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Matthew Poole
Chilmark Board of Health
401 Middle Road
Chilmark, MA 02535

June 30th, 2016

Re: Application for Summer 2016 Internship Funding

Mr. Poole,

Congratulations to the Town of Chilmark & the Martha's Vineyard Health Agents' Coalition for receiving funding for an undergraduate-level internship from MHOA. This is one way that MHOA, with support from the MA Department of Public Health, is working to build local health capacity across Massachusetts!

In keeping with the MHOA's policy of setting equitable and transparent standards for awards, MHOA requests that the Town of Chilmark, MA review the following information with their MHOA-funded intern.

The Town of Chilmark, MA has been awarded funding for an intern for the Summer of 2016. This funding is intended to support 50 hours of undergraduate-level internship time at a rate of \$15/hour. This is the rate of pay set for all undergraduate-level internships awarded during this funding cycle.

For the duration of their MHOA-funded internship, these interns are to be paid this standard rate. Any additional hours worked (beyond 50 hours) are by agreement with the local community and fall outside of the requirements set by the MHOA funding award. For the sake of transparency, MHOA has requested that each the intern and their supervisor complete and return the statements and clarifications made on the following page.

MHOA will send out an invoice template that can be used by your local community to request disbursement of funds when the project is complete.

Per the instructions outlined in the application, MHOA will require a report of internship activities. Internship activities must be completed by **September 30th, 2016**. Reports will be due by **October 15th, 2016**.

Again, congratulations on your award! We are pleased with the variety and scope of proposed projects and look forward to bringing some new members into the public health workforce!

Best Regards,

A handwritten signature in blue ink, appearing to read "Derek Fullerton". The signature is stylized with large loops and a long horizontal stroke at the end.

Derek Fullerton, RS/REHS,CHO,CEHT

Community

The Town of Chilmark understands that the undergraduate-level intern funded under this award will work a total of 50 hours at a rate of \$15/hour. Any additional time worked by the intern will be paid for using municipal funds and at a rate agreed to by the municipality and the undersigned intern.

For the sake of transparency, The Town of Chilmark discloses that it **DOES/DOES NOT** (circle one) anticipate using the MHOA-funded intern for more than 50 hours.

Marina Lent, Administrator/Inspector-BOH

Date

MHOA-Funded Intern

I, Kelly McCarron, understand that my internship is being paid for by the Massachusetts Health Officer's Association. I am being paid at a rate of \$15/hour for a total of 50 hours of work. Any additional hours worked on projects for this community will be at my discretion and be paid at an agreed-upon rate determined by myself and the Town of Chilmark.

Kelly McCarron

Date