



Norfolk County-8 Coalition

July 1st, 2024 Meeting Agenda



Time: 11:00 am – 1:00 pm
<u>Remote Meeting Location</u> https://us06web.zoom.us/j/81707867739

Attendance Roll Call

Voting members present:

Kylee Sullivan, Dedham
Caroline Kinsella, Milton
Stacey Lane, Norwood
Melissa Ranieri, Walpole
Jhana Wallace, Wellesley

Non-voting members present:

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

Voting members absent:

Barbara Reardon, Canton
Jared Orsini, Westwood

5/7 communities present, quorum met.

Opening

The regular meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 11:07 AM on July 1st, 2024.

I. Welcome

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

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II. Announcements and Reminders

Melissa Ranieri made a motion to approve the minutes from the June 2024 Coalition Meeting. Kylee Foley seconded the motion.

Vote:

Canton: not present

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: not present

BME provided an update on the submission of FY25 workplan and budget to OLRH. All materials were submitted on June 14th. The coalition has not received any feedback to date. Pending any forthcoming guidance, approval of FY25 materials should be confirmed on or around July 15th.

BME provided information about an upcoming perinatal health summit hosted by the Greater Lowell Health Alliance (GLHA) in August. BME will provide the conference information along with the minutes.

III. MRC Updates

BME provided an update on the new coordinator hiring process. Melissa Ranieri participated in several recent interviews. The unit is finalizing FY24 and working on the training schedule for this coming fall.

IV. Regional Staff Updates

The coalition briefly reviewed recent updates from each position posting. An offer has been extended to a Regional Inspection Associate candidate and is currently under discussion. The Regional Nurse position has received 3 applications. The hiring subcommittee is scheduled to reconvene later today to review the candidates and discuss phone screens.

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

The Regional Epidemiologist provided an update on her onboarding progress, including MAVEN and MIIS access. Sanskruti is also scheduling individual health department meet & greets. BME will issue an updated regional staff support request form that includes options for epidemiological project assistance.



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Kylee Foley brought up the state's recent changes in tobacco regulations regarding flavored products. Communities interested in support should consider Sanskruti and Kerry for retailer education and enforcement. BME will ensure the updated support request form includes this topic.

V. FY25 Budget Update

BME shared that the Relavent allocation in the FY25 budget should be updated to include additional licenses from Walpole (\$6,930 - previously funded through AFDO grant) and forecasted Regional licenses for the Regional Inspection Associate (\$4,125). In the submitted budget, NC-8 allocated \$53,765.78 towards Technology Software. To accommodate both updates, the line item should be updated to \$60,720 for FY25.

BME shared the Relavent MY25 Planning Template to illustrate the total number of licenses and associated costs, and walked through a proposed budget update to submit to OLRH as a modification request following initial approval. The following line items were reduced to create the required funds for Technology Software: Health Communications (-\$1,887.55), Nursing Supplies (-\$2,500), Inspection Supplies (-\$2,500), Office Supplies (-\$500), Membership Fees (-\$500), Telecommunications (-\$500), and Training (-\$66.67). \$1,500 was added to the Technology Hardware line item to support additional purchases for incoming regional staff, as those purchases were not made with FY24 funds.

Caroline Kinsella confirmed Milton is not interested in renewal of HousingCode Pro and asked other coalition members if they were happy with the platform. Abbie Atkins shared that Norwood inspectors have been using it without complaint. Tiffany Zike shared that Needham's inspectors don't like it. Kylee Foley echoed both and shared that Dedham's inspectors have mixed opinions. Cynthia Baker requested to follow up with communities to better understand the platform's limitations and provide feedback to Relavent.

Stacey Lane motioned to approve the updated budget to submit as a modification request following OLRH confirmation of FY25 approval. Melissa Ranieri seconded.

Vote:

Canton: not present
Dedham: Y
Milton: Y
Norwood: Y
Walpole: Y
Wellesley: abstained
Westwood: not present

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Motion passes.

VI. FY25 Overview

BME shared the updated project dashboard for FY25 and walked through the workplan objectives and proposed timelines. Planned report outs for the August meeting include: 1) Additional staffing updates 2) Feedback from MTCP outreach and 3) Feedback and/or next steps from CARE MA outreach.

VII. Procurement

Digitization

BME provided review of digitization project closeout updates. By today 7/1: All files finished to date for each community will be available via sFTP. This week, Scantek ships hard drives with files to each location - Lisa Wagner has reached out to each community to confirm the shipping address. Each hard drive will be accompanied by an Excel file that contains all the index information and a hyperlink to each scanned PDF. Communities can use Excel to search for a file then click the hyperlink to open the file.

FY24 Supplies

Jennifer Bartucca will send notification to each community the week of 7/8 to confirm arrival of pending supplies. Communities should please schedule pickups in Norwood once received.

VIII. IMA Amendment

The coalition revisited the IMA amendment. To date no additional requests have been made for updated language or stipulations. 5 communities have provided signed copies to date. 2 communities are working to finalize signatures before the end of the month. Once collated, BME will supply a copy of the amended IMA to DPH per FY25 Governance requirements.

IX. Opioid Abatement Collaboration Next Steps

Visit with Riverside Community Care: Key Takeaways

Riverside Community Care representatives spoke about the recovery coaching program and highlighted opportunities for collaboration. Several communities voiced interest in pooling funds to begin a recovery coaching program to serve residents in participating towns: (1) FTE recovery coach, hired by RCC, would work with community health & police departments, existing clinicians, and social workers to provide support for individuals with substance use and other co-occurring challenges.

Next Steps

- RCC to create an outline/proposal detailing the cost, reporting relationships and



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cadence, and recommended program data/metrics for (1) FTE recovery coach to support participating communities

- Interested communities to review with relevant stakeholders and provide feedback on program outline, recommended metrics

HRiA Proposal Follow-up

Jhana Wallace shared feedback on the updated proposals from HRiA to provide community Narcan training and Train-the-trainer opioid overdose training to NC-8 staff. Wellesley is not confident the cost justifies the community trainings and questions remain about the travel line item in the proposal. Caroline Kinsella agreed. Kylee Foley shared that Dedham feels the Train-the-trainer option is the best fit given the value and cost. BME will loop back to HRiA with this feedback and ask for further justification of the budgeting for travel, project management and coordination.

X. Community Updates

The coalition briefly discussed outreach from a housing specialist working with MHOA.

XI. Meeting Closure

The next meeting is scheduled for Monday, August 5th and will be held virtually. Stacey Lane motioned to adjourn the meeting. Kylee Foley seconded the motion.

Vote:

Canton: not present

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: not present

The meeting adjourned at 12:15 PM.

Documents used during the meeting:

NC-8 July 2024 Meeting Minutes

July 2024 Meeting Slides

MY25 Planning Template

FY25 Budget Update with Relavent

NC-8 Local Public Health Coalition Monthly Meeting

July 2024



Agenda

- I. Welcome
- II. MRC Updates
- III. Regional Staff Updates
- IV. FY25 PHE Budget Update
- V. FY25 PHE Overview
- VI. Procurement
- VII. IMA Amendment
- VIII. Opioid Abatement Collaboration Next Steps
- IX. Community Updates
- X. Meeting Closure

Approval of June 2024 meeting minutes

Announcements and Reminders

- FY25 Workplan and budget submitted to DPH 6/14
 - No feedback received to date
- Pending forthcoming communication, expect final approval on or around July 15th

Announcements and Reminders

GLHA Perinatal Health Summit

Thursday, 8/15 2024

In person at the Westford Regency (8AM-1:15PM)

Registration fee: \$25

Topics

- Maternal mental health
- The U.S. maternal mortality crisis
- How to identify and address maternal mental health conditions
- State & federal programs and supports

Perinatal Health Summit



Scan the QR code to register

Thursday, August 15th, 2024

8 AM- 1:15 PM
breakfast offered at 7:30

Westford Regency
219 Littleton Rd, Westford MA

MRC Updates

- New Coordinator Hiring Process

Regional Staff Updates

- Regional Inspection Associate
 - Offer has been extended to a candidate - currently in discussion
- Regional Public Health Nurse
 - Forthcoming review of 3 applicants to date
 - Next steps: schedule phone screens
- Regional Public Health Associate
 - Activity summary
- Regional Epidemiologist
 - Onboarding process updates
 - Community meet & greets

FY25 Budget Update

FY25 Overview

NC-8 Local Public Health Coalition



Public Health Excellence Grant	FY25	Q1
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FY25 Budget	Spent	Allocated
\$533,971.62	\$0	\$533,971.62

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Next Steps	Due	Status
PS1: Hire and onboard Regional Inspection Associate		Hire RIA	Onboard RIA	Shadow inspections									Hire & onboard Regional Inspection Associate	10/1	On track
PS2: Hire Regional PHN and develop case management SOP		Hire PHN	Onboard PHN										Review PHN applicants and conduct phone screens	10/1	On track
PS3: Enhance tobacco inspection support		Contact MTCP											Contact MTCP	9/1	Not started
S1: Expand shared services													Assess staffing opportunities to expand tobacco control capacity	6/30	Not started
E1: Collaborate on opioid abatement funds		CARE MA	Assign lead	Survey design	Data & landscape analysis	Community engagement	Develop budget	Stakeholder meetings					Consult with CARE MA	8/15	Not started
E2: Explore MCH opportunities													Initiate quarterly Community of Practice meetings and assessment of NC-8 birth data	12/15	Not started

FY25 Overview

Planned report-outs for NC-8 August meeting:

- Additional hiring updates
- MTCP feedback
- Update on CARE Massachusetts outreach

Procurement

Digitization

- By today 7/1: All files finished to date for each community will be available via sFTP
- This week, Scantek ships hard drives with files to each location
 - Each hard drive is accompanied by an Excel file that contains all the index information and a hyperlink to the PDF
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\$533,971.62

Procurement

EOY Purchases (Uniforms, Inspection & Nursing Supplies)

- Jennifer Bartucca will send notification the week of 7/8 for communities to pick up supplies
 - Some vendors were out of stock on certain items - communication will include list of remaining items for pickup & items that didn't make it

\$533,971.62

IMA Amendment

- Pending signed copies of the amendment from 2 communities
- Share with DPH once received per Governance deliverable requirements

Opioid Abatement Collaboration Next Steps

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Next Steps

- RCC to create an outline/proposal detailing the cost, reporting relationships and cadence, and recommended program data/metrics for (1) FTE recovery coach to support participating communities
- Interested communities to review with relevant stakeholders and provide feedback on program outline, recommended metrics

Community Updates

Adjournment

Next Meeting

Monday, August 5th

11AM-1PM

Virtual or in-person?