy Award, 2018

McLean Hospital, Belmont May 2007 - July 2008

- Mental Health Specialist

Other Experience

- Certified Veterinary Technician with extensive surgical, anesthesia, and clinical experience in mixed animal and specialty practices, both in a veterinary medical teaching hospital and private practice, 1990 - 2005
- Veterinary Ophthalmic Technician Society, President and Vice President, 1998 - 2005

Education

Bachelor of Science, Nursing; Community Health Education, Minor May 2008

University of Massachusetts Lowell, magna cum laude; initiated first campus-wide anti-smoking event as Chair of the Smoking Campaign in 2006; Dean's Student Advisory Board, School of Health & Environment

Associate of Science, Animal Health Technology May 1990

Madison Area Technical College, Madison, Wisconsin, honors graduate

Skills

Inquisitive team player with effective interpersonal and communication skills, deep ethical interests, broad and well-traveled perspective, fascinated by cultures and the lived experiences of others

Additional Certifications and Memberships

BLS/ACLS, Solo Wilderness First Aid, Community Emergency Response Team certified, Medical Reserve Corps, Progressive Care Certification (PCCN), American Association of Critical Care Nurses, Reiki Master, Sigma Theta Tau Nursing Honor Society, Basic Wildlife Rehabilitation certified

Lori Bentsen

From: Elaine Wozny <dreamstitches1@gmail.com>
Sent: Monday, August 13, 2018 1:16 PM
To: Lori Bentsen
Cc: Joan Searl; deb hull
Subject: Re: Public health nursing position

The Board already voted to hire Clair Walsh
Elaine

Sent from my iPhone

On Aug 13, 2018, at 1:08 PM, Lori Bentsen <LBentsen@grovelandma.com> wrote:

Elaine, Joan, Deb,

Please see attached resume forwarded to you from Denise. Does the Board want me to schedule more interviews?

Thank you, Lori

From: Denise Dembkoski
Sent: Friday, August 10, 2018 7:53 AM
To: Lori Bentsen <LBentsen@grovelandma.com>
Subject: Fwd: Public health nursing position

Denise M. Dembkoski
Finance Director
Town of Groveland

**** Sent from my iPad ****

Begin forwarded message:

From: Stephanie Bartelt <sbartelt@mac.com>
Date: August 10, 2018 at 12:44:33 AM EDT
To: apply@grovelandma.com
Subject: Public health nursing position

Hello!

I've attached my resume and a letter of interest regarding your public health nurse position.

I look forward to talking with you!

Stephanie



TOWN OF GROVELAND

BOARD OF PUBLIC HEALTH
183 Main Street
Groveland, Massachusetts 01834
(978) 372-3942

August 13, 2018

Claire Walsh
478 Main St.
Groveland, MA 01834

Re: Offer Letter for Public Health Nurse

Dear Claire:

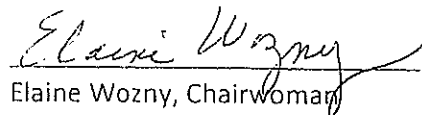
Please be advised that at the Board of Health meeting held on Thursday, August 9, 2018, the Board voted unanimously to offer you the public health nurse position.

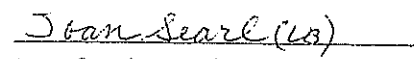
This is a part time position of 24 hours per month with a flexible schedule of 6 hours per week and hourly rate of pay of \$35/hr and is not benefit eligible. This position works under the administrative direction of the Board of Health.

Please contact the Board's administrative assistant at 978-372-3942 with a date that you will be available to start.

Congratulations!

Very truly yours,


Elaine Wozny, Chairwoman


Joan Searl, Member


Deborah Kadar-Hull, Member



TOWN OF GROVELAND

BOARD OF PUBLIC HEALTH
183 Main Street
Groveland, Massachusetts 01834
(978) 372-3942

TO: Honorable Board of Selectmen

FROM: Board of Health

DATE: September 6, 2018

RE: Public Health Nurse

Please be advised that at the Board of Health meeting held on Thursday, August 9, 2018, the Board voted unanimously to offer the public health nurse position to Claire Walsh which she has accepted.

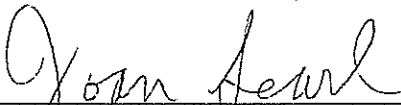
The status of this position has been questioned as to whether it is a special municipal position or regular position. This position has never been termed as a special municipal position and remains unchanged.

Please advise as to when Claire may obtain the new employee paperwork packet that she will need to complete. We would like Claire to begin as soon as possible as there are arrangements to be made for monthly blood pressure clinics and flu clinics for the residents that are held under her direction and supervision.

Thank you.



Elaine Wozny, Chairwoman



Joan Searl, Member



Deborah Kadar-Hull, Member

Attachment



TOWN OF GROVELAND

BOARD OF PUBLIC HEALTH
183 Main Street
Groveland, Massachusetts 01834
(978) 372-3942

September 6, 2018

Jennifer MacNeil
4 Merrimack River Rd.
Groveland, MA 01834

Re: Public Health Nurse

Dear Jennifer:

Thank you for your recent interest in the Public Health Nurse position with the Town of Groveland. Unfortunately, at this time, the Board has selected another candidate.

Wishing you the best of luck with your job search in the public health field.

Sincerely,

Elaine Wozny, RS, Chairwoman
Groveland Board of Health



TOWN OF GROVELAND

BOARD OF PUBLIC HEALTH
183 Main Street
Groveland, Massachusetts 01834
(978) 372-3942

September 6, 2018

Pamela Lara
55 Berry Circle
South Hamilton, MA 01982

Re: Public Health Nurse

Dear Pamela:

Thank you for your recent interest in the Public Health Nurse position with the Town of Groveland. Unfortunately, at this time, the Board has selected another candidate.

Wishing you the best of luck with your job search in the public health field.

Sincerely,

Elaine Wozny, RS, Chairwoman
Groveland Board of Health

Lori Bentsen

From: Elaine Wozny <dreamstitches1@gmail.com>
Sent: Thursday, August 23, 2018 7:01 PM
To: Lori Bentsen
Cc: Joan Searl; deb hull
Subject: Re: Public Health Nurse

I can't open the attachment, but don't think she's a special employee. Does Denise know?
Elaine

Sent from my iPhone

On Aug 23, 2018, at 5:43 PM, Lori Bentsen <LBentsen@grovelandma.com> wrote:

Elaine, Joan, Deb,

I researched Conflict of Interest Law for Municipal Employees and this is what I found (see attached). I have been employed here 18 yrs and I've never heard the public health nurse position being referred to as a "special municipal employee."

Joan, you have been on the Board of Health for a very long time. Do you remember if the Selectmen ever voted on this?? I don't know how else to find out except to look through books of Selectmen meeting minutes from back in the 70's when the Groveland Board of Health was established and this job was created??

Thank you, Lori

<mime-attachment>



TOWN OF GROVELAND

BOARD OF PUBLIC HEALTH
183 Main Street
Groveland, Massachusetts 01834
(978) 372-3942

TO: Honorable Board of Selectmen

FROM: Board of Health

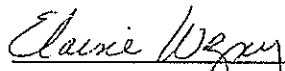
DATE: September 18, 2018

RE: Selectmen's Meeting Agenda 10/1/18


The Board of Health is respectfully requesting to be placed on the Selectmen's meeting agenda on October 1, 2018. The Board of Health would like to discuss the public health nurse position.

Kindly advise at your earliest convenience.

Thank you.



Elaine Wozny, Chairwoman



Joan Searl, Member



Deborah Kadar-Hull, Member (LB)