

# Norfolk County-8 Coalition

## March 4th, 2024 Meeting Minutes



<b>Time:</b> <b>11:00 am – 1:00 pm</b>
<b><u>Meeting Location</u></b> 476 Canton Avenue, Milton MA 02186

### Attendance Roll Call

#### Voting members present:

Kylee Sullivan, Dedham  
Caroline Kinsella, Milton  
Stacey Lane, Norwood  
Melissa Ranieri, Walpole  
Lenny Izzo, Wellesley

#### Non-voting members present:

Caeli Tegan Zampach, BME Strategies  
Cynthia Baker, BME Strategies  
Abbie Atkins, Norwood  
Trish Fisher, Walpole  
Kerry MacKay, Regional Staff

#### Voting members absent:

Barbara Reardon, Canton  
Jared Orsini, Westwood

### Opening

The regular meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 11:13 AM on March 4th, 2024.

#### I. Welcome

Melissa Ranieri made a motion to approve the February meeting's minutes. Kylee Sullivan seconded the motion.

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### **Vote:**

Canton: -

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: -

## **II. Announcements and Reminders**

The coalition reviewed upcoming conferences and training opportunities for staff including hoarding training, the municipal opioid abatement conference, annual MAPHN conference, adult immunization conference, MAHB certificate programs, and Certified Pool Operator training dates.

## **III. FY24 Opportunities**

The coalition reviewed updated allowable expenditures and revisited the previous meeting's decision to prioritize digitization with FY24 PHE funds and reviewed the total estimates to date of documents to be scanned from each community. BME walked through a sample scope of work for a forthcoming RFP. The group discussed forthcoming guidance from DPH regarding a state contract renewal, Cloud-based file storage options, and guidelines for document destruction. The coalition reviewed options for total funding allocation towards digitization and decided to put \$100,000 from PHE funds towards this initiative. BME will follow up with Norwood's procurement department to coordinate next steps following additional confirmation with OLRH.

Stacey Lane motioned to approve allocation of PHE funds towards digitization not to exceed \$100,000. Melissa Ranieri seconded the motion.

### **Vote:**

Canton: -

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Dedham: Y  
Milton: Y  
Norwood: Y  
Walpole: Y  
Wellesley: Y  
Westwood: -

Motion passed.

The coalition discussed the prospect of purchasing noise meters across the region with PHE funds. Two SKUs from Reed Instruments were reviewed as potential options. BME will follow up with the manufacturers to understand if these models require yearly service; otherwise, the meters come with their own calibration system for ongoing adjustment before each use. The group also discussed coordinating training for the use of the noise meters with the Department of Environmental Protection.

Stacey Lane motioned to approve the purchase of up to 7 noise meters (not to exceed \$4,500) with PHE funds. Melissa Ranieri seconded the motion.

### **Vote:**

Canton: -  
Dedham: Y  
Milton: Y  
Norwood: Y  
Walpole: Y  
Wellesley: Y  
Westwood: -

The coalition reviewed examples of health communications items such as tick and mosquito safety signage, Narcan infographics and pamphlets, and tablecloths for regional and municipal events.

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Kylee Sullivan motioned to procure up to \$2,500 of health communications items (including printing for Narcan pamphlets and event supplies) with PHE funds. Melissa seconded the motion.

### **Vote:**

Canton: -

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: -

BME presented an overview of LanguageLine solutions and updated the group on contracting next steps. BME will plan to invite LanguageLine to present at the next coalition meeting and schedule training sessions for each community as the service is rolled out. The group also discussed leveraging SmartSheet for translation service requests to ensure the sustainability of the service against PHE funding. BME will follow up with individual communities regarding separate account credentials and setup once the contract is executed.

BME provided an overview of procurement progress against PHE and CTC funds.

The group reviewed the strategic planning outcomes and typical deliverables associated with the process. The coalition emphasized sustainability recommendations, alignment on priorities and programming, and strong definition of targets and metrics as key components for emphasis in an RFP. The group also indicated they would like to create a committee for the evaluation of strategic planning proposals. BME will follow up with Norwood's procurement department to coordinate.

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### IV. Regional Staff Updates

The Regional Public Health Associate provided an overview of recent activities including MHFA training and support for tobacco inspections in Milton and Wellesley. The group discussed the possibility of coordinating compliance checks. BME will follow up with OLRH to determine whether this is a permissible use of PHE funds. The group also discussed camp binders and regional resources for camp operators. Wellesley will share a link for their camp operator webinar so other communities can observe.

Delegates from each hiring subcommittee shared updates about the hiring process. The Regional Public Health nurse hiring process will start once Dedham's Public Health Nurse position is backfilled; Dedham shared that they are interviewing candidates. The Regional Inspection Associate subcommittee shared that BME will begin phone screens for some candidates with more public health background. The Regional Epidemiologist subcommittee shared that the application period has closed and the subcommittee has several candidates to review. BME is convening the Regional Epidemiologist subcommittee in the next week to discuss candidates and share an interview guide for review.

The coalition reviewed the updated Regional Public Health Nurse job description. No feedback or suggestions were shared. Participants briefly discussed vaccination coordination in the context of providing regional services.

Melissa Ranieri motioned to approve the current Regional Public Health Nurse job description for posting once Dedham's municipal PHN position is backfilled. Stacey Lane seconded the motion.

### Vote:

Canton: -

Dedham: Y

Milton: Y

Norwood: Y

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Walpole: Y

Wellesley: Y

Westwood: -

Motion passed.

### **V. IMA Amendment**

The coalition reviewed the updated IMA amendment draft.

Kylee Sullivan motioned to approve the current amendment and share it with town management and counsel for additional review before signature. Melissa Ranieri seconded the motion.

#### **Vote:**

Canton: -

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: -

Motion passed.

### **VI. MRC Updates**

BME provided updates on recent activities such as the MEMA tour, Stop the Bleed training, and ongoing MA Responds administrative cleanup. The MRC Coordinator shared that NC-8 was awarded a 2024 Operational Readiness Award, and will follow up with Advisory Board members for information to assist the 2023 Operational Readiness Award closeout process. New NC-8 MRC badges were distributed to Wellesley, Norwood, Walpole, Milton, and Dedham.

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Additional information was shared about upcoming events including volunteer orientation, CPR, QPR training, and access and functional needs training.

### **VII. PHE Work Plan Objectives**

This was not formally discussed due to time constraints.

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

The meeting was adjourned at 1:22 PM. The next coalition meeting is scheduled for Monday, April 1st 11AM-1PM and will be held virtually.

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

NC-8 February Meeting Presentation

Regional Public Health Nurse Job Description

NC-8 IMA Draft Amendment

# NC-8 Local Public Health Coalition Monthly Meeting

March 2024





**Welcome!**

# Agenda

1. Welcome
2. Announcements and Reminders
3. FY24 Purchasing
4. Regional Staff Updates
5. IMA Amendment Review
6. FY24 Work Plan Objectives
7. MRC Updates
8. Community Updates
9. Meeting Closure

# **Approval of February 2024 meeting minutes**

# Announcements and Reminders

## Training Reminder

### NC-8 Hoarding Training Series

Trainer: Marnie Matthews, Hoarding Specialist / LCSW

Part 1: April 9th, 9AM-4PM (virtual)

Part 2: April 23rd, 9AM-4PM (virtual)

- Agenda and session materials will be shared 2 weeks in advance
- Please reach out to Caeli & myself to add participants from your health department teams
- Participant cap: 50 per session

# Announcements and Reminders

## Conference Opportunities

### Massachusetts Municipal Opioid Abatement Virtual Conference

**March 19-20, 2024**



**FREE to  
register &  
attend!**

Intended for municipalities receiving **opioid abatement** funding

# Announcements and Reminders

## Conference Opportunities

### 2024 Annual MAPHN Conference

In person

May 8-9, 2024

Hilton 2 Forbes Rd

Woburn, MA

*Prices vary*



*Please let us know if you would like to request PHE funds to send your nurse to the MAPHN Conference! (as long as it does not supplant municipal funding)*

# Announcements and Reminders

## Conference Opportunities

### **2024: Confidence & Compassion In A Complex Vaccine World**



2024 Annual Massachusetts Adult Immunization Conference

In person

Tuesday, April 2 8AM-4:30PM

Boston Marriott, Newton MA

\$150 registration fee

# Announcements and Reminders

## Training & Continuing Education Opportunities

### **MAHB Certificate Program Sessions**

3/16 @ Delaney House, Holyoke, MA

4/20 @ Marlborough Marriott Courtyard

4/27 @ Taunton Clarion Hotel

### Intended Audience

All Elected/Appointed BOH members

Health Department staff

PHE Shared staff

### **Topics/Programs**

Board of Health Authority

Public Records

Open Meeting

How to deal with disruptions

Nuisance Actions (Case Study)

PFAS/Environmental Issues

Opioid Settlement Funds

BOH & Tobacco Enforcement

Other Emerging Issues

PHE Program

Housing Issues

*And more!!*



# Announcements & Reminders

## Pool Operation Management Training Locations & Dates

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**

# FY24 Opportunities

- Updated Allowable Expenses
- Digitization Next Steps
- Inspection Supplies
- Health Communications
- Supply Procurement Update
- Strategic Planning SOW

# FY24 Opportunities

## Additional Updated Guidance for FY24 PHE Allowable Expenses

1. Consultants for opioid abatement funding strategic planning
2. CPR training equipment (mannequin and AED training) for regional use
3. Full plotter/scanner
  - a. For example: to scan septic plans, with the intention it would be used region-wide
4. Training (including Train-the-trainer programs), including CPR, First Aid, ChokeSaver, Mental Health, First Aid/CPR, Stop the Bleed, Food Manager Certification, and grant writing

## Digitization Next Steps

[illegible]

# FY24 Opportunities

## Digitization Next Steps

**Recommended Approach: issue Request for Proposals**

### **Next Steps:**

- Define scope of work
- Assign a timeline for completion
- Appoint naming conventions for files
- Name/appoint point of contact for each community
- Determine file delivery system
- Assign a max \$ value to put towards digitization

# FY24 Opportunities

## Digitization Next Steps

### Scope of Work: Sample Outline

- Pick-up and packaging of boxes, and large format documents in drawers and tubes; transportation of documents to scanning facility.
- Document preparation for scanning.
- Quality control; rescanning where necessary; removal of blank pages.
- Searchable PDF capabilities for scanned documents.
- Delivery of PDF files to protected FTP site or other storage mechanism as determined by individual community.
- Organization and return of designated original documents to each community; secure shredding and destruction of remaining, un-designated documents.

# **FY24 Opportunities**

## **Digitization Next Steps**

### **Decision Point**

Allocate maximum \$ amount towards digitization

# FY24 Opportunities

## Inspection Supplies: Noise Meters



**REED INSTRUMENTS R8080-KIT: 20  
Hz to 8 kHz, A and C, USB, 4 Digit LCD**

Item **328YL0** Mfr. Model **R8080-KIT**

### **R8080-KIT**

**\$615.95/ea**

Includes: PC software, data-logging  
sound level meter, R8090 sound level  
calibrator, hard carrying case, USB  
cable, wind shield

### **Sound Level Meter & Calibrator**

**\$463.20/ea**

Includes: Sound level meter, R8090  
sound level calibrator, hard carrying  
case



**REED INSTRUMENTS Sound Level Meter and  
Calibrator Kit: 35 to 135 dB, 31.5 Hz to 8 kHz,  
A and C**

Item **161D41** Mfr. Model **R8050-KIT**



# FY24 Opportunities

## Health Communications: Tick & Mosquito Safety & Narcan Infographics

Any interest in having these purchased or printed?

- Tick warning sign
- Tick & mosquito safety posters (available in English & Spanish)
- Mosquito safety door hanger
- Mosquito bite protection FAQ
- Narcan FAQ pamphlet
- Narcan infographics (available in English & Spanish)
- Tablecloths or banners for health fairs & community events
- *Other: safe cannabis storage*

# FY24 Opportunities

## Health Communications: Translation Services

### Language Line Services, Inc.

#### Services

On Demand Interpretation

- LanguageLine app
- Phone & telehealth

Face-to-face interpretation

- Live or virtual

Translation & Localization

- Document translation
  - Language-specific re-formatting as needed
- Websites, software, apps

Testing and Training

#### Features

Translation Portal

- Seamless upload, progress tracking & completed project download

Translation Memory

- Client-specific glossary of commonly used terms
- Charge per word is discounted when pulled from previously used phrases

Monthly invoicing

- Fully on-demand service

# FY24 Opportunities

## Purchasing Updates

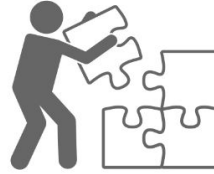
- Go-kit emergency supplies
  - *Pending items available for distribution today*
- Backup & emergency chargers
  - *Available for distribution today*
- Charging cabinets
  - *Next up for purchase; in progress*

# FY24\* Opportunities

## Strategic Planning Outputs



**Define & Align  
Vision**



**Strengthen Capabilities**



**Set & Achieve Targets**



**Engage Stakeholders  
& Adapt**



**Build Sustainable  
Practices**



**Monitor & Improve**

# Regional Staff Updates

- Kerry's February Summary
- Hiring Process Updates
- Regional Public Health Nurse JD Review
  - **Decision Point:** Vote to approve

# IMA Amendment

- Review of IMA
- Discussion
- **Decision Point:** approve for signature

# FY24 PHE Work Plan Objectives

- Progress Overview
- Activity Check-in
  - Relavent Implementation
  - Regional Food Truck Program

# 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
<b>Regional Staff Management</b>	SOW			ID PM Software Internal SOPs				Inspectional documentation audit				QI Strategy		Start inspectional documentation audit with Regional Inspection Associate	6/30	Not started
<b>Hire Inspector</b>				JD Post		Interview & Hire		Onboarding			Regional Food Truck Strategy			Phone screen candidates and reassess	3/15	Delayed
<b>Hire PHN &amp; Launch Welcome Family</b>				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	N/A	Delayed
<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					Ensure all communities are using; check in and address any uptake or rollout concerns; food code violation data collection	6/30	Not started



Risk	Mitigation	Next Steps	Due	Status
Delays in hiring	Working with individual subcommittees to expedite posting and initiate hiring process; reassess timeline of associated deliverables	Convene hiring subcommittees and post job openings	3/31/24	In progress

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



# Work Plan Objectives Review



## Relevant Implementation

- Onboarding and rollout
- Feedback from inspectors
- Opportunities for further training, technical assistance?



## Regional Food Truck Program

- Contingencies
- Interest & feasibility
- How might this streamline inspections?

# MRC Updates

- MEMA Tour and STB
- MA Responds Clean-up
- 2023 ORA summary
- 2024 ORA received
- Badge distribution

## Upcoming Events

Volunteer orientation

CPR Training

QPR Training

Access & Functional Needs Training

# Adjournment

## Next Meeting:

Monday, April 1st!

11AM-1PM

Virtual



**Title:** Regional Public Health Nurse

**Location:** Norfolk County 8 - Canton, Dedham, Milton, Norwood, Walpole, Wellesley, Westwood

**Caveat:** This position is grant-funded and is subject to appropriation under the Massachusetts Public Health Excellence Grant for Shared Services, Department of Public Health

**Hours:** 37.5 per week

**Salary:** \$80,000-85,000 annually

Norfolk County-8 (NC-8) seeks a Regional Public Health Nurse to work with the towns of Canton, Dedham, Milton, Norwood, Walpole, Wellesley, and Westwood. NC-8, based out of the town of Norwood, is a dynamic shared public health initiative among the towns. This public health nurse will be part of a collaborative response to manage and perform essential public health services necessary to support healthier communities. This position will provide resources to all seven communities, but be an employee of the Town of Dedham.

### **Position Purpose**

This position is responsible for administering and implementing NC-8's public health nursing functions including but not limited to supporting community efforts to coordinate childhood vaccination protocols, administering immunizations throughout the communities of the regional collaborative, and the design and implementation of regional programs to support improved community health. Additional duties may include: conducting communicable disease investigations; assessing needs, planning and implementing interventions to support the health of residents; providing resource referrals to community members as needed; participating in public health clinics and educational programs, and participating in and directing population health-focused emergency preparedness.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Actively collaborates with the NC-8 Advisory Board, regional staff and NC-8 stakeholders to plan, design, and implement regional public health initiatives to expand public health service delivery and improve community health;
- Supports efforts to increase compliance and access to childhood immunizations throughout NC-8 communities;
- Utilizes the state-wide MAVEN system to support surveillance and data collection for communicable diseases, and provide MAVEN coverage for NC-8 communities as needed;

*Dedham, Massachusetts  
Public Health Nurse – Board of Health*

- Provides vaccine and public health clinic support for NC-8 communities as needed;
- Assists with regional Tuberculosis surveillance coverage. Performs TB testing as needed and supports community Public Health Nurses with DOT coverage;
- Provides camp inspection support, including correspondence with camp directors, review of medical information for camp permit applications, and verification of medical documentation such as immunization verification;
- Attends monthly coalition meetings with the NC-8 Advisory Committee. Attends and presents program data and/or project updates at individual town meetings as requested;
- Reports regularly to the Advisory Committee on regional project progress;
- Ensures confidentiality of patient records consistent with health department and MDPH policies and procedures, and HIPAA compliance;
- Serves on employee, local, and regional committees as necessary;
- Performs similar or related work as required, directed, or as situations dictate.

## **Supervision**

*Supervision Scope:* Exercises independent judgment and initiative in the planning, administration, and execution of public health services. Performs a variety of responsible functions in accordance with state statutes and local bylaws.

*Supervision Received:* Works under the general supervision of the Dedham Health Director and their designees, and Regional Staff Coordinator, and under the general administrative direction of the NC-8 Coalition Advisory Board and Dedham Director of Public Health, and in accordance with applicable provisions of the Massachusetts General Laws and Board of Health regulations. Employee functions independently, referring specific problems to supervisor only when clarification or interpretation of policies or procedures is required.

*Supervision Given:* Periodically supervises seasonal personnel and volunteers, such as nursing students or MA Responds volunteers in coordination with clinic supervisors.

## **Judgment**

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation, or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

## **Complexity**

The work consists of employing many different concepts, theories, principles, techniques, and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; collecting, collating, and analyzing data; assessing services and implementing and evaluating evidenced-based interventions.

## **Nature and Purpose of Contacts**

Relationships are constantly with co-workers, vendors, the public, groups, and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including health education, emergency preparedness, and departmental regulations or guidelines. The employee may conduct home visits with community residents as needed to support coalition and community programming.

## **Confidentiality**

The employee has regular access at the departmental level to a variety of sensitive and confidential information.

## **Knowledge, Ability & Skill**

*Knowledge:* Knowledge of and experience in community health and public health fields such as epidemiology, communicable disease prevention, and environmental health. Ability to develop comprehensive knowledge of the operating procedures, practices, and administration of municipal public health. Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds. Knowledge of MIIS or MAVEN platforms is a plus.

*Ability:* Must be able to work independently and collaboratively across teams. Ability to analyze and make independent clinical decisions. The ability to handle emergency situations, remain calm and concentrate, and perform all responsibilities competently at all times. Able to communicate effectively and efficiently verbally and in writing at all times. Ability to develop comprehensive understanding of the state sanitary codes. Able to coordinate immunization clinics and perform general emergency preparedness planning duties. Ability to develop extensive knowledge of the applicable state and local laws and regulations relative to environmental and public health.

*Skill:* Excellent nursing skills. Strong planning and organizational skills. Cultural sensitivity and humility. Excellent employee relations and customer service skills. Proficient computer skills. Strong written and oral skills. Communication skills, including but not limited to comfort speaking languages other than English, or using translation services to communicate with patients.

## **Minimum Entrance Requirements**

### **Education, Training & Experience**

- Registered Nurse, licensed by the Massachusetts Board of Registration, Division of Professional Licensure with either:
  - Bachelor's degree in nursing from an accredited program, or
  - Master of Science degree in nursing, preferably in family health, community health, or related specialty.
- The ability to speak multiple languages is a plus.

### Special Requirements:

Valid Class D motor vehicle driver's license.

**Required after hire**

- MAVEN trained within 6 months
- Local Public Health Training Institute Foundations Course within one year of hire

**Recommended**

- Massachusetts Association of Public Health Nurses Membership

**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 essential functions.*

Regularly required to walk, stand, sit, talk, and hear; use fingers to handle or feel; climb or balance; stoop, kneel, crouch, or crawl; reach with hands or arms; taste or smell. Ability to view computer screens and work with details for extended periods. May move objects weighing up to 30 pounds, usually less. Must be able to communicate.

**Work Environment**

The work is performed in an office environment, clinics, private residences, and indoor and outdoor community settings.

Work is generally performed under varying office and clinic conditions; some risk of exposure to disagreeable environments; potential exposure to communicable, infectious diseases when working with clients, and potential exposure to new chemical or bioterrorist agents. Case management of TB cases as needed.

The employee operates standard office equipment, including a computer; operates various types of medical equipment; and operates an automobile.

*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 requirements of the job change.*

We are made up of people with different strengths, experiences, and backgrounds. Diversity not only includes race and gender identity but also age, disability status, veteran status, sexual orientation, religion, and many other parts of one's identity. These varied points of view are key to our success, and inclusion is everyone's responsibility.

**To Submit:** Qualified individuals should send a completed resume and cover letter to [careers@bmestrategies.com](mailto:careers@bmestrategies.com). Please include 'Regional Public Health Nurse' in the subject line of your email.

**FIRST AMENDMENT TO THE**  
**NORFOLK COUNTY-8 LOCAL PUBLIC HEALTH COALITION**  
**Inter-Municipal Agreement (IMA)**  
**for the Public Health Excellence for Shared Services Grant**

The Intermunicipal Agreement (hereinafter “Agreement”), entered into by and between cities and/or towns of Canton, Dedham, Milton, Norwood, Walpole, Wellesley and Westwood, hereinafter referred to collectively as the “Municipalities,” and individually as a “Municipality,” and Norwood, in its capacity as Host Agent of the Norfolk County - 8 Collaborative, (hereinafter referred to as “NC-8”) on or about this August 1, 2022, is hereby amended as follows:

Whereas, the Town of Needham has withdrawn from the NC-8 therefore, any and all references to the Town of Needham and any and all rights and obligations including participation in the Shared Services Program for the Town of Needham are hereby stricken and removed from the Agreement.

Whereas, the NC-8 desires to expand the scope of the Shared Services Program provided by this Agreement, the Municipalities hereby agree to amend Exhibit C to the Agreement to add the following additional shared services:

- c. Public Health Nursing services to be shared amongst the NC-8 communities.
  - i. The Regional Public Health Nurse will be hired by and hosted in the Town of Dedham. Services will include, by may not be limited to, providing support for communicable disease control and surveillance including utilization of the Massachusetts Virtual Epidemiologic Network (MAVEN) and Massachusetts Immunization Information System (MIIS), providing support for the coordination and management of adult and childhood immunization clinics (i.e., seasonal flu, pneumonia, blood pressure screenings, and other health screening activities as needed), developing health education programs based on community health data, assisting residents by making appropriate referrals to other health professionals and community agencies, attending MA Public Health Nurse and Board of Health meetings, ensuring HIPAA laws are followed, and overseeing camp inspections as needed, and assisting with coordination of additional public health programs and grant initiatives as directed.



- ii. The Regional Public Health Nurse will perform duties as directed by the Health Directors and their designees while providing services to each NC-8 community, and as listed in the job description.
  - iii. Dedham will bill Norwood quarterly to compensate the Regional Public Health Nurse. Upon receiving funds from MDPH, Norwood shall submit payment to Dedham within 30 days.
  - iv. The Regional Public Health Nurse salary will be eligible to receive an annual COLA increase consistent with annual increases as determined by the Town of Dedham.
  - v. In the event that the NC-8 does not have sufficient funds to reimburse Dedham for the services of the Regional Public Health Nurse as set forth herein, the Nurse will no longer be required to provide services outside of the Town of Dedham; provided, however, that Dedham may enter into separate agreements with other municipalities to continue receiving Regional Public Health Nurse services subject to payment of their proportional share of the Nurse's salary and expenses.
- d. Inspectional services to be shared amongst the NC-8 communities.
- i. The Regional Inspection Associate position will be hired and hosted by Norwood and will work with member municipalities. Services will include, but not be limited to, assisting municipal inspectors in enforcement of state and local public health laws, rules and regulations; supporting inspection of mobile and temporary food service establishments for compliance with state sanitary code; monitoring food establishment test results; supporting housing inspections to ensure properties conform to state sanitary code, including rental units and properties subject to public complaints; assisting in the audit of regional inspectional documentation related to Food Protection, Housing, Nuisances, and Swimming Pools-related backup documentation requested

(e.g., Inspection Reports, Corrective Orders, Condemnation Orders, HACCP/School/Frozen Dessert) Inspections to improve record-keeping, administration, and content; collaborating on strategy development of a regional food truck permitting system; contributing to design and development of a regional food code violation intervention plan, and providing community outreach and engagement on various health topics as requested.

Except as set forth in this Amendment, the Agreement is hereby ratified, confirmed and shall continue in full force and effect in accordance with its terms.

WITNESS OUR HANDS AND SEALS as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Town of Canton Select Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of Canton Board of Health

\_\_\_\_\_  
Date

WITNESS OUR HANDS AND SEALS as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Town of Dedham Select Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of Dedham Board of Health

\_\_\_\_\_  
Date

WITNESS OUR HANDS AND SEALS as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

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Town of Milton Select Board

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Date

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Town of Milton Board of Health

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Date

WITNESS OUR HANDS AND SEALS as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Town of Norwood Select Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of Norwood Board of Health

\_\_\_\_\_  
Date

WITNESS OUR HANDS AND SEALS as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Town of Walpole Select Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of Walpole Board of Health

\_\_\_\_\_  
Date

WITNESS OUR HANDS AND SEALS as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Town of Wellesley Select Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of Wellesley Board of Health

\_\_\_\_\_  
Date

WITNESS OUR HANDS AND SEALS as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Town of Westwood Select Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of Westwood Board of Health

\_\_\_\_\_  
Date