



Norfolk County-8 Coalition

October 7th, 2024 Meeting Agenda



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

Attendance Roll Call

Voting members present:

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

Non-voting members present:

Aine Studdert-Kennedy, BME Strategies
Angie Truesdale, BME Strategies
Cynthia Baker, BME Strategies
Jackson Lieb, BME Strategies
Katie Paciorkowski, Dedham
Virginia Chacon-Lopez, Needham
Abbie Atkins, Norwood
Jhana Wallace, Wellesley
Sanskriti Madan, Regional Epidemiologist

Voting members absent:

Melissa Ranieri, Walpole

6/7 communities present, quorum met.

Opening

Kylee Foley made a motion to start the meeting. Stacey Lane seconded the motion.

Canton: Y
Dedham: Y
Milton: Y
Norwood: Y



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Walpole: not present

Wellesley: Y

Westwood: Y

The regular meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 11:04 AM on October 7th, 2024.

I. Welcome

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

Stacey Lane made a motion to approve the minutes from the September 2024 Coalition Meeting. Kylee Foley seconded the motion.

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: not present

Wellesley: Y

Westwood: Y

II. Announcements and Reminders

BME shared updates related to the shift in PHE reporting from a quarterly to tri-annual schedule, the Annual Notification Memorandum requirement, and the RS/CHO renewal period. BME is requesting communities share contact information for required parties by Friday, October 11th. BME will also share further information with the minutes regarding RS/CHO office hours.

III. MRC Updates

Jackson Lieb provided a summary of the previous month's events and upcoming events related to the MRC. Volunteers are providing flu clinic support to Needham, Walpole, Canton, and Wellesley. They attended a Stop the Bleed training in Needham, and will have the opportunity to attend a Mental Health First Aid training in Norwood. Jackson shared an open call for communities to share out other training opportunities for MRC volunteers to help fill spots. The MRC will be hosting a Training Day on November 9th. 30 participants have signed up so far. CEUs will be available.

NC-8 MRC volunteers have been invited to participate in Logan Airport's annual Emergency Preparedness Drill on October 22-23rd, from 8:30PM-2:30AM. The Rhode Island MRC has also extended an invitation to NC-8 MRC volunteers to attend a 2 day

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conference October 19-20th. There is also a volunteer meeting scheduled for tomorrow, Tuesday October 8th.

This year's ORA Grant is now live - applications are due December 6th. Jackson is surveying towns on key priorities during 1:1 meetings and will discuss this in more detail during the next Advisory Group meeting.

Finally, Jackson shared an overview of the schedule and key upcoming dates pertaining to the cadence of MRC activities. BME will share a copy of the NC-8 MRC newsletter with the minutes.

IV. Regional Staff Updates

a. Public Health Nurse Hiring Updates

Aine Studdert-Kennedy provided an overview of recent activities in support of the Public Health Nurse hiring search. NC-8 received 4 applicants whose application materials were compliant, and the subcommittee elected to pursue 3 of the 4. Aine has completed interviews with 2 of the 3 candidates, and will reconvene the subcommittee following completion of the third phone screen to discuss the results and align on next steps.

b. Regional Inspection Associate Discussion

Aine Studdert-Kennedy summarized recent discussion with the RIA hiring subcommittee in which several hiring options for the vacant position were explored. The group discussed the following approaches: 1) **Reduce Scope and Salary:** Adjust to an entry-level role; 2) **Increase Scope and Salary:** Shift to a full Sanitarian level; and 3) **Consider Contracting:** Hire a contractor for sustained inspection support.

Barbara Reardon initially advocated for option 1 but did not disagree with option 2. Abbie Atkins added that keeping this position at a lower level will make it a revolving door with high turnover and expressed concern over the limited candidate pool. Abbie proposed the best way forward might be leveraging a contractor to mitigate the training barrier and navigate the lower work commitment from communities. Jared Orsini expressed that he was unaware at the last meeting that a contractor was a long-term option, but expressed that working with a contractor would be a value add considering the upcoming constraints on his capacity during onboarding a new Westwood inspector. Barbara agreed that a contractor would be the easiest way forward. Lenny Izzo agreed the contractor would be the best option financially and would offer the coalition the most efficiency. Cynthia Baker clarified that DPH's preference for sustainability is that coalitions hire FTE staff, though the coalition has experienced significant challenges filling this role. In terms of procedure, NC-8 will need to secure approval and submit a waiver for use of a contractor in place of a FTE, and modify the budget to reflect these

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changes. In the previous meeting, the consensus BME heard was that all were interested in exploring contractor options to provide interim support, but current feedback from the group makes it clear the contractor route is preferred moving forward. Jared Orsini added that there may be more bandwidth available to train newer staff in these programs five years out once the local public health pipeline is more robust, but at present the candidate pool is not favorable for longer-term retention. Caroline Kinsella agreed that a knowledgeable contractor hire could train a less experienced staff member further down the line, and shared that Milton would likely leverage contractor support for plan review and developing SOPs for new restaurant openings. Kylee Foley and Stacey Lane agreed with previously stated feedback.

Stacey Lane made a motion to proceed with hiring a contractor for NC-8 inspectional support. Jared Orsini seconded the motion.

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: not present

Wellesley: Y

Westwood: Y

Motion passes.

Aine Studdert-Kennedy polled the group for general estimates on the types of support and total anticipated hours needed to establish a general baseline for demand. Westwood emphasized support for Risk 1 and 2 category establishments, especially for kitchen incubator-market concepts and anticipates 4-8 hours per month. Milton would request contractor support for plan review and anticipates close to 5 hours per month. Norwood has the highest demand for support with pre-occupancy inspections but would leverage food protection support to free up municipal inspector capacity, and anticipates similar demand to Westwood. Dedham is in a similar position to Norwood, and iterated interest in housing inspection support if it is available. Wellesley voiced the need for a FDA Standards trained inspector to support their municipal food protection program. The group discussed assigning a certain threshold of expected hours vs. contracting for surge support or support as needed. Cynthia and Aine clarified that some of the contractors they had previously spoken with would need a general baseline to allocate staff accordingly. Kylee stated the need to know how potential contractors conduct inspections and shared a preference for individuals or firms versed in FoodCode Pro. Other communities shared they were open to considering contractors with other platforms. Cynthia shared that an incoming contractor could be given a regional FCP

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license and potentially receive training from Relavent.

BME will work with Norwood procurement and coalition members to scope out an RFP for contractor services, and simultaneously reach out to DPH for provisional approval to move forward and provide the required follow-up documentation.

V. FY25 Budget and Activity Planning

Cynthia Baker provided an overview of grant funding from CTC and PHE in light of staffing changes related to the Public Health Associate and Regional Inspection Associate's departure. BME summarized level funding from CTC for fiscal years 2025-2026 and approximate spending at risk previously allocated to the Public Health Associate, totaling \$166,203.69 inclusive of salary and fringe. The group reviewed examples of approved expenses on the grant and several project-based options for spending those funds, including hiring additional staff, exploring a regional CHA/CHIP, and conducting a series of tabletop exercises. The group eliminated the staffing opportunity due to the remaining funding timeline. Caroline Kinsella shared some cost information for Milton's CHA/CHIP process and asked if other communities were interested or had already done one, and highlighted how different each of the towns are. Jared Orsini shared that Westwood has an upcoming meeting to discuss potential assessments with the Brigham and can comment more once completed. Stacey Lane proposed exploring individual CHAs and suggested combining with opioid funding to mitigate cost. Cynthia Baker expressed the need to review abatement funding terms in order to ensure expenditure guidelines are met, but agreed that it would be worth looking into. Cynthia asked the group if there are specific data points the group needed to support further conversation. Caroline Kinsella proposed collecting more information on total available funding to equitably divide between communities, and explore whether individual CHAs could be done for that price. BME will research additional options and come back to the group with more information.

Cynthia Baker shared additional projections related to PHE spending risk. After accounting for the approximate funding spent towards the Regional Inspection Associate between July and September, the coalition will have close to \$80k to address in unallocated funding from staff salary and fringe, some of which will go towards the contractor hire. Additional funds are at risk contingent upon the Public Health Nurse hiring timeline, roughly between \$34k-\$52k assuming successful hire between November and January. The group reviewed some additional options for use of these funds, including a follow-on digitization project with a focus on communities who had fewer files scanned in FY24, and a limited strategic planning engagement aligned with the fiscal year calendar and tailored to the group's capacity. Stacey Lane voiced support for continued digitization. Lenny Izzo inquired about the possible purchase of monitors for large scale plan reviews - Cynthia Baker will review the cost and submit an allowable

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expenditure request to DPH. Caroline Kinsella asked other communities what types of files they would be digitizing. Barbara Reardon shared that Canton is working on their septic plans, and have had about a third of their large format files scanned. Stacey Lane proposed Caroline look at Milton's 21Es, or prioritize files in large format storage to save on space.

Stacey Lane motioned to pursue a digitization project to mitigate immediate PHE spending risk, prioritizing communities who had less done in FY24. Barbara Reardon seconded the motion.

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

Motion passes.

VII. Opioid Abatement Collaboration Updates

a. RCC x NC-8 Proposal

Riverside Community Care compiled an initial draft of a contract form to be updated and shared with individual communities. This will be shared with participating towns for review.

b. HRiA ToT x NC-8 Proposal

BME is close to confirming training dates for all participants with HRiA. Cynthia Baker shared that Sanskruti Madan was made aware of a similar training funded through DPH/SAMHSA which is available for agencies and organizations without funding. If communities who are not able to participate in this round are interested, further information can be provided.

c. Other Updates

Sanskruti Madan scheduled a technical assistance meeting with CARE MA to discuss the ongoing Narcan access project plus additional opportunities for assisting towns with opioid abatement funds. A detailed breakdown of her meeting notes will be shared with the coalition along with the minutes. Sanskruti also briefly shared a list of needed supplies to support expanding Narcan access in communities. She further presented information from Gilly's House, a local recovery home, with some service coverage to NC-8 communities. The group discussed offering support for individual community organizations, and ongoing capacity constraints for taking on bigger projects related to organizing abatement funding spend. Dedham shared that they



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have started working with their internal task force to organize an annual grant opportunity. Other communities expressed interest in their templates, which Dedham can share once approved by their committee. Sanskruti added that a representative from CARE MA is available to come present at a subsequent coalition meeting if there is interest.

VIII. Community Updates

Cynthia Baker polled the coalition's interest in purchasing additional COVID-19 test kits with CTC funds. The group indicated that they would like to revisit this again next month as most communities still have test kits from DPH on hand.

IX. Meeting Closure

The next coalition meeting will be held virtually on Monday, November 4th 11AM-1PM.

The coalition voiced approval for an in-person meeting in December. Westwood volunteered to host; BME will follow up to coordinate.

Stacey Lane motioned to adjourn the meeting. Jared Orsini seconded the motion.

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Not present

Wellesley: Y

Westwood: Y

The meeting adjourned at 1:00PM.

Documents used or referenced during the meeting:

NC-8 October Meeting Slides

Annual Notification Memorandum Template

NC-8 Narcan Access Planning Document

NC-8 Local Public Health Coalition Monthly Meeting

October 2024



Agenda

- I. Welcome
- II. Announcements and Reminders
- III. MRC Updates
- IV. Regional Staff Updates
- V. FY25 Budget and Activity Planning
- VI. Opioid Abatement Collaboration Updates
- VII. Community Updates
- VIII. Meeting Closure

Approval of September 2024 meeting minutes

Announcements and Reminders

PHE reporting is shifting to a tri-annual cadence:

- T1: July 1-October 31 (due November 30)
- T2: November 1-February 28 (due March 31)
- T3: March 1-June 30 (due July 31)

Announcements and Reminders

By October 31st, each town is to receive a notification of participation.

Request for municipalities to share the following contacts:

- Mayor, Town Administrator, or Town Manager
- Chief Financial Officer
- Select Board Chair or Board of Selectmen Chair
- Board of Health Chair

Please share appropriate contact info by Friday, October 11th via email.

Announcements and Reminders

Registered Sanitarian & Certified Health Officer Renewal

- All credentials expire on 12/31/24
- Renewal applications must be completed & submitted online
- To renew, log onto the Health Professions Licensing Portal
 - Renewal period will run 10/1/2024 through 1/15/2025
 - Renewal notices are not sent by mail - confirmation will be sent to the email address on file on the Portal
 - 12 contact hours of CEUs required
- Office Hours available for renewal process assistance

MRC Updates

Activities

- Flu Clinic Support: Needham, Walpole, Canton, Wellesley
- Trainings: Needham Stop The Bleed, Norwood MHFA
- Training Day NOV 9th
- Logan Airport Functional exercise - Rhode Island MRC Conference

ORA Grant

- Surveying towns in meeting, will discuss in next Advisory Group meeting
- Training plan base (\$5,000 - \$10,000)

Monthly Recurring Events

- NC-8 Coalition Meeting, Volunteer Meeting, Advisory Group Meeting, Newsletter

Regional Staff Updates

Regional Staff Updates: PHN Hiring Process

Current Status of Applicants:

- Pursuing three applicants for phone screenings
- Conducted a phone screening with one applicant on 10/3
- Have phone screenings scheduled with the second applicant on 10/7 (today) and the third applicant on 10/8

Next Steps:

- Outreach has been sent out to reconvene the RPHN subcommittee this week or next

Regional Staff Updates: RIA Discussion

Voting Options:

1. **Reduce Scope and Salary:** Adjust to an entry-level role
2. **Increase Scope and Salary:** Shift to a full Sanitarian level
3. **Consider Contracting:** Hire a contractor for sustained inspection support

Regional Staff Updates: Contractor Support

Interim Contractor Support:

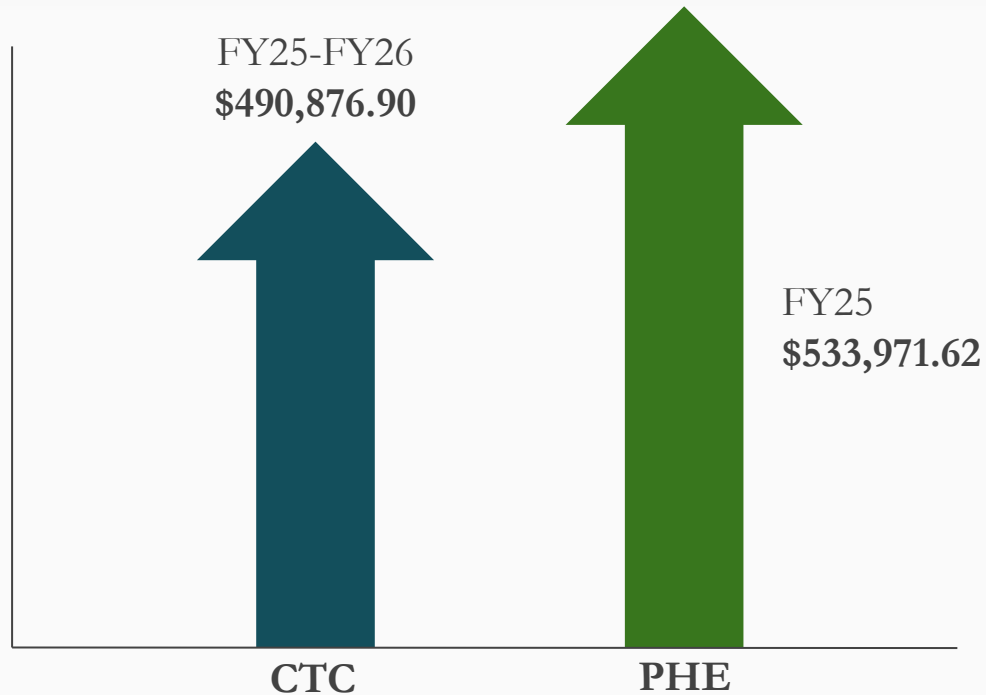
- Consider community needs:
 - Number of hours required
 - Types of inspections needed
- Contractor option comparisons:
 - MoJin versus ALSCO

MoJiN
Solutions



FY25 Budget and Activity Planning

FY25-FY26 Funding Overview



CTC FY25-FY26 Funding Snapshot

FY24 Rollover
\$220,876.90

FY25 Voucher Payment
\$100,000

FY26 Voucher Payment
\$170,000

Spending Risk
Regional Public Health Associate
Salary & Fringe (FY25-FY26)

est. \$166,203.69

CTC Project Possibilities

- **Staff** (epi, PHN, CHW, contact tracers, administrative, managerial)
- **Contractors**
- **Facilities** (cost of facility operations, not construction or renovation)
- **Travel and transportation**
- **Supplies** (PPE, test kits, office)
- **IT** (laptops, tablets, software, analytic platforms, data visualization platforms)
- **Training/conference tuition**
- **Certification/license fees**



Additional Staff

Regional CHA/CHIP

Tabletop Exercise Series

All funds must be expended by June 30th, 2026

CTC Funding: Prioritization

Decision Point:

- Determine big-picture direction and coalition priorities for funding reallocation and CTC budget amendment

Next Steps:

- BME to draft updates for coalition review in November meeting
- Following approval, submit to DPH and begin procurement or hiring as applicable

PHE FY25 Spending Risk

Regional Inspection Associate Salary & Fringe
\$80,290.17

Regional Public Health Nurse Salary & Fringe
est. \$34k-\$52k

FY25 Total
at Risk
\$114k - \$132k

PHE FY25 Project Options

Contractor for Inspections

Mitigate gap in services due to staffing turnover

Limited Digitization Project

Prioritize communities who had fewer documents scanned in FY24

Limited Run Strategic Planning Engagement

Strengthen collective mission & vision, promote sustainability



**Other
ideas?**

Lessons Learned from FY24

- Assess spending risks ongoingly
- Engage in continuous discussion
- Develop short list of project options and contingencies
- Start procurement early

Opioid Abatement Collaboration

Next Steps

Collaboration Updates

RCC x NC-8 Proposal

- Initial contract draft to be shared with participating communities

HRiA ToT x NC-8 Proposal

- In the process of confirming training dates

Other Updates

- Recap of CARE MA Technical Assistance session
- Narcan access project progress
- Other opportunities

Community Updates

Adjournment

Next Meeting

November 4th, 11AM-1PM (virtual)

- Final Calendar Year 2024 in-person meeting