

Norfolk County-8 Coalition

February 5th, 2024 Meeting

Minutes



Time: 11:00 am – 1:00 pm
<u>Meeting Location</u> Zoom: https://us06web.zoom.us/j/83578034876

Attendance Roll Call

Voting members present:

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

Non-voting members present:

Bryan Murphy-Eustis, BME Strategies
Caeli Tegan Zampach, BME Strategies
Cynthia Baker, BME Strategies
Tiffany Benoit, Needham
Abbie Atkins, Norwood
Patricia Fisher, Walpole
Kerry MacKay, Regional Public Health Associate
Jhana Wallace, Wellesley

Opening

The regular meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 11:06 AM on February 5th, 2023.

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I. Welcome

Stacey Lane made a motion to approve the previous meeting's minutes. Melissa Ranieri seconded the motion.

Vote:

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

Melissa Ranieri made a motion to approve minutes from the October epidemiologist rehiring meeting as distributed. Stacey Lane seconded the motion.

Vote:

Canton: Y

Dedham: abstained

Milton: abstained

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

II. Announcements and Reminders

The coalition reviewed training opportunities for staff including upcoming MEHA seminars, food inspection class hosted by MoJin solutions, and Certified Pool Operator training dates. BME also shared updated information regarding the Public Health Law prerequisite for Certified Health Officer applications. The coalition also reviewed updated allowable PHE expenses for FY24.

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III. Funding Updates and Decisions

The coalition revisited year-to-date budget progress and anticipated expenditure opportunities against PHE funding for the remainder of fiscal year 2024. BME also provided a broad overview of the COVID-19 Contact Tracing funding continuation request and anticipated funds for rollover into fiscal year 2025. BME also shared that the use of rollover funds has been confirmed, but to date, no notification timeline for funding continuation requests has been shared. The coalition then discussed the potential pursuit of three larger-scale projects: digitization of public health records, strategic planning, and tabletop exercises for the coalition to strengthen emergency preparedness collaboration. BME emphasized the value of each project in turn and answered questions about the anticipated logistical commitments involved with each initiative.

In further exploration of the tabletop exercise option, the group reviewed results from the BP4 Region 4AB Hazard Vulnerability Assessment, and other session topics directly related to public health, such as infectious disease and foodborne illness outbreaks. The group expressed interest in organizing an exercise or workshop around extreme weather, communication strategies following contamination of the water supply, power outage, or a disease outbreak.

The coalition discussed prioritizing among the three proposed initiatives. The group decided on digitization as the top priority, and expressed interest in exploring strategic planning, pending continued funding opportunities.

Stacey Lane motioned to proceed with digitization as a coalition-wide initiative. Melissa Ranieri seconded the motion.

Canton: Y

Dedham: Y

Milton: Y

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Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

Motion passed.

The coalition returned to the discussion of updated allowable PHE expenditures, focusing on direct purchase of vaccines, EA emergency response support, and translation services. Wellesley and Milton both expressed interest in the availability of Hepatitis-A vaccines but requested more information about reimbursement restrictions. BME will follow up with the Office of Local and Regional Health for clarification.

The group also discussed the possibility of allocating PHE funds for EA shelter support. BME will further explore community needs on this topic to facilitate a decision at the next convening.

The group revisited the idea of contracting with a translation and interpretation vendor. The group agreed this would be a valuable resource.

Stacey Lane motioned to allow BME to facilitate a coalition contract for translation and interpretation services. Kylee Sullivan seconded the motion.

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

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Motion passed.

BME presented a health communications funding request from Walpole to the coalition. Other communities expressed shared interest in purchasing a set of A-frame signs for use at health fairs, clinics, and shelters.

Stacey Lane motioned to approve a coalition purchase of A-frame signage for health communications up to \$3,000. Melissa Ranieri seconded the motion.

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

Motion passed.

IV. Regional Staff Updates

The Regional Staff coordinator provided updates on the hiring processes for the Regional Epidemiologist and Regional Inspection Associate. The Regional Epidemiologist position is due for posting on Norwood's town website by the end of the week. Applications are coming through for the Regional Inspection Associate role; BME is reviewing candidates on an ongoing basis. The Regional Public Health Nurse hiring process is on pause following the departure of the Dedham Public Health Nurse and will remain so until Dedham can backfill the position.

The coalition discussed the feasibility of its Welcome Family program rollout objectives in light of Dedham's vacancy. Participants shared concerns about program uptake in their communities and expressed a preference for a more traditional public health focus for the Regional Public Health Nurse role, including a strong focus on

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immunization and support for TB cases. The group agreed to update the job description to reflect these changes and will consider future implementation of Welcome Family with a smaller footprint if resources allow, particularly in NC-8 communities that still have an interest in developing maternal & child health resources. BME will facilitate a revision of the job description to share with the coalition at the next convening.

The Public Health Associate provided an update on current initiatives, including a project to support Dedham with camp binder templates for operators. Other communities were invited to request similar support. The Public Health Associate also provided updates on upcoming Mental Health First Aid training dates and offered support opportunities for other coalition members to continue their credentials.

V. MRC Updates

The coalition did not review MRC updates.

VI. Community Updates

Wellesley proposed the exploration of a regional discussion regarding the use of opioid settlement funds. BME will reach out to coalition participants to schedule a time to meet.

VII. Meeting Closure - Other Business

The meeting was adjourned at 1:22 PM. The next coalition meeting is scheduled for Monday, March 4th 11AM-1PM and will be held in person in Milton.

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

NC-8 February Meeting Presentation

NC-8 Local Public Health Coalition Monthly Meeting

February 2024



Agenda

1. Welcome
2. Announcements & Reminders
3. Funding Updates & Decisions
4. MRC Updates
5. Regional Staff Updates
6. Community Updates
7. Meeting Closure

Welcome!

**Approval of January 2024 meeting
minutes *and October Epidemiologist Vote
meeting minutes****

Announcements and Reminders

Training Opportunities

MEHA Title 5 Seminar

February 21st, 8:30AM-4PM

\$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

Registration deadline: February 16th, 2024 - 15 tickets left

Food Inspection Class with MoJin Solutions

February 14-15, Arlington, MA (in person)

\$170 registration fee

Only 5 spaces left!

Announcements & Reminders

Updated Guidance on Certified Health Officer prerequisites:

Two interim courses that can be taken while the Public Health Law course is being developed -

- **Public Health Law and Legal Issues in MA (60 minutes)**
Available via TRAIN MA and LPHI
- **Practical Law for Public Health Officials (90 minutes)**
Hosted by Northwestern (we will provide the link with the meeting minutes)

After you take the trainings, download your Certificates as you will need to upload them into the RS.CHO Health Professional License e-licensing system when you are ready to apply for your CHO credential.

Announcements & Reminders

Pool Operation Management Training Locations & Dates

February 20-21st, 2024	Plymouth, MA
March 12-13, 2024	Norwood, MA
March 14-15, 2024	Lowell, MA
April 13-14, 2024	Norwood, MA
April 27-28, 2024	Peabody, MA
May 14-15, 2024	Taunton, MA
May 18-19, 2024	Lowell, MA
June 12-13, 2024	Norwood, MA



Early Bird Rate:
\$380
Late Registration:
\$405

Announcements & Reminders

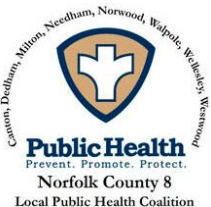
Updated Guidance for FY24 PHE Allowable Expenses

1. Upfront purchase of COVID-19, flu, and Adult Hep-A vaccines (FY24 only)
2. Travel to training - extended to cover up to \$1500 per shared services FTE
3. EA Emergency response plan assistance
 - a. Reimbursement for response activities not covered by other sources, ex., transportation, diapers. *This does not include education or school-related expenses.*
4. Strategic Planning
5. Digitization of records
6. Health Equity
 - a. Ex., translation services

NC-8 Local Public Health Coalition

Public Health Excellence Grant	FY24	Q3
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	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Next Steps	Due	Status
Regional Staff Management	SOW			ID PM Software Internal SOPs					Inspectional documentation audit			QI Strategy		Start inspectional documentation audit	6/30	Not started
Hire Inspector				JD Post		Interview & Hire			Onboarding		Regional Food Truck Strategy			Review and interview candidates	1/31	Delayed
Hire PHN & Launch Welcome Family				JD/Post		Interview & Hire		Develop NC-8 WF Strategic Plan	Onboarding		Launch NC-8 WF Build community partnerships			Hiring on pause while Dedham position is backfilled	2/29	Delayed
Launch FCP & HCP with Relavent	Hardware		Sign contracts	Install & train	Trial inspections	Field use of HCP & FCP			Evaluate regional food code violation data					Ensure all communities are using; check in and address any uptake or rollout concerns	6/30	Not started



Risk	Mitigation	Next Steps	Due	Status
Delays in hiring	Working with individual subcommittees to expedite posting and initiate hiring process	Convene hiring subcommittees and post job openings	2/15/24	In progress

Budget	Spent	Allocated
\$533,971.62	\$161,137.10	\$506,985.49

Funding Updates and Decisions

- PHE Opportunities Overview
- Summary of CTC Budget Continuation Request
- Project Prioritization
- PHE Capacity-Building Projects
 - Funding Request
- Supply Procurement Update

PHE Opportunities Overview

FY24 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

Total: \$134,210.65

CTC Budget Continuation Request

Proposal Summary (Option A):

Total Funding Request FY25-FY26: \$746,308.20

Anticipated FY24 Rollover: \$181,983.77

FY25 Budget Request (7/1/24-6/30/25): \$385,391.01

FY26 Budget Request (7/1/25-3/31/26): \$178,933.42

CTC Budget Continuation Request

Proposal Summary (Option A):

Allocates funding for:

- Full Public Health Associate salary
- 60% Epidemiologist salary (remaining 40% in PHE budget)
- Continued funding for staff training and epidemiological software renewal (Tableau, ArcGIS)
- Emergency & disease surveillance supplies
- Digitization of public health and health department records
- Strategic planning engagement

To summarize:

Confirmed Available Resources

Estimated FY24 CTC Rollover: \$181,983.77

Estimated Available FY24 PHE Funds: \$134,210.65

Anticipated Resources

Total FY25 & FY26 CTC Request: \$564,324.43

Project Prioritization

Discussion

Which of these big initiatives would we like to prioritize?



Digitization

Maximize efficiency, strengthen backup documentation & record-keeping



Strategic Planning

Build cohesive, actionable vision for coalition activities, assess sustainability



Tabletop Exercise or Workshop

Test and practice collaboration tactics in relevant PH-related simulation

PHE Capacity-Building for FY24

Tabletop Exercise Topics

Results from Region 4AB Hazard Vulnerability Assessment (May 2023)

Pandemic Influenza (Relative Risk 1.27)

Ice Storm (Relative Risk 1.07)

Nuclear Explosion (Relative Risk 0.69)

Aerosolized Anthrax (Relative Risk 0.65)

Radiological Dispersal Device (Relative Risk 0.63)

PHE Capacity-Building for FY24

Tabletop Exercise Topics

Disease Outbreak!

- E. coli
- Salmonella
- Eastern Equine Encephalitis

Contaminated Drinking Water

- Cholera
- Smallpox

Chemical Threat

- Household chemicals
- Hazardous waste materials



**Vote to move 2 items forward?
(one for CTC, one for PHE)**

PHE Capacity-Building for FY24

Additional Opportunities

Do any of these other allowable expenses resonate?

Direct vaccine purchase

(COVID-19, Flu, & Adult
Hep-A)

EA emergency response plan assistance

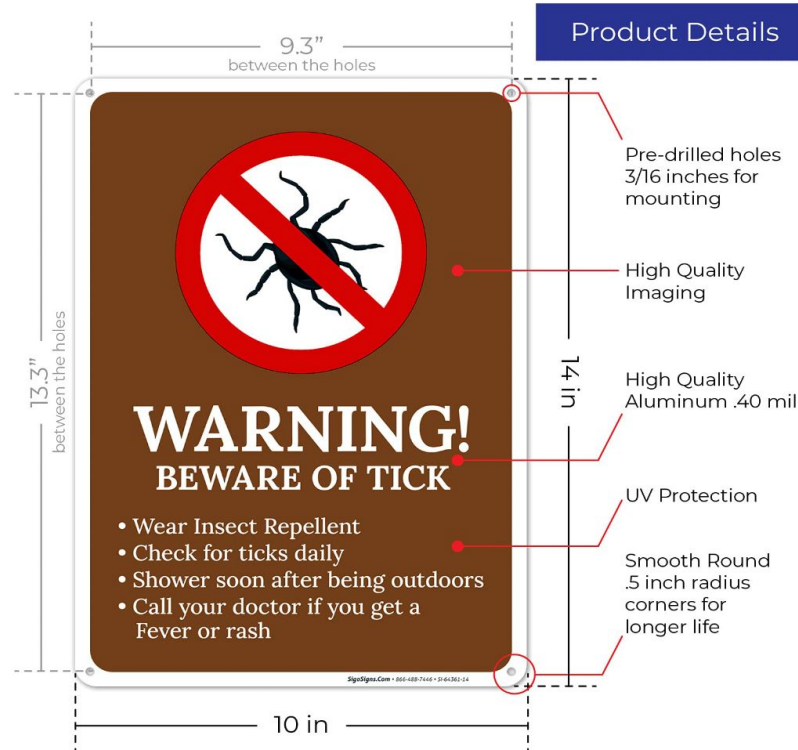
Reimbursement for response
activities not covered by other
sources, ex., transportation,
diapers

Health Equity-supportive services, such as translation

For inspectors, public health
nurses, social workers or
community coordinators to use
in the field

PHE Capacity-Building for FY24

Health Communications: Tick & Mosquito Safety



Durable aluminum signage for:
Parks, trailheads, other public spaces

Multiple sizing options!

Price ranges by size
\$15.99/sign for 10"x14"
\$79.99/sign for 24"x30"

PHE Capacity-Building for FY24

Health Communications: Tick & Mosquito Safety



Protect Yourself from Mosquitoes

Mosquitoes can spread diseases that make you very sick. Take steps to prevent mosquito bites.



Use an EPA-approved repellent anytime you're outdoors.



Wear long pants, long sleeves and socks to reduce exposed skin outdoors.



Repair torn screens early in the season to keep mosquitoes outdoors.



Remove standing water around the house to prevent mosquitoes from breeding.



Dusk to dawn is peak biting time for mosquitoes that carry disease.

Know your risk: stay informed throughout mosquito season.

For more information about each of these important steps, go to:
www.mass.gov/MosquitoesAndTicks



Massachusetts Department of Public Health
Bureau of Infectious Disease, Division of Communicable and Immunization



Protect Yourself from Ticks

Ticks are everywhere. They can carry diseases that can make you, your family or your pets very sick. Take steps to prevent tick bites.



Use an EPA-approved repellent anytime you're outdoors.



Wear long pants, long sleeves and socks to reduce exposed skin outdoors.



Check yourself, your children and your pets for ticks as soon as you come inside.



Light-colored clothing makes ticks easier to spot.



If you find a tick attached to your skin, remove it promptly using fine-tipped tweezers.

Call your doctor if you see a rash or feel like you have the flu, especially if you've been exposed to ticks.

For more information about each of these important steps, go to:
www.mass.gov/MosquitoesAndTicks



Massachusetts Department of Public Health
Bureau of Infectious Disease, Division of Communicable and Immunization

PHE Capacity-Building for FY24

Health Communications: Narcan FAQ Pamphlet



Where can I get Narcan?

and other questions, answered



Do I need a prescription to get Narcan?

No, you do not need a prescription. Go to a local pharmacy that has a "Narcan standing order" and ask for a Narcan kit. In MA, every Walgreens and most CVS pharmacies have standing orders.

****There are different formulations of naloxone, so be sure to tell the pharmacist which you prefer. (Injectable or prepackaged nasal spray. See more on the next slide)**



How much does it cost? Does insurance cover it?

The cost for a two-dose kit ranges from \$30-\$50. MassHealth and some other providers will cover the cost so it is free.

****Ask about the cost or co-pay beforehand, insurance coverage and co-pay costs vary. Keep in mind that generic versions tend to be less expensive for people paying out-of-pocket.**



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PHE Capacity-Building for FY24

Health Communications: Narcan FAQ Posters & Infographics



Narcan



What is Narcan?

Naloxone is a medicine that rapidly reverses an opioid overdose. This has no effect on someone who does not have opioids in their system, and it is not a treatment for opioid use disorder. There are different ways to administer Narcan.

A	B	C	D
			
MULTI-STEP NASAL SPRAY DIRECTIONS: Spray 1 full-bulb of the sprayed into each nostril. NO BRAND NAME/GENERIC COST: \$-55	SINGLE-STEP NASAL SPRAY DIRECTIONS: Spray 1 bulb into one nostril. BRAND NAME: Hividex COST: \$55	INTRAMUSCULAR INJECTION DIRECTIONS: Inject 1 mL in shoulder or thigh. NO BRAND NAME/GENERIC COST: \$-55	AUTO-INJECTOR DIRECTIONS: Use as directed by rescue prompt. Press black side firmly on outer thigh. BRAND NAME: E-on COST: \$55

When can you use it?

Naloxone should be given to any person who shows signs of an opioid overdose or when an overdose is suspected. It can be given as a nasal spray or it can be injected into the muscle, under the skin, or into the veins.

Where can you obtain it?



Naloxone rescue kits are available at many pharmacies across the state, with or without prescription.

Since there are a few different types of naloxone, make sure to tell the pharmacist which formulation you prefer.

Information Provided by Mass.gov



Narcan



How to respond to an overdose

- 

Check for signs of an overdose

Slowed or stopped breathing. Gurgling, or snoring sounds while breathing. Blue-gray lips and fingertips. Not reacting when you rub your knuckles on their chest
- 

Call 911

Say "someone isn't breathing" and/or, "I think it's an overdose"
- 

Give Naloxone

Place tip into one nostril of person's nose. Push pump to release the entire dose. If no response, keep giving doses every 3 minutes, changing nostrils each time
- 

Give rescue breaths/CPR

Make sure mouth is clear. Tilt head back, lift chin, pinch nose. Give 1 breath every 5 seconds. Make sure chest rises and falls with each breath
- 

Stay until help arrives

Information Provided by Mass.gov

PHE Capacity-Building for FY24

Health Communications: Narcan FAQ Posters & Infographics (in Spanish)



Naloxona



¿Qué es la Naloxona?

La naloxona es un medicamento con el poder de salvar vidas que puede revertir una sobredosis de opioides, incluidos heroína, fentanilo y medicamentos opioides recetados. La naloxona es segura y fácil de usar y con frecuencia, se administra con un atomizador nasal. Adicionalmente, hay otras formas de administrar la naloxona.



¿Cómo funciona y cómo se usa?

La naloxona revierte rápidamente una sobredosis al bloquear los efectos de los opioides. Puede restablecer en 2 a 3 minutos la respiración normal de una persona cuya respiración disminuyó, o hasta se detuvo, como resultado de una sobredosis de opioides. Se podría requerir más de una dosis de naloxona en el caso de opioides más fuertes como el fentanilo.



¿Dónde se puede obtener?

Los paquetes de rescate con naloxona están disponibles en farmacias de todo el estado, con una receta o sin ella.

Information Provided by Mass.gov

Naloxona



¿Cómo se responde a una sobredosis?

1



Identifique los signos de sobredosis

Pupilas pequeñas, contraídas, como de punta de alfiler. Quedarse dormido o perder el conocimiento. Respiración lenta, débil o sin respiración.

2



Llame al 911 de inmediato

3



Administra Naloxona

Coloque la punta en una fosa nasal de la nariz de la persona. Empuje la bomba para liberar la dosis completa. Si no hay respuesta, siga dando dosis cada 3 minutos, cambiando las fosas nasales cada vez.

4



Dé respiraciones de rescate/RCP

Asegúrese de que la boca esté limpia. Incline la cabeza hacia atrás, levante la barbilla. Dé 1 respiración cada 5 segundos. Asegúrese de que el pecho suba y baje con cada respiración.

5



Quédense con la persona hasta que llegue el personal de asistencia

Funding Request (PHE)

Health Communications: Community Programming Support

A-Frame Sign Board

- Dimensions: 24"x 36"
- Price: \$159.66 each
- Usage: clinics, shelters, health fairs
- Quantity Requested: 5
- Source: Grainger



Supply Procurement Updates

- Go-kit bags: **arrived & distributed**
- Go-kit emergency supplies: **arrived & distributed**
 - Pending a few items on backorder
- Blood pressure machines: **arrived & distributed**
- Backup & emergency chargers: **pending**
 - Will begin coordinating purchase
- COVID rapid tests: **ready for pickup in Norwood if you have not already done so!**

Regional Staff Updates

- Hiring Updates
- IMA Amendment
- Kerry's January Summary

MRC Updates

- MEMA Tour and STB
- MA Responds clean up underway
- ORA received
- Upcoming events:
 - February Advisory Committee Meeting to be rescheduled
 - Volunteer orientation
 - CPR
 - QPR
 - Access & Functional Needs training

Adjournment

Next Meeting:

Monday, March 4th

11AM-1PM

In person - would anyone like to host?