

Norfolk County-8 Coalition

January 30th, 2025 Meeting Minutes

Time:
11am-12pm

Virtual Meeting

Meeting link: <https://us06web.zoom.us/j/81007719226>

I. Welcome & Introductions

II. Foundational Public Health Services Review & Discussion

- a. Presentation
- b. Live Demo

III. Q&A

a. Cost Tool

Q: How do we address shared staff hosted by a community not hosted by the fiscal lead?

A: The community who pays the salary out (even if reimbursed by grant funding) should report the staff.

Q: Do we report employees in a specific way if they only worked a portion of FY24?
Ex: PHN left position in January, new PHN started in April?

A: The service delivery Foundational Area & Foundational Capability components just reflect whether you had the ability to provide that service or capability in FY24 regardless of staff tenure or turnover. However, your responses in the tool should reflect the actual dollars paid out in FY24 (and will demonstrate staff tenure or turnover).

b. Service Delivery Tool

Q: How might we approach a situation where we have a staff member on our team who has the expertise but not the capacity, or vice versa?

A: Ultimately this is up to you / your municipality / your best judgment. If you have case-specific questions, please feel free to contact Manizeh to assist with troubleshooting.

Q: Can you highlight the cell that says My LPH Entity vs SSA - in this example scenario, you're referring to the PHN specifically as the lead staff member in developing chronic disease and injury plans. If other staff share this responsibility, how do we make that clear?

A: The delineation will happen in the cost tool (between roles) but in the service delivery tool, we're looking at all the work done by all the staff in your HD as an aggregate - were you responsible for delivering these services in your community?

Q: How to delineate capacity & expertise in the case of staffing shortages?

A: There are a few ways you could look at this:



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- Example 1: We had staffing capacity for 6 months but they left - in my opinion this was limited capacity.
- Example 2: Or, you can take the approach that if you had the capacity at all for any portion of the year that it was x capacity to fulfill this service.
 - a. Either way, the result should prompt discussion at the end of the year about where service and capacity gaps exist in your current organization, and how to best fill them.

IV. Meeting Closure