



# Norfolk County-8 Coalition

## June 3rd, 2024 Meeting Agenda



<b>Time:</b> <b>11:00 am – 1:00 pm</b>
<b><u>Meeting Location</u></b> In person: 566 Washington Street, Norwood MA Link for remote attendees: <a href="https://us06web.zoom.us/j/81707867739">https://us06web.zoom.us/j/81707867739</a>

### **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:

Angie Truesdale, BME Strategies  
Cynthia Baker, BME Strategies  
Katie Paciorkowski, Dedham  
Abbie Atkins, Norwood  
Kerry Mackay, Regional Public Health Associate  
Sanskriti Madan, Regional Epidemiologist  
Trish Fisher, Walpole  
Jhana Wallace, Wellesley

### **Opening**

The regular meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 11:07 AM on June 3rd, 2024.

#### **I. Welcome**

BME provided an overview of the agenda to start the meeting.

#### **II. Announcements and Reminders**

Melissa Ranieri made a motion to approve the minutes from the May 2024 Coalition Meeting, Regional Position Vote Meeting, and the FY25 Work Plan and Budget Review meeting. Stacey Lane seconded the motion.



# Norfolk County-8 Coalition

## June 3rd, 2024 Meeting Agenda



### **Vote:**

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: n/a (joined late)

The coalition welcomed Sanskruti Madan, the new Regional Epidemiologist.

BME provided an overview of upcoming deadlines related to the FY25 PHE work plan and budget process. Both documents are due to the Office of Local and Regional Health by Friday, June 14th. Feedback will be provided 6/17-6/28, with final submissions as applicable due July 15th.

The coalition also discussed the upcoming rescheduled hoarding training on Tuesday, June 11th. BME re-sent the agenda and other materials to attendees earlier this morning and reiterated the invitation for any additional attendees to join the second session.

The group discussed confirmed guidance that MHOA early early bird registration can be processed using FY24 PHE funds. Norwood (1), Walpole (2), and Wellesley (2) provided their desired headcounts for registration. Canton, Dedham, and Milton will regroup with their teams and provide a final headcount by Friday, June 7th. Westwood anticipates 0 representatives attending due to the conference's location in Springfield but will advise with any updated requests by the end of the week.

The coalition discussed scheduling a site visit with Riverside Community Care before the end of June. BME will send a Calendly poll to narrow down options for dates.

### **III. MRC Updates**

BME provided an update on the rescheduled Access & Functional Needs training, which will be held September 14th in Wellesley. Dawn Sibor has been providing NC-8 MRC coordination in the interim and will continue until the end of the fiscal year. Buildout of additional recruitment tools and orientation materials for new volunteers is ongoing. Walpole has volunteered to temporarily store some group MRC gear.

### **IV. Regional Staff Updates**

The coalition briefly reviewed recent updates from each position posting. The Regional Inspection Associate job listing is still live on Norwood's website for a second round of

# Norfolk County-8 Coalition

## June 3rd, 2024 Meeting Agenda

applicants. The Regional Nurse position has received 2 applications, but the subcommittee will reconvene once there are additional candidates to consider.

The Regional Public Health Associate provided a brief summary of her recent activity which consists of support for camp and pool inspections.

Angie Truesdale requested the group continue to leverage the Inspection Request tool for tracking regional staff activities. The request tool will be updated to reflect epidemiological support as well, though the link will not change. Cynthia Baker will resend the Request tool out with the minutes. Kerry Mackay asked whether the system should be notifying her whenever new requests are placed. Angie Truesdale confirmed all recent requests have been processed with a corresponding email to Kerry directly.

### **V. Procurement**

BME provided a broad overview of the procurement process following the FY24 spending vote at the previous week's FY25 work planning meeting.

The group briefly discussed substituting generic epinephrine for name-brand EpiPen to mitigate supplier stockouts. The coalition agreed the substitute was fine as long as the total number of injectors was adjusted for, in the event the generic option has fewer pieces per box.

BME provided several key updates regarding the group's digitization contract. BME advised the group to please respond to outreach from Scantek contacts Lisa Wagner and Rose Verrecchio to discuss indexing needs and coordinate pickup logistics. The group discussed the reduced project scope due to the end of the fiscal year deadline, plus the need to continue scanning large format files in a subsequent project. Communities that require additional storage options may be able to explore further support from the vendor. BME also advised that Scantek would be sending out sFTP credentials for each municipality. Each municipality should verify that they are able to log in as soon as possible. Scantek intends to provide each community with an initial file proof once documents are received - once these are pushed out, they are looking for approval as soon as possible in order to start the scanning process. Without approval they will not proceed. Coalition members can expect scanned proofs to arrive on or around June 14th.

The group discussed additional options for remaining FY24 funds. BME provided a general estimate of slightly less than \$100k left over after accounting for digitization and requested items discussed in the previous meeting. Cynthia Baker recommended leveraging LanguageLine services for additional spending before June 30th. Jhana Wallace noted possibilities for health communications projects and will follow up with



# Norfolk County-8 Coalition

## June 3rd, 2024 Meeting Agenda



BME to discuss. Caroline Kinsella requested purchase of additional water purification tablets - BME will coordinate with Norwood procurement. Other ideas discussed include storage options for regional and shared gear.

Barbara Reardon made a motion to approve spending an additional \$50,000 on additional services and supplies discussed by the coalition. Stacey Lane seconded the motion.

### **Vote:**

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: n/a

### **VI. IMA Amendment**

The coalition revisited the IMA amendment. To date no additional requests have been made for updated language or stipulations. Westwood's BOH was due to review and approve the amendment during their 5/28 meeting. BME will follow up to ensure no additional updates are necessary and requested that remaining communities forward their signed copies, or have town counsel sign accordingly.

### **VII. CTC Updates**

BME provided an overview of the FY25-FY26 CTC award. The coalition received \$270,000 in additional grant funding for both fiscal years, and currently forecasts slightly above \$202,000 in FY24 carryover funds. Unspent FY25 funds will carry over into FY26, but any unspent funds remaining after 6/30/2026 will be returned to the state. Funding is more strictly focused on disease control and prevention, COVID response, or post-pandemic realignment. \$269,759.40 is budgeted for FY25 and \$202,290.14 is budgeted towards FY26 to cover the Public Health Associate and 60% of the Epidemiologist salaries, software, general supplies, and regional staff travel. There is also \$19,000 tentatively allocated towards tabletop exercises for post-pandemic coalition-building and/or infectious disease coordination.

### **VIII. FY25 Work Plan Review**

The group reviewed the updated FY25 work plan draft and walked through each objective.

Performance Standard Objective 1: Enhance Staff Capacity to effectively meet mandated

# Norfolk County-8 Coalition

## June 3rd, 2024 Meeting Agenda

inspectional requirements and enforce regulations in alignment with the Performance Standards for local public health.

### Activities:

- Hire Regional Inspection Associate to support Recreational Camps, Tobacco Control, Food Protection, Housing, and Pool Inspections. Conduct an inclusive and equitable hiring process with a focus on representative diversity. Ensure all candidates are provided the same interview questions.
- Collaborate with individual NC-8 communities to shadow different types of inspections to build confidence and competence.
- Enroll in and complete, at minimum, Food Protection and Housing Training Hub trainings, including all prerequisites. Evaluate additional opportunities for Training Hub coursework completion as they become available.

Performance Standard Objective 2: Disease Control & Prevention: Ensure adherence to infectious disease case investigation requirements, while enhancing staff training, capacity, and quality improvement initiatives.

### Activities:

- Hire a Regional Public Health Nurse to support regional Disease Control and Prevention, ensure continuous MAVEN coverage, support camp inspections, and promote childhood immunizations. Conduct an inclusive and equitable hiring process with a focus on representative diversity.
- Onboard Regional Public Health Nurse. Ensure new hire is registered with TRAIN MA. Focus on completion of Workforce Standards requirements (ICS 100/NIMS 700, MAVEN training, Foundations course) within the first six months of hire. Prioritize racial and health equity trainings through HRiA offerings and on-your-time training modules.
- Develop standardized protocols for case investigations, outlining clear steps for immediate disease acknowledgment within 48 hours and routine disease acknowledgment within 7 days.
- Create a comprehensive training or resource hub on infectious disease case investigation procedures, including proper documentation, communication protocols, and epidemiological data reporting requirements.
- Assess staffing and workload to allocate resources effectively for infectious disease investigations and epidemiology, adjusting staffing models as needed for sustainability and ensuring coverage with backup staff when necessary.
- Establish mechanisms for ongoing monitoring and evaluation of infectious disease investigation activities and epidemiological trends to maintain high standards of quality and efficiency, identifying and addressing areas for improvement as necessary.
- Provide vital documents and disease control communications in English, Spanish, Portuguese, Haitian Creole, and other languages as appropriate. Integrate translation and interpretation services for community outreach as needed.

# Norfolk County-8 Coalition

## June 3rd, 2024 Meeting Agenda

Performance Standard Objective 3: Tobacco Use Prevention: Improve inspectional requirements and enforce regulations, in alignment with the Performance Standards.

Activities:

- Contact MTCP staff by September 1st, 2024, to discuss opportunities to improve tobacco control and prevention strategies.
- Leverage Regional Inspection Associate to support tobacco inspections and compliance among NC-8 communities not currently participating in a Tobacco Control Coalition (TCC).
- Utilize translation and interpretation services to develop an inclusive Tobacco Prevention communications campaign available in languages other than English spoken by NC-8 community residents.

Sustainability Objective 1: Expanded Sharing of Services: Explore opportunities for expanded sharing of services

Activities:

- Review shared staff capacity to address areas where the SSA needs additional inspectional support as identified in the self-assessment, such as Tobacco Control and Lead Determination.
- Enroll regional and municipal staff as needed in trainings to support additional capacity-building in Tobacco Control. Explore opportunities for regional and municipal staff to become trained in Lead Determination.
- Work with each NC-8 municipality to review and collate individual mobile food establishment requirements to better understand opportunities to regionalize food truck inspections.
- Develop an internal resource for NC-8 to monitor mobile food establishments with licenses in multiple communities and share resources.
- Develop a proposal to streamline mobile food establishment inspections for all communities in the SSA.
- Work with individual communities to address Tobacco Control inspection needs.

Elective Objective 1: Pool Municipal Opioid Abatement Funds

Activities:

- Consult with Care Massachusetts Training and Technical Assistance Services for strategizing additional service-sharing within existing SSA.
- Assign shared staff member to oversee and coordinate opioid abatement activities.
- Develop feedback and input mechanisms (ex., surveys, focus groups) for People with Lived and Living Experience (PWLLE).
- Collect and analyze data to identify existing gaps and resources; engage with community partners to explore partnerships.
- Engage those impacted by the opioid epidemic to share findings and prioritize strategies.

# Norfolk County-8 Coalition

## June 3rd, 2024 Meeting Agenda

- Develop a budget for target list of shared regional resources and initiatives.
- Host community and stakeholder meetings to present budget plans and programs.

Elective Objective 2: Maternal, Child and Family Health: Support caregivers and newborns

### Activities:

- Participate in a Community of Practice meeting with OLRH and other DPH staff (including Bureau of Family Health and Nutrition Staff) once quarterly.
- Work with community partners (e.g. Police, Fire, Community Health Center, Schools) to learn about barriers, historical consideration, and other resources.
- Leverage Regional Epidemiologist to assess needs including STI rates, infant mortality rates, monthly birth rates by community, birthing hospitals, and other local data.
- Establish local partners to support this work.
- Create resource guides for pregnant people, new moms, and guardians in multiple languages as appropriate for NC-8 community demographics.
- Develop an outreach/communications plan that integrates translation and interpretation services for limited English-proficiency community members.

Stacey Lane voted to approve the work plan draft. Kylee Foley seconded the motion.

### **Vote:**

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

### **IX. FY25 Budget Review**

The coalition reviewed the FY25 budget draft for the FY25 funding. The group discussed the Occupancy line item and potentially planning for shared equipment storage and inventory management. No changes or updates were requested.

Lenny Izzo voted to approve the budget draft. Stacey Lane seconded the motion.

### **Vote:**

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y



# Norfolk County-8 Coalition

## June 3rd, 2024 Meeting Agenda



Walpole: Y  
Wellesley: Y  
Westwood: n/a

### **X. Community Updates**

The coalition briefly regrouped on the idea of organizing inventory and receiving SOP. Anything ordered through the grant does have to be received in Norwood for invoicing purposes. The group expressed interest in additional exploration of regionalization of inventory management.

### **XI. Meeting Closure**

The next meeting is scheduled for Monday, July 1st and will be held virtually. Stacey Lane motioned to adjourn the meeting. Melissa Ranieri seconded the motion.

#### **Vote:**

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

The meeting adjourned at 1:12 PM.

#### **Documents used during the meeting:**

NC-8 June 2024 Meeting Minutes  
June 2024 Meeting Slides  
FY25 Work Plan Draft  
FY25 Budget Draft



# NC-8 Local Public Health Coalition Monthly Meeting

June 2024



# Agenda

- I. Welcome**
- II. Announcements and Reminders**
- III. MRC Updates**
- IV. Regional Staff Updates**
- V. Procurement**
- VI. IMA Amendment**
- VII. CTC Updates**
- VIII. FY25 Work Plan Review**
- IX. FY25 Budget Review**
- X. Community Updates**
- XI. Meeting Closure**

# **Approval of previous meeting meeting minutes**

- **May 2024 Coalition Meeting**
- **Regional Position Vote Meeting**
- **FY25 Work Plan and Budget Meeting**

# Announcements and Reminders

**Welcome, Sanskruti!**

# Announcements and Reminders

## PHE Deadline Reminder

### Key FY25 PHE Deadlines & Dates

- **June 14th: FY25 Work Plan & Budget Due Date to OLRH**
- **June 17th -June 28th:** Work Plan & Budget Review and Response Period
- **July 15th:** Final Approved Work Plan & Budget Due

# Announcements and Reminders

## Training Update

### **NC-8 Hoarding Training Series**

Trainer: Marnie Matthews, Hoarding Specialist / LCSW

#### **Part 2: rescheduled for June 11th, 9AM-4PM (virtual)**

- Agenda and session materials were sent to attendees this morning (Monday, 6/3)
- If any of your staff were not able to attend the previous part 2, please share the invite with them!

# Announcements and Reminders

## MHOA Registration with FY24 Funds

### **Additional Clarification:**

Early bird registration with FY24 funds **IS** permissible

**\*\*Any registration requested after the early early bird cutoff will be processed with FY25 funds\*\***

**Please advise with your municipality's headcount:**

# Announcements and Reminders

## Regroup with Riverside Community Center

### Next Steps

- Suggest three potential dates/times for coalition visit

Proposed/sample options:

- 1) Tuesday, 6/18
- 2) Thursday, 6/20
- 3) Tuesday, 6/25



# MRC Updates

- **9/14 Full-Day Training - Wellesley**
- **Recruitment Tools**
- **Orientation Materials**
- **Supply Storage**

# Regional Staff Updates

## **Additional Hiring Subcommittee Updates**

- Regional Inspection Associate
  - Subcommittee regroup on the role; posting open on Norwood's site for new round of applicants
- Regional Public Health Nurse
  - Position posted; starting to receive applications (2 so far)

# Procurement

- Norwood facilitating purchase of EOFY24 items & supplies per group vote
- EpiPen availability - [generic option](#)?
- Digitization follow-up
  - Lisa Wagner (Scantek) has reached out to each point of contact to discuss individual community needs + indexing preferences
  - \*\*\*If anyone has not yet responded to Rose (Scantek) regarding pickup logistics, please do so today\*\*\*
- **Remaining purchasing ideas or requests?**

# IMA Amendment

## **Final Adoption**

- Pending any further changes or requested updates, we will adopt the previously circulated IMA amendment
- Please send us your signed copies if you have not already done so!

# CTC Updates

## Confirmed funding award & approval FY25-FY26

- \$270,000 in additional funding + estimated \$202,000+ in rollover funds

**FY25: \$269,759.40**

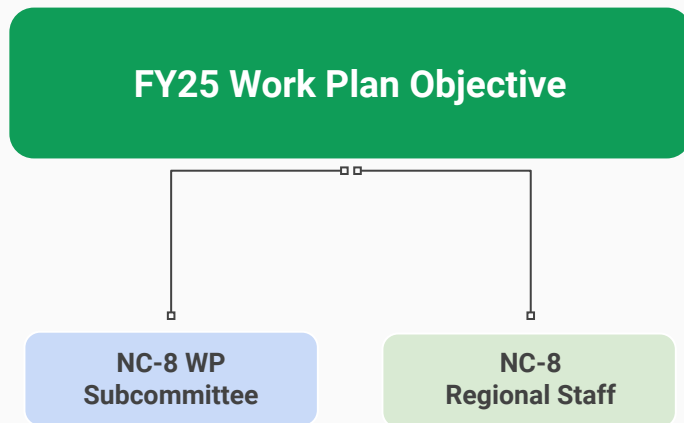
**FY26: \$202,290.14**

- Allocated to cover staffing + fringe (PHA & 60% epidemiologist), software, general supplies, regional staff travel
  - Consultant line item as placeholder (\$40k) in FY25
  - \$19k in FY25 towards post-pandemic disease-centric TTX
- Funding through end of FY26 - **permanently sunsets 6/30/2026**

# FY25 PHE Work Plan Review

## Imagining the FY25 Work Plan Differently

Empower NC-8 participation: assign 2-3 subcommittee members per objective



# FY25 PHE Work Plan Review

## Performance Standard Objective 1

Enhance Staff Capacity to effectively meet mandated inspectional requirements and enforce regulations, in alignment with the Performance Standards for Local Public Health.

- Hire Regional Inspection Associate to support Recreational Camps, Tobacco Control, Food Protection, Housing, and Pool Inspections. **Conduct an inclusive and equitable hiring process with a focus on representative diversity. Ensure all candidates are provided the same interview questions.**
- Collaborate with individual NC-8 communities to shadow different types of inspections to build confidence and competence.
- Enroll in and complete, at minimum, Food Protection and Housing Training Hub trainings, including all prerequisites. Evaluate additional opportunities for Training Hub coursework completion as they become available.

# FY25 PHE Work Plan Review

## Performance Standard Objective 2

**Disease Control & Prevention: Ensure adherence to infectious disease case investigation requirements, while enhancing staff training, capacity, and quality improvement initiatives.**

- Hire a Regional Public Health Nurse to support regional Disease Control and Prevention, ensure continuous MAVEN coverage, support camp inspections, and promote childhood immunizations. **Conduct an inclusive and equitable hiring process with a focus on representative diversity.**
- Onboard Regional Public Health Nurse. Ensure new hire is registered with TRAIN MA. Focus on completion of Workforce Standards requirements (ICS 100/NIMS 700, MAVEN training, Foundations course) within the first six months of hire. Prioritize racial and health equity trainings through HRIA offerings and on-your-time training modules.
- Develop standardized protocols for case investigations, outlining clear steps for immediate disease acknowledgment within 48 hours and routine disease acknowledgment within 7 days.
- Create a comprehensive training or resource hub on infectious disease case investigation procedures, including proper documentation, communication protocols, and epidemiological data reporting requirements.
- Assess staffing and workload to allocate resources effectively for infectious disease investigations and epidemiology, adjusting staffing models as needed for sustainability and ensuring coverage with backup staff when necessary.
- Establish mechanisms for ongoing monitoring and evaluation of infectious disease investigation activities and epidemiological trends to maintain high standards of quality and efficiency, identifying and addressing areas for improvement as necessary.
- **Provide vital documents and disease control communications in English, Spanish, Portuguese, Haitian Creole, and other languages as appropriate. Integrate translation and interpretation services for community outreach as needed.**



# FY25 PHE Work Plan Review

## Performance Standard Objective 3

**Tobacco Use Prevention: Improve inspectional requirements and enforce regulations, in alignment with the Performance Standards.**

- Contact MTCP staff by September 1st, 2024, to discuss opportunities to improve tobacco control and prevention strategies.
- Leverage Regional Inspection Associate to support tobacco inspections and compliance among NC-8 communities not currently participating in a Tobacco Control Coalition (TCC).
- **Utilize translation and interpretation services to develop an inclusive Tobacco Prevention communications campaign available in languages other than English spoken by NC-8 community residents.**

# FY25 PHE Work Plan Review

## Sustainability Objective

### 7 - Expanded Sharing of Services: Explore opportunities for expanded sharing of services

- Review shared staff capacity to address areas where the SSA needs additional inspectional support as identified in the self-assessment, such as Tobacco Control and Lead Determination.
- Enroll regional and municipal staff as needed in trainings to support additional capacity-building in Tobacco Control. Explore opportunities for regional and municipal staff to become trained in Lead Determination.
- Work with each NC-8 municipality to review and collate individual mobile food establishment requirements to better understand opportunities to regionalize food truck inspections.
- Develop an internal resource for NC-8 to monitor mobile food establishments with licenses in multiple communities and share resources.
- Develop a proposal to streamline mobile food establishment inspections for all communities in the SSA.
- Work with individual communities to address Tobacco Control inspection needs.

# FY25 PHE Work Plan Review

## Elective Objective 1

### 1 - Organizational Competencies: Pool Municipal Opioid Abatement Funds

- Consult with Care Massachusetts Training and Technical Assistance Services for strategizing additional service-sharing within existing SSA.
- Assign shared staff member to oversee and coordinate opioid abatement activities.
- **Develop feedback and input mechanisms (ex., surveys, focus groups) for People with Lived and Living Experience (PWLLE).**
- Collect and analyze data to identify existing gaps and resources; engage with community partners to explore partnerships.
- Engage those impacted by the opioid epidemic to share findings and prioritize strategies.
- Develop a budget for target list of shared regional resources and initiatives.
- Host community and stakeholder meetings to present budget plans and programs.

# FY25 PHE Work Plan Review

## Elective Objective 2

### 3 - Maternal, Child and Family Health: Support caregivers and newborns

- Participate in a Community of Practice meeting with OLRH and other DPH staff (including Bureau of Family Health and Nutrition Staff) once quarterly.
- Work with community partners (e.g. Police, Fire, Community Health Center, Schools) to learn about barriers, historical consideration, and other resources.
- Leverage Regional Epidemiologist to assess needs including STI rates, infant mortality rates, monthly birth rates by community, birthing hospitals, and other local data.
- Establish local partners to support this work.
- Create resource guides for pregnant people, new moms, and guardians in multiple languages as appropriate for NC-8 community demographics.
- **Develop an outreach/communications plan that integrates translation and interpretation services for limited English-proficiency community members.**

# FY25 PHE Budget Review

## **Budget document Walkthrough**

# Community Updates

**Open space to share, ask questions**

# Adjournment

## **Next Meeting**

Monday, July 1st

11AM-1PM

Virtual or in-person?