

Norfolk County-8 Coalition

May 23rd, 2024 Meeting Minutes

Time: 9-10:30AM
<u>Meeting Location</u> Zoom: https://us06web.zoom.us/j/83852325165

Attendance Roll Call

Voting members present:

Barbara Reardon, Canton
Katie Paciorkowski, Dedham
Caroline Kinsella, Milton (*joined late*)
Abbie Atkins, Norwood
Melissa Ranieri, Walpole
Lenny Izzo, Wellesley
Jared Orsini, Westwood (*joined late*)

Non-voting members present:

Cynthia Baker, BME Strategies

Voting members absent:

I. Opening

The special meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 9:07AM on May 23rd, 2024.

II. FY24 Spend-down Review and Vote

A. Staffing Updates

BME shared recent staffing updates. The Regional Public Health Nurse job listing was posted on Dedham's website, MHOA, MAPHN, and MMA. The Regional Epidemiologist candidate accepted Norwood's offer and will start on Monday, June 3rd. Cynthia Baker will reach out to coalition members individually to tentatively schedule health department meet & greets for the incoming hire. Finally, the Regional Inspection Associate candidate unfortunately declined the coalition's offer. Melissa Ranieri asked the hiring subcommittee if there were any other candidates to consider from the previous hiring process. Members of the subcommittee (Abbie Atkins, Barbara Reardon, and Lenny Izzo) shared that the other candidate interviewed for the position was overqualified for the role and advertised salary, had very specific

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expertise and experience that was not a precise fit for the scope of the role, and may be more qualified for a consultant position. The subcommittee discussed reconvening to revisit the scope of the role and salary to attract a wider range of candidates. BME will conduct a landscape scan of similar positions to review with the subcommittee prior to the next meeting.

B. FY24 Spend-down Requests

BME walked through the current draft of the coalition's supply requests and shared out missing items (apparel order from Milton, supply orders from Wellesley and Westwood). BME asked to receive those missing items ASAP to start on procurement. Cynthia Baker also highlighted the need to clarify whether certain items can be purchased in multiples per community request, or whether they need to be regional (ex., vaccine coolers). BME will follow up with the Program Coordinator to clarify.

BME also addressed community training requests and shared that while every attempt will be made to honor those requests, the coalition may not expend FY24 funds for training occurring in FY25 (unless registration closes in FY24) and procurement must happen directly through Norwood - reimbursements are not permissible. Cynthia Baker will follow up with Abbie Atkins for assistance with CPR training procurement for Canton's Public Health Nurses.

Cynthia Baker highlighted translation and interpretation as potential drivers of end of year spending, and asked the coalition for feedback on the recent trainings with LanguageLine. The group found the sessions useful. Katie Paciorkowski in Dedham reported already leveraging Spanish interpretive services. Barbara Reardon shared that the Canton Public Health Nurses frequently use LanguageLine in their hospital roles, and can serve as resources for anyone with questions. BME advised the group to take advantage of the service and to reach out for any implementation support needs.

The coalition also discussed the possibility of leveraging the forthcoming MHOA registration release for use of FY24 pending guidance from OLRH. If permissible, the coalition will organize a headcount for NC-8 stakeholders registering with PHE funds provided the expense does not supplant municipal funding.

Melissa Ranieri brought up merging Walpole's expiring Relavent licenses with NC-8's coalition contract for FY25, and will reach out to Michael Hicks with Cynthia Baker on cc to clarify the updated FY25 contract amount.



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BME requested that communities participating in the digitization contract please respond to the scheduling requests for document pickup, and asked community contacts to follow up individually with any questions or concerns about the scope of work or timeline.

Melissa Ranieri motioned to approve procurement of supplies as requested and listed, with pending updates from individual communities. Lenny Izzo seconded the motion.

Vote:

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

Motion passed.

The coalition briefly discussed sustainability planning for larger format plans and health department files. Lenny Izzo asked the group how they plan to address those files moving forward. Melissa Ranieri shared that Walpole has a large format plotter/scanner and has ceased allowing additional plan submissions on paper. The town also purchased a big screen for large format plan reviews. Barbara Reardon stated a preference for review of hard copy plans, but Canton is exploring digital submission requirements moving forward. Caroline Kinsella shared that Milton has already scanned all their septic files and leverages PermitEyes for online permitting and file submission. Cynthia Baker will explore the possibility of sourcing a plotter/scanner for regional use.

III. FY25 Work Plan Discussion

BME provided an overview of the updated FY25 workplan template and requirements. Coalitions are required to complete 3 grant requirement objectives based on the scope of engagement, encompassing Governance, Grant Administration, and Foundational Public Health Services (FPHS) Review. SSAs must also complete a minimum of one Sustainability objective, 3 Performance Standards objectives, and are recommended to complete an Elective objective of their choosing. Each objective must include a Racial Equity Consideration, and at least one activity

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related to a racial equity focus. Finally, all PHE-funded staff must be linked to specific work plan objectives in FY25.

BME presented the results of the self-paced capacity assessment. Overall, the coalition as a whole saw an 6% increase in their aggregated percentage of performance standards met between 2022 and 2024. Encouraging increases were demonstrated in Administration, Disease Control & Prevention, Environmental Protection, Food Protection, Housing, and the Other category. Community Sanitation remained nearly flat, and Tobacco Use Prevention saw a small decrease of 7% of aggregated performance standards met.

	BCA	FY2024	
Subject Area	Aggregated % of Performance Standards Met	Aggregated % of Performance Standards Met	Percent Change
	% of applicable Performance Standards met = Yes/(Total-Not applicable)	% of applicable Performance Standards met = Yes/(Total-Not applicable)	
Administration	63%	78%	15%
Community Sanitation	80%	81%	1%
Disease Control and Prevention*	84%	93%	8%
Environmental Protection	64%	76%	12%
Food Protection*	85%	90%	5%
Housing	81%	88%	7%
Tobacco Use Prevention	86%	77%	-8%
Other*	71%	88%	18%
Total	77%	83%	6%

The group discussed alignment of workplan objectives and thematic focus based on the capacity self-assessment results. The group agreed to prioritize Tobacco Use Prevention as a Performance Standard objective based on the capacity assessment. Activities associated with this objective will include outreach to the Massachusetts Tobacco Cessation and Prevention Program (MTCP) to discuss opportunities for support, and to focus Regional Inspection Associate activities and training on support for Tobacco Control once hired.

The group also discussed a drilldown of the results from the Environmental Protection and Community Sanitation categories. Despite demonstrating improvement between the baseline capacity assessment (BCA) and the 2024 self-assessment in Environmental Protection, multiple communities expressed a need for additional training and staffing related to Title 5. The Community Sanitation

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category remained nearly flat from 2022 to 2024. Multiple communities expressed a need for lead determination support. The group agreed to prioritize enhancement of staff capacity to meet inspectional requirements and enforce regulations under the general focus area of Environmental Health to improve coalition scores in these subject areas. Activities aligned with this Performance Standard objective will consist of hiring and onboarding an Inspection Associate, and leveraging training opportunities in each community to build competency and address community-level performance standards in areas of need.

The coalition discussed prioritizing Disease Control and Prevention as a third Performance Standard objective to utilize the Regional Epidemiologist and incoming Regional Public Health Nurse. Though Disease Control and Prevention was a high-scoring category coalition-wide, this is likely due to less Performance Standards in this subject area rather than a reflection of need for services across the group. Activities aligned with this Performance Standard objective will consist of hiring and onboarding a Regional Public Health Nurse, cross-collaboration between the Public Health Nurse and Regional Epidemiologist to build a regional suite of protocols and resources to address infectious disease case management, developing a coverage SOP to ensure continuous MAVEN coverage across the coalition, and development of a monitoring and evaluation process to track epidemiological trends throughout NC-8.

The group reviewed Elective and Sustainability Objective options. The coalition agreed on a Sustainability Objective related to expansion of shared services to explore regional initiatives for lead determination, tobacco control, and mobile food establishment inspections. The coalition also expressed interest in pursuing Elective Objectives regarding Pooling Opioid Abatement Funds as a primary target, and increasing local public health infrastructure to support Maternal, Child, and Family Health as a secondary target.

BME will continue to workshop the workplan based on coalition direction and provide an updated draft for group review. NC-8 plans to review and approve the final workplan at the June coalition meeting.

IV. FY25 Budget Discussion

This agenda item was not discussed due to timing constraints.



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I. Other Items

This agenda item was not discussed due to timing constraints.

V. Adjournment

Barbara Reardon made a motion to adjourn the meeting. Melissa Ranieri seconded the motion.

Vote

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: not present (*left early*)

The meeting adjourned at 10:52AM.

Documents and exhibits used by the public body in the meeting:

NC-8 FY24 Spending Ideas and Tracker

NC-8 FY25 Workplan Template

NC-8 Self-Assessment