



# Norfolk County-8 Coalition

## November 4th, 2024 Meeting Agenda



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

### **Attendance Roll Call**

#### Voting members present:

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

#### Non-voting members present:

Aine Studdert-Kennedy, BME Strategies  
Cynthia Baker, BME Strategies  
Jackson Lieb, BME Strategies  
Margaret Goldstein, Canton  
Stacey Lane, Norwood  
Patricia Fisher, Walpole  
Jhana Wallace, Wellesley  
Sanskriti Madan, Regional Epidemiologist

6/7 communities present, quorum met.

### **Opening**

Barbara Reardon made a motion to start the meeting. Abbie Atkins seconded the motion.

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



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The regular meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 11:19 AM on November 4th, 2024.

### **I. Welcome**

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

Caroline Kinsella made a motion to approve the minutes from the September 2024 Coalition Meeting. Lenny Izzo seconded the motion.

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: *did not vote*

Wellesley: Y

Westwood: *not present*

*Motion passes.*

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

The coalition welcomed Margaret Goldstein, incoming Health Director for the Town of Canton, taking over for Barbara Reardon effective 11/15.

BME shared recent updates PHE reporting; confirmed sendout of the Annual Notification Memorandum to each town and confirmed the closure of the first tri-annual reporting period (T1). The coalition also reviewed information regarding the RS/CHO renewal period, the Vaccine Equity Initiative, and upcoming Tobacco Retail Inspection training hosted by MHOA. BME will also share further information for each event / opportunity with the minutes.

### **III. MRC Updates**

Jackson Lieb provided a summary of the previous month's events and upcoming events related to the MRC. Unit reporting for BP1 was completed. Jackson also shared information about the upcoming Training Day on November 9th. Thus far 50 volunteers have registered to attend - CEUs will be available for participants. Jackson also shared that NC-8 MRC unit participation rate has surpassed 50%, and the unit is actively seeking additional opportunities to support towns with volunteer deployment as health department requests are needed to initiate this process.

The unit has \$3500 remaining from the 2024 ORA Grant to spend down before the end of the calendar year. Jackson shared some initial ideas for unit support with the funding

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including volunteer appreciation items, tabling supplies for towns, additional trainings, PocketTalks for translation support, Facebook ads to raise unit awareness, and first aid/emergency supply kits. Jackson will share a Google Form to prompt feedback from each town and initiate procurement based on responses prior to the upcoming MRC Advisory Group meeting. Jared Orsini suggested supply baskets for towns to assist with all tabling needs.

Additional discussion in support of completing the 2025 ORA Grant application will also follow at the next Advisory Group meeting.

### IV. Regional Staff Updates

#### a. Epidemiologist Activity Report Out

Sanskruti Madan shared recent progress creating a suite of tobacco retailer education information for Norwood businesses. This has been shared with vendors in the town and will be posted on Norwood's website. Sanskruti has been working with the Town of Wellesley to gather health data on community births and maternal and child health for five interested municipalities in NC-8. Thus far 2018-2022 data has been collated. Subsequent data collection efforts will focus on more recent data (2023-onward) to illustrate relevant trends over time. Sanskruti will report on this in more detail during the December meeting. Sanskruti also shared that she has been working on a best practices SOP for case investigation and onboarding to MAVEN that can be used as a resource among incoming staff to NC-8. Finally, Sanskruti shared a reminder about the RIZE Municipal Matching Grant deadline (11/15) and invited interested individual communities to work with her to submit an application. Cynthia Baker reminded the group that this grant funding will be available in the following two fiscal years if towns are interested but the turnaround is too tight, or if the group would like to continue discussion and planning to pool resources to apply for matching funds as a coalition.

#### b. Regional Public Health Nurse Hiring Next Steps

Aine Studdert-Kennedy shared updates regarding the RPHN hiring search. The subcommittee is conducting a second-round in-person interview on November 6th. One candidate confirmed their attendance. The remaining two have accepted other positions and have been removed from consideration. Aine summarized the timeline and next steps if the interview yields a successful candidate:

- i. Schedule a vote for all NC-8 communities to approve the candidate.
- ii. Collect candidate references (1-2 days), required documentation, and prepare the official offer letter to be presented on the approval day.
- iii. Initiate the Town of Dedham onboarding process in mid to late November, supported by the Regional Staff Coordinator and Shared Services Coordinator.

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The coalition agreed to hold time on Friday, November 8th 9-9:15AM to officially vote on the candidate if the subcommittee recommends them for hire. BME will send this invitation and post the agenda accordingly by Tuesday.

Aine invited a motion to approve immediate reposting of the position if the subcommittee does not recommend extension of an offer to the candidate.

Barbara Reardon motioned to approve reposting of the position on Indeed, incurring a monthly budget of \$150, should the hiring subcommittee decide not to recommend the scheduled candidate. Melissa Ranieri seconded the motion.

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

*Motion passes.*

### c. Contractor Support

Aine Studdert-Kennedy walked the group through a discussion concerning use of contractors to cover inspectional needs.

- i. **Provisional Approval:** DPH has granted NC-8 provisional approval to utilize a contractor on a short-term basis to address immediate needs.  
**Short-Term vs. Long-Term:** While this approach allows for the utilization of available funds, it is not a sustainable long-term solution. The sustainability of PHE grant funding relies on investing in full-time regional staff hiring. We can work to turnaround contractor support ASAP, but in next month's meeting we need to push for some clarity on the threshold and experience the coalition would like to see for this role.
- ii. **Role of Regional Staff:** Discussions around contractor support have highlighted the need to clarify the role of regional staff, who are intended to provide equitable support and resources across all eight communities.
- iii. **Service Gaps:** The grant encourages staff to address service gaps among the communities, emphasizing the importance of a coordinated approach.
- iv. **Hiring Consensus:** There is a general agreement to expedite the hiring processes for regional staff.

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- v. **Regular Review Meetings:** To facilitate this, the group needs to establish a regular cadence for reviewing candidates and advancing the hiring process within the subcommittee.
1. **Health Directors' Capacity:** Discussion on the capacity of health directors to implement regular meetings.
  2. **Meeting Frequency:** Determining how often these meetings would take place to ensure progress.

Barbara Reardon asked if the coalition could consider hiring more than one contractor, such as one to cover Food Protection and one to cover Title V/septic, etc. Cynthia Baker replied that the working scope of work was based on previous conversations that prioritized coverage for Food Protection and Housing due to the added ease of scheduling those types of inspections, but the group should discuss adjusting the desired scope based on need.

### V. FY25 Budget Discussion

Cynthia Baker gave a recap of PHE funding allocation in light of staffing changes related to the Public Health Associate and Regional Inspection Associate's departure. 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. In the previous meeting, the group discussed leveraging a contractor and pursuing a follow-on digitization project. Since the previous meeting, BME took the following actions to pursue priorities:

- Requested information from communities regarding documents to scan - received acknowledgement feedback from a handful of communities to date
- Outlined draft scopes of work for a contractor to provide inspectional coverage with a focus on Food Protection (Housing a plus) to all 7 towns; additional digitization project
- Connected with Norwood procurement to start talking through the process of seeking quotes and taking next steps
- Temporarily paused in order to have conversations with DPH about securing their approval for additional use of contractors in this fiscal year:
  - FY25 spending guidance includes a 10% of the total grant award cap on funding of contractors except for the SSC role (also required to submit waivers for use of contractors replacing program staff)
  - In discussing this group's priorities, lessons learned from the previous fiscal year, and the continued difficulties the coalition faced with

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staffing and retention, DPH has granted conditional approval for extension (up to - and no more than - 30% of the total grant award for this fiscal year), provided that:

- Use of contractors for inspectional positions is not indefinite. While the coalition may pursue a contractor to provide interim support, it will need to make continued efforts to rehire for this position.
- These changes must be formalized in a budget amendment and submitted to DPH for final approval.
- Cynthia shared a proposal of initial thresholds to inform budget revision -
  - \$50k for digitization (allows us to approach procurement efficiently; can be enhanced up to 25% of the total quote if volume of work exceeds original contract)
    - This round would **not** include Westwood or Dedham
  - **Up to \$50k** for contractor support

Caroline Kinsella asked for feedback from other towns regarding what types of files they had digitized in last fiscal year. Melissa Ranieri and Barbara Reardon shared that Walpole and Canton respectively focused on septic files. Caroline Kinsella asked if other towns digitized their dog bite files. Melissa responded that scanning of those files would be done by their town clerk. Lenny Izzo responded that Wellesley has not digitized similar files, and added that Wellesley's additional files to scan would be minimal for this round if the budget is sufficient to accommodate. Lenny added that Wellesley would be more interested in equipment purchases to make digitization more sustainable, such as electronic plan review boards. Cynthia shared that DPH typically encourages regional use of equipment and may not be able to secure approval, but that the case for sustainability would be made in the request. Cynthia asked the group for additional feedback on the initial budget revision. Caroline asked if additional funding could be invested in the contractor component versus scanning. Cynthia iterated that these thresholds could be adjusted later in the fiscal year once we receive quotes from vendors and have more information to review, but the proposed changes are intended to make initial budget revisions and secure DPH approval to proceed. Barbara asked if communities could share what their projected contributions towards digitization might be. Cynthia reiterated that those requests have been made via email to each community, and prompted towns that have not yet responded to kindly do so. BME will follow up on those individual outstanding requests to collect this information.

Abbie Atkins made a motion to approve reallocation of funding from the Regional Inspection Associate, Regional Public Health Nurse, and fringe line items towards



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digitization (\$50,000) and contractor support (\$50,000), to be revisited and updating pending vendor responses throughout the procurement process. Melissa Ranieri seconded the motion.

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

*Motion passes.*

a. Contractor Selection Next Steps

The coalition reviewed a high level summary of the draft scope of work compiled by BME based on previous discussion, and deliberated expanding the scope of work to include additional inspectional areas. Melissa Ranieri indicated the group may find it difficult to source a contractor with a wide range of inspectional expertise and agreed with Barbara's previous suggestion of hiring multiple contractors with individual specialities. Melissa added that initial areas of focus to get these efforts expedited could be Food Protection or on-site wastewater inspections. The group agreed that combining Food Protection and Housing may be more difficult. Lenny Izzo suggested issuing a broad RFP and reviewing all responses, across a set of high priority inspectional areas - Food Protection, Title 5 and Housing. The group agreed on those priority areas. Cynthia Baker summarized that the group was interested in a general RFP or RFQ to qualified vendors seeking a range of those services, but that vendors qualified in any of the three areas could apply. The group further discussed appropriate strategies for outlining the anticipated SOW and time commitment, confirming that requesting a per-diem rate or inspection fee as the basis for the quote was most appropriate.

Cynthia Baker initiated a discussion regarding the desired timeline and approach for involving the coalition in vendor/proposal review to streamline decision-making. The group agreed that BME would share an initial RFP or RFQ with a finite feedback period, following which time BME will work with Norwood to issue the request, or request quotes from identified vendors. The coalition will reconvene at a pre-scheduled time to review proposals/submissions and vote.

Melissa Ranieri motioned to approve the above outlined approach (Option 3: A full coalition vote is scheduled outside of normal meeting cadence to review vendor





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options). Lenny Izzo seconded the motion.

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

*Motion passes.*

**VI. Work Plan Review** - the coalition tabled this section due to time. This will be revisited and addressed in full during the following meeting.

### **VII. Opioid Abatement Collaboration Updates**

- a. RCC x NC-8 Proposal  
BME is awaiting RCC response to the first draft feedback provided by participating municipalities and will keep everyone informed of additional updates.
- b. HRiA ToT x NC-8 Training Session  
The HRiA Training-of-Trainers Narcan and Overdose Rescue training session is scheduled for Thursday, 1/23 in person in Dedham. Participants have received a calendar invitation - more information will follow closer to the date.

### **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 put together an order for the following quantities:

Canton - 1 case  
Dedham - 1 case  
Milton - 2 cases  
Norwood - to be confirmed  
Walpole - N/A  
Wellesley - 1 case  
Westwood - 1 case

BME will compile final numbers and work with Norwood to place a PO. This will be delivered to Norwood directly. Individual communities will be prompted to retrieve their product once received.





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### IX. Meeting Closure

The next coalition meeting will be held in person in Westwood on Monday, December 2nd, 11AM-1PM.

Melissa Ranieri motioned to adjourn the meeting. Jared Orsini seconded the motion.

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

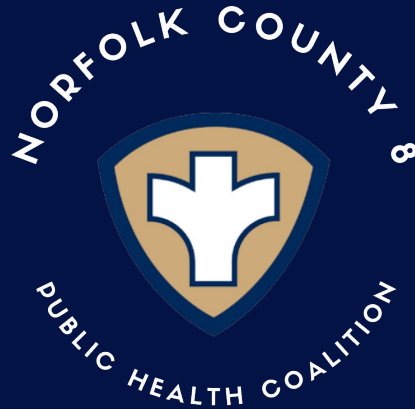
The meeting adjourned at 1:01PM.

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

NC-8 October Meeting Slides

# NC-8 Local Public Health Coalition Monthly Meeting

November 2024



# Agenda

- I. Welcome
- II. Announcements and Reminders
- III. MRC Updates
- IV. Regional Staff Updates
- V. FY25 Budget Discussion
- VI. PHE Work Plan Review
- VII. Opioid Abatement Collaboration Updates
- VIII. Community Updates
- IX. Meeting Closure

Approval of October 2024 meeting minutes

# Announcements and Reminders

Welcome, Meg!

# Announcements and Reminders

## Public Health Excellence Reporting Updates

- Annual Notification Memorandum shared with each town on 10/31
- First reporting period has now ended (T1)
  - July 1-October 31
  - Reporting due December 2nd (in Smartsheet)

# 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



# Announcements and Reminders

## Vaccine Equity Initiative

- No-cost COVID & flu vaccinations
  - In-home vaccination through CDR Health
    - Available for community members who have difficulty getting to or using community vaccination location (intended for un/underinsured)
  - Mobile vaccine clinics
    - Requires a minimum of 25 pre-registrations
    - Held in community settings - options for regular scheduling
  - **No ID or insurance is required**

Patients or their advocates can make individual appointments at (833) 983-0485 or [online](#).

# Announcements and Reminders

## MHOA Free Tobacco Retail Inspections Training

- Wednesday, December 4, 2024 9AM-11AM
- Monday, December 9, 2024 1PM-3PM

**\*\*Participant cap of 20 attendees per session\*\***  
**2 contact hours available per training**

# MRC Updates

- Reporting for BP1 completed
- Training Day NOV 9th
  - All are welcome
  - 8 total speakers
  - 50 volunteers attending
- Passed 50% participation rate for volunteers
- ORA Grant spend down
  - 3500\$ left

# Regional Staff Updates

# Regional Staff Updates: Regional Epidemiologist

- Tobacco Updates
- Maternal and Child Health (MCH) Data Gathering
  - Collected from 5 communities to-date
- RIZE Municipal Funds Matching Grant
  - Grant application deadline: **November 15th**

# Regional Staff Updates: PHN Hiring Next Steps

## Second-Round In-Person Interviews

- **Date:** November 6, 2024
- **Candidates Confirmed:**
  - Candidate 1: 1:30 PM - 2:30 PM
- **Status of Third Candidate:**
  - Candidate 2 & 3: Accepted other positions, no longer in the process
- **Options for Coalition Candidate Approval Meeting**
  - a. Thursday, November 7, 2024 from 10:00 - 10:15 AM
  - b. Thursday, November 7, 2024 from 1:00 - 1:15 PM
  - c. Friday, November 8, 2024 from 9:00 - 9:15 AM

# Regional Staff Updates: Contractor Support

- **Contractor Support**
  - Goal: Identify sustainable / long-term solution
  - Received provisional approval from DPH to utilize a contractor for the short-term
- **Regional Staff Role in SSA**
  - Discussion: Equitable vs. equal distribution of resources
- **Hiring Strategies**
  - Discussion: Capacity for stronger commitment from health directors to expedite hiring process



# FY25 Budget Discussion

# 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?

# PHE FY25 Project Allocation

## Contractor for Inspections

Mitigate gap in services due to staffing turnover

Proposal: Allocate \$50,000 in FY25



## Limited Digitization Project

Prioritize communities who had fewer documents scanned in FY24

Proposal: Allocate \$50,000 in FY25



Proactively  
re-allocates  
\$100,000



# PHE FY25 Contractor Selection Next Steps

## *Services Required*

- Conduct inspections for Risk Level 1, 2, 3 and 4 establishments as assigned.
- Provide plan review services for new restaurant openings.
- Support development of Standard Operating Procedures (SOPs) for local municipalities across topics such as plan review and new openings.

## *Anticipated Hours and Demand*

- 5-10 hours per week contingent upon community need.

## *Contractor Qualifications*

- Proven experience conducting Food Protection inspections.
- Experience and qualifications in Housing inspections preferred.
- Familiarity with or ability to become proficient in use of FoodCode Pro, HousingCode Pro, and other related inspectional platforms.
- Familiarity with Massachusetts Food Code, Housing Code, and relevant CMR.
- Capacity to deliver services on an as-needed or surge basis.
- FDA Standards-trained and certified applicants preferred.

# PHE FY25 Contractor Selection Next Steps

**Option A:** Norwood procurement executes the decision based on optimal responses to the scope of work

**Option 2:** An identified subcommittee convenes to select a vendor

**Option 3:** A full coalition vote is scheduled outside of normal meeting cadence to review vendor options

- Pre-schedule this time ~2 weeks from now (before Thanksgiving holiday)

# Opioid Abatement Collaboration

## Next Steps



# Collaboration Updates

## RCC x NC-8 Proposal

- Awaiting response from first draft feedback

## HRiA ToT x NC-8 Proposal

- Training date confirmed: Thursday, January 23rd (10AM-4PM)

# Community Updates

# Adjournment

## Next Meeting

December 2nd, 11AM-1PM (in-person)