

# Norfolk County-8 Coalition

## January 8th, 2024 Meeting

### Minutes



<b>Time:</b> <b>11:00 am – 1:00 pm</b>
<b><u>Meeting Location</u></b> Zoom: <a href="https://us06web.zoom.us/j/81796148311">https://us06web.zoom.us/j/81796148311</a>

#### **Attendance Roll Call**

##### Voting members present:

Barbara Reardon, Canton  
Kylee Sullivan, Dedham  
Emily Conners, Milton  
Stacey Lane, Norwood  
Melissa Ranieri, Walpole  
Lenny Izzo, Wellesley  
Jared Orsini, Westwood

##### Non-voting members present:

Angie Truesdale, BME Strategies  
Caeli Tegan Zampach, BME Strategies  
Cynthia Baker, BME Strategies  
Keleigh Boudreau, Needham  
Ginnie Chacon-Lopez, Needham  
Kerry Dunnell, Needham  
Sam Menard, Needham  
Abbie Atkins, Norwood  
Megan Leary, Walpole  
Kerry MacKay, Regional Staff  
Patricia Fisher, Walpole  
Jhana Wallace, Wellesley

# Norfolk County-8 Coalition January 8th, 2024 Meeting Minutes



## Opening

The regular meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 11:07 AM on January 8th, 2024.

### I. Welcome

Stacey Lane made a motion to approve the previous meeting's minutes. Kylee Sullivan seconded the motion.

#### Vote:

Canton: -

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: -

### II. MA PHIT Course Rollout and TRAIN MA Updates

Kerry Dunnell and Sam Menard of the Needham Training Hub provided an overview of the launch of the TRAIN MA platform and upcoming MA PHIT course offerings for local public health inspectors. The discussion focused on the transition of previous credentials and certificates from the Local Public Health Institute to the new TRAIN MA interface, and a review of the required co-requisites for enrollment in MA PHIT Food Protection training.

### III. Announcements

BME shared reminders about upcoming training opportunities and renewal options for Registered Sanitarians and Certified Health Officer credentials.

### IV. Financial Review

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### Minutes



The coalition reviewed year to date budget progress across the Public Health Excellence and COVID-19 contact tracing grant funding streams. BME summarized expenditures in each budget line item and shared estimates for anticipated consumption by end of year. The group discussed opportunities for use of unallocated and leftover funds. Coalition members expressed interest in funding exam fees and additional employee certifications, printing durable copies of various health education information for municipal use, and hosting a tabletop exercise focused on regional coordination of emergency response. The group also discussed use of PHE funds to support digitization of older inspection records to facilitate streamlined shared services and regulatory enforcement.

Stacey Lane motioned to proceed with a request for continued contact tracing funding through fiscal year 2026. Melissa Ranieri seconded the motion.

Canton: Y

Dedham: Y

Milton: –

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

Motion passed.

CTC funding projects discussed included a strategic planning engagement to develop cohesive regional priorities and sustainability plans, as well as leveraging additional resources to support digitization efforts across the coalition. BME also shared procurement updates on coalition emergency preparedness supplies.

Additionally, the group opted to purchase more COVID test kits.

Stacey Lane motioned to update the CTC spending threshold for emergency supplies to \$35,000. Kylee Sullivan seconded the motion.

Canton: Y

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## January 8th, 2024 Meeting

### Minutes



Dedham: Y

Milton: -

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

Motion passed.

#### **V. Regional Staff Updates**

The Public Health Associate provided an update on current projects, including completed tobacco inspections in Norwood, Dedham, and Walpole. The Regional Staff Coordinator shared updates on the Regional Inspection Associate position and shared information about a forthcoming amendment to the group's IMA to reflect shared staffing arrangements. The Regional Staff Coordinator also shared a reminder about the new Inspection Request Form for efficient tracking and scheduling purposes.

#### **VI. MRC Updates**

The group reviewed project updates such as the scheduled MEMA facility tour and a forthcoming Stop the Bleed training hosted by Canton.

#### **VII. Community Updates**

No community updates were shared.

#### **VIII. Meeting Closure - Other Business**

The meeting was adjourned at 12:59 PM. The next coalition meeting is scheduled for Monday, February 5th 11AM-1PM and will be held virtually.

#### **Documents and other exhibits used by the public body during the meeting:**

NC-8 January Meeting Presentation

# NC-8 Local Public Health Coalition Monthly Meeting

January 2024



# Agenda

1. Welcome
2. Rollout of MA PHIT Courses and TRAIN MA Updates
3. Announcements
4. Financial Review
5. MRC Updates
6. Regional Staff Updates
7. Community Updates
8. Meeting Closure

**Welcome!**

# **Approval of December 2023 meeting minutes**

**Rollout of MA PHIT Courses and  
TRAIN MA Updates  
(with Kerry Dunnell & Sam Menard)**

# Outline



Purpose & goal of program



Structure of program



Roles & Responsibilities



TRAIN MA



Locations of FTH



Questions

***North Central & MetroWest Field Training  
Hub***

**Field Training for Public Health Workforce in**

**NC-7 Public Health Coalition**

**MetroWest Public Health Coalition**

**Greater Boroughs Public Health Coalition**

**Nashoba Associated Board of Health**

Kerry C. Dunnell, Manager [kdunnell@needhamma.gov](mailto:kdunnell@needhamma.gov)

Sam Menard, Lead Field Trainer [smenard@needhamma.gov](mailto:smenard@needhamma.gov)

Rebecca Queeney, Field Trainer [rqueeney@needhamma.gov](mailto:rqueeney@needhamma.gov)

## Who We Are

Kerry C. Dunnell, Manager  
kdunnell@needhamma.gov

Sam Menard, Lead Field Trainer  
smenard@needhamma.gov

Rebecca Queeney, Field Trainer  
rqueeney@needhamma.gov



## Why Field Training Hubs

- The Special Commission on Local and Regional Public Health in the Blueprint made the following recommendations regarding workforce development:
- *Set education and training standards for local public health officials and staff and expand access to professional development while ensuring diversity.*
- **Action Steps:**
  - *Develop the infrastructure for training and credentialing of the local public health workforce.*
  - *Expand, coordinate and track training opportunities for local public health to ensure the ability of local public health professionals to meet the recommended requirements.*

# Defining the Purpose & Goal of Field Training Hub Program:

## **Purpose:**

To enhance the existing LPH training infrastructure where local public health professionals, will receive standardized, hands-on competency training in a variety of areas such as of housing, food, and septic/wastewater.

## **Goal:**

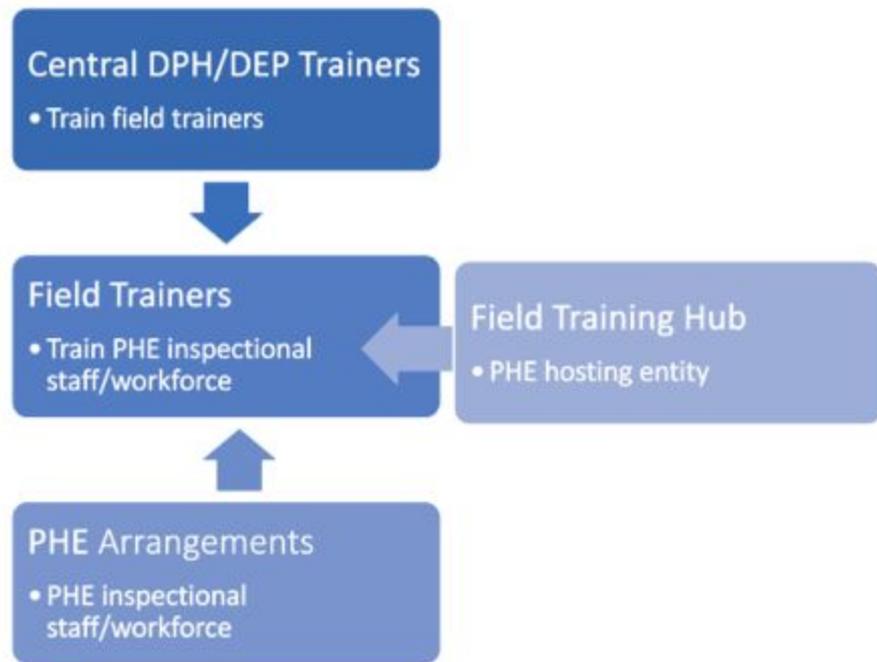
1. To ensure that LPH inspectional staff provide consistent inspections based on the state standard.
2. To ensure that there is equitable, standardized access to training for local public health professionals in a variety of relevant areas.

## **Objectives:**

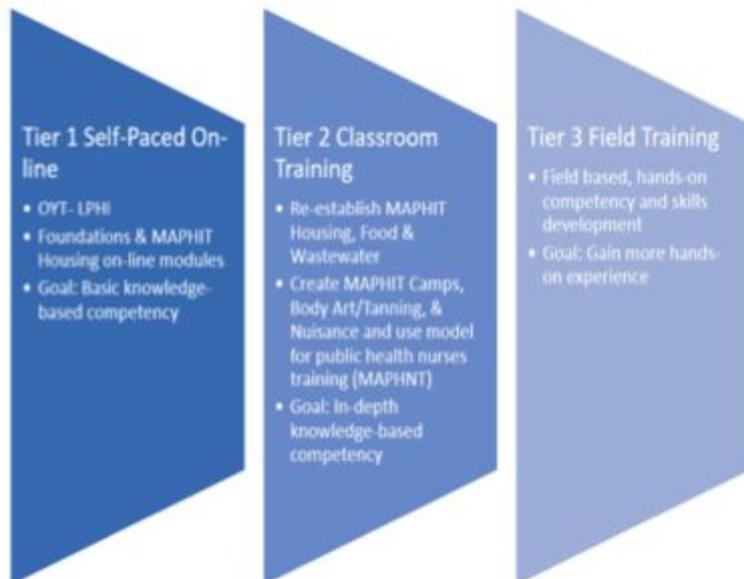
1. By April 2025, at least one PHE professional from each arrangement will have completed MA PHIT Housing and Food.
2. By May 2025, the FTH program will have provided hands-on housing and Food training to at least one municipality in each PHE arrangement.
3. By June 2025, at least one PHE professional from each shared service arrangement will have completed all the components required in the FTH program.

# Field Training Model

## Field Training Structure



## Field Training Tiered Approach



# Major components to the Field Training Hub Program

TRAIN MA

MAPHIT  
Courses

Hands-on  
inspectional  
training

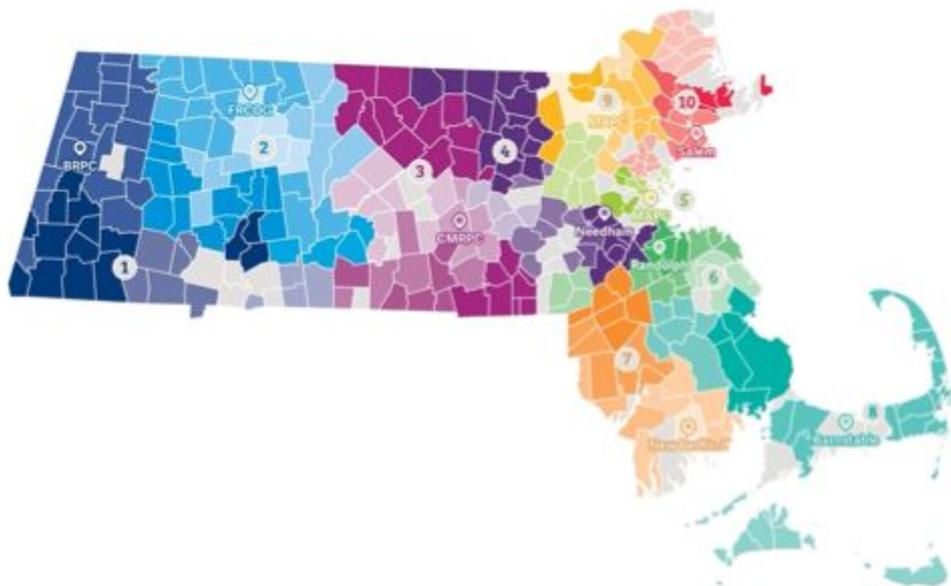
# TRAIN Massachusetts

- **TRAIN** is a Learning Management System (LMS) that was developed by the Public Health Foundation (PHF) for the CDC specifically to support state public health departments and their partners – over 27 state affiliates (in addition, many federal agencies use it).
- It will serve as the central location and network for all OLRH trainings, **including LPHI asynchronous modules.**
- LPH will be able to access registration for trainings, transcripts, certificates, and training content curated by DPH and other states.
- It will allow OLRH to connect with LPH professionals directly about relevant trainings and workforce development opportunities.



- Central location for all OLRH LPH workforce training
  - On-line training modules > LPHI, DPH, other states, CDC
  - Registration for on-line courses and live/virtual trainings
  - Transcripts
  - Resources
  - Data
  - Communications
- Training Hubs will be able to post training events and track registration

Training Hub Host	Coverage (Shared Services Arrangement Leads)
BRPC	BPHA, Tri-Town/Southern Berkshire, Southwick, South Hadley, Longmeadow
FRCOG	FRCOG, Foothills, Greenfield, Northampton, Quabbin, Palmer, Orange
CMPH FTH	South Central Partnership for Health, Blackstone Valley, Worcester, Leicester, Charlton, Montachusett/Fitchburg
Needham	Norfolk-8, Needham, Nashoba, Hudson, Northborough
MAPC	Somerville, North Suffolk, Brookline, Sudbury
Randolph	Randolph, Wrentham, Cohasset, Abington, Marshfield
New Bedford	New Bedford, Fall River, North Attleboro, Foxboro, Westport
Barnstable	Barnstable County, Nantucket, Kingston, Halifax
MAPC	Westford, Tyngsborough, Methuen, North Andover, Burlington
Salem	Salem, Topsfield, Melrose, Hamilton



# Field Training Hub Terminology

- Central Trainer- state or contracted employee that helps design the curricula for the hub trainers.
- Hub Trainer- hired by the training hub to conduct the hands-on inspectional training.
- Field Training Hub Host- the entity that receives the funding and manages the grant requirements.
- Sr. Field Operations Coordinator- ORLH employee that provides technical assistance to the training hub hosts.
- Public Health Excellence Grants for Shared Service (PHE)- local boards of health and/or health departments that work together to share public health services.

## Field Training Hub Terminology Continued

- Shared Service Coordinator – hired by the PHE lead to support the local boards of health and/or health departments.
- Program Coordinator- ORLH employee that provides technical assistance to the SSAs.
- TRAIN MA- learning management-based system that will serve as the mechanism for creating live training events, hosting online trainings, capturing feedback from trainings, etc.
- MAPHIT- intensive classroom trainings for LPH that are a prerequisite for hands-on training.

# Role of Central Trainers

- Central Trainers Subject Matter Expertise:
  - Housing Code & other Community Sanitation Regulations (2)
  - Food Safety (2)
  - Environmental Protection (2)
  - Public Health Nursing (1)
- Embedded in bureau or department with subject matter expertise\*
- Dedicated staff to provide on-going training and technical assistance
- Lead the development of field training program and competency measures
- Assist in building out and scaling up MAPHIT type of intensive courses
- Train Hub Trainers and ensure standardized field training

# Central Trainers

- **Food Trainer:**
  - Mark Carleo, REHS, CP-FS, Food Safety Trainer, Food Protection Program, Bureau of Environmental Health
- **Housing Trainers:**
  - Katharine Dagle, REHS/RS, MPH, Community Sanitation Program Trainer, Community Sanitation Program, Bureau of Environmental Health
  - Eduardo Santiago-Cora, Community Sanitation Program Trainer, Community Sanitation Program, Bureau of Environmental Health

# Field Training Hubs Central Staff

## Katrina Stanziano-Saeger, Sr Coordinator for Field Operations

- Contact about Field Training Hubs
- [Katrina.Stanziano-saeger@mass.gov](mailto:Katrina.Stanziano-saeger@mass.gov)

## • Mark Carleo- Food Safety Trainer (Central Trainer)

- Contact about food safety
- [Mark.L.Carleo@mass.gov](mailto:Mark.L.Carleo@mass.gov)

## • Katharine Dagle- Community Sanitation Program Trainer (Central Trainer)

- Contact about housing/CSP
- [Katharine.Dagle@mass.gov](mailto:Katharine.Dagle@mass.gov)

## • Eduardo Santiago-Cora, Community Sanitation Program Trainer (Central Trainer)

- Contact about housing/CSP
- [Eduardo.M.Santiago-Cora@mass.gov](mailto:Eduardo.M.Santiago-Cora@mass.gov)

# Announcements & Reminders

## RS/CHO renewal requests are open until 1/15

- Submit renewal application through the Health Professions Licensing Portal
- Questions? Reach out to [rs.cho@mass.gov](mailto:rs.cho@mass.gov)

## Housing Court Best Practices Training

January 23rd, 2024 11AM-1PM

Wellesley Health Department

In-person!

# Announcements and Reminders

## MEHA Title 5 Seminar

February 21st, 8:30AM-4PM

*Session details TBD*

\$100 for members, \$150 for non-members

## FDA National Retail Food Regulatory Program Standards Self Assessment and Verification Audit (SAVA) Workshop

April 2-4, Waltham, MA (in person)

\$150 registration fee

Discounted lodging (\$139 per night) available

**Registration deadline: February 16th, 2024**

# NC-8 Local Public Health Coalition

Public Health Excellence Grant	FY24	Q2
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	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Next Steps	Due	Status
<b>Regional Staff Management</b>	SOW			ID PM Software Internal SOPs				Inspectional documentation audit				QI Strategy		Start inspectional documentation audit	6/30	On track
<b>Hire Inspector</b>				JD Post		Interview & Hire		Onboarding			Regional Food Truck Strategy			Review and interview candidates	1/31	Delayed
<b>Hire PHN &amp; Launch Welcome Family</b>				JD/Post		Interview & Hire		Onboarding		Launch NC-8 WF Build community partnerships				Post JD and update IMA	11/15	Overdue
<b>Launch FCP &amp; HCP with Relavent</b>	Hardware		Sign contracts	Install & train		Trial inspections	Field use of HCP & FCP		Evaluate regional food code violation data					Complete training and initiate trial inspections	9/15	Overdue



Risk	Mitigation	Next Steps	Due	Status
Delay in hiring	Working with individual subcommittees to expedite posting and initiate hiring process	Convene hiring subcommittees and post job openings	1/15/24	In progress

Budget	Spent	Allocated
\$533,971.62	\$177,374.12	\$506,985.49

# YTD NC-8 Financial Review

- PHE Grant Expenditure Status
- PHE Spending Proposals
- CTC Grant Status Updates
- CTC Spending Threshold Update
- COVID Test Kits

# PHE Grant Expenditure YTD



Approximate YTD Spend	\$177,374.12
<i>By budget category</i>	
Shared Staff Payroll and Fringe	\$15,329.99
Consultant	\$82,500.00
Conference/Training	\$2,990.00
Technology Software	\$36,506.25
Admin	\$40,047.88

# PHE Grant Expenditure YTD

Budget Line Items	Total Allocated	% Spent
Staffing and Fringe	\$ 149,384.30	10%
Consultant	\$ 165,000.00	50%
Health Communication	\$ 26,491.58	0
Inspection Supplies	\$ 10,000.00	0
Membership Fees	\$ 2,000.00	0
Nursing Supplies	\$ 15,000.00	0
Technology Hardware	\$ 8,000.00	0
Technology Software	\$ 49,000.00	75%
Travel	\$ 14,000.00	0
Training	\$ 15,000.00	20%

# PHE Grant Spending Risk: Staffing

Epidemiologist	Allotted: \$34,911.00
Rehire in Q4 (April)	Estimated spend: \$8,727.75
Projected Remainder	\$15,608.36

Inspection Associate	Allotted: \$37,500.00
Hire in Q3 (February)	Estimated spend: \$25,736.00
Projected Remainder	\$11,764.00

Public Health Nurse	Allotted: \$42,500.00
Hire in Q4 (April)	Estimated spend: \$21,250.00
Projected Remainder	\$21,250.00

Total Estimated  
FY24 Remainder  
(with fringe)  
**\$63,209.07**

# PHE Spending Opportunities

## Anticipated Available Funds

Staffing: \$63,209.07

Technology Hardware: \$3,000.00

Travel: \$14,000.00

Training: \$11,260.00

Nursing Supplies: \$15,000.00

Health Communication: \$18,491.58

Technology Software: \$9,250.00

# PHE Spending Opportunities

## Nursing Supplies

- General supplies for incoming Regional Public Health Nurse
- Portable vaccine coolers (\$7,653.86 each from LabRepCo)

## Training

- RS/REHS Prep Course (\$500) and Book (\$200)
- CHO application (\$118), CPH exam fees (\$385), CPH study guide (\$24.99)

## Health Education & Communications Campaigns

- Updated Signage and Flyers with Tick- and Mosquito-borne Disease Education Info
- Printouts for Infographics made by Regional Staff

## NC-8 Health Communication Strategy and Preparation

- Strategic Plan
- Regional Emergency Communications Plan
- Tabletop Exercise
  - Weather-Related Emergency Management for Residents and Sheltering Families
- Translation Services

# CTC Grant Update

Budget Items and Expenditures	Total Est. Spend (by EOY)
Staffing and Fringe	\$ 63,578.85
COVID Test Purchase	\$ 36,000.00
Emergency Supplies Purchases	\$ 50,000.00
Hoarding Training	\$ 3,000.00
BP Machines for NC-8 Communities	\$ 6,378.30
Admin	\$ 26,250.00
Est. Total FY24 Spend	\$ 185,207.15
Est. Total FY24 Award Remaining	\$ 48,446.12
Previous FY23 Rollover Award	\$ 133,537.65
<u>Total Anticipated Remainder (EOY24)</u>	\$ 181,983.77

# CTC Grant Update

## Options for Continued Funding

**Option A:** Submit 2 new budget requests for continued funding into FY25 (July 1, 2024 - June 30, 2025) and FY26 (July 1, 2025 - March 31, 2026). *Any remaining unexpended funds after March 31, 2026 will need to be returned.*

**Option B:** No additional funding requested for FY25 or FY26, but anticipate carrying forward unspent FY24 funds past June 30, 2024. *This will require a contract renewal for FY25 and budget submission at a later date (est. spring 2024).*

# CTC Procurement Updates

- Go-kit bags: **ordered**
  - Dedham & Wellesley orders on hand in Norwood for pickup
- Go-kit emergency supplies: **in progress**
  - Coordinating purchasing with Norwood procurement
- Blood pressure machines: **in progress**
  - 3 machines in Norwood ready for pickup
- Backup & emergency chargers: **pending**
  - Delaying purchase to preserve storage space
- BLS Manuals (Walpole): **ready for pickup**

# **CTC Spending Threshold Revision**

**Motion to approve use of COVID funds to purchase emergency supplies up to \$35,000**

# COVID-19 Rapid Test Kits

- Do folks still have free DPH inventory on hand?
- What is the demand for test kits like in each community?

## Intrivo - single test kits (1 per pack)

Can order per case (288 pc per)

Has product on hand expiring **1/31/24** and September 2025

\$5.99/kit for September expiration

- Offered \$2.99/kit (or 2 for 1) for short-dated product

# Regional Staff Updates

- Kerry's December Update
- Hiring
  - Regional Inspector JD Posted
- IMA Edits
  - Amendment to reflect shared staff forthcoming
- Inspection Request Form
  - Important tracking data as a coalition

# MRC Updates

- MEMA Tour today!
- Stop the Bleed:
  - January 30th in Canton
  - Sign up link to be released this week

# Community Updates

# Adjournment

## Next Meeting:

Monday, February 5th

11AM-1PM

Virtual