



Norfolk County-8 Coalition January 6th, 2025 Meeting Agenda



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

Attendance Roll Call

Voting members present:

Meg Goldstein, Canton
Katie Paciorkowski, Dedham
Caroline Kinsella, Milton
Stacey Lane, Norwood
Melissa Ranieri, Walpole
Lenny Izzo, Wellesley (joined late)
Jared Orsini, Westwood

Non-voting members present:

Aine Studdert-Kennedy, BME Strategies
Cynthia Baker, BME Strategies
Jackson Lieb, BME Strategies
Abbie Atkins, Norwood (joined late)
Jhana Wallace, Wellesley (joined late)
Kristen McIntire, Regional Public Health Nurse
Ginnie Chacon-Lopez, Needham

6/7 communities present, quorum met.

Opening

Stacey Lane made a motion to start the meeting. Melissa Ranieri seconded the motion.

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

Motion passes.



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The regular meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 11:06 AM on January 6th, 2025.

I. Welcome

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

Stacey Lane made a motion to approve the minutes from the December 2024 Coalition Meeting. Melissa Ranieri seconded the motion.

Canton: *did not vote*

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

Motion passes.

II. Announcements and Reminders

BME provided an overview of upcoming training and support opportunities:

a. MHOA Tobacco Trainings

i. Model Tobacco Sales Regulation Information Training

1. Monday, January 6th, 1-2:30PM

ii. Monthly Office Hours

1. Third Wednesdays each month at 1PM

a. Wednesday, January 15th

b. Wednesday, February 19th

iii. Retail Tobacco Inspection Training

1. Wednesday, January 29th 10AM-12PM

2. Wednesday, April 30th 10AM-12PM

iv. Merchant Education Training (dates in February & April)

v. Incorporating Tobacco into Retail Food Inspections (dates in May)

b. Local Health Internship Program

i. Internship cycle starting this winter. Local boards of health and shared services arrangements are invited to apply to host an intern.

ii. Timeline Overview:

1. Fall-Winter: LBOH/state partners brainstorm projects for 2025 summer internship season.

2. December-February: Project proposals due to Local Health

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Internship Coordinator (February 7th).

3. May: Meet with selected interns to go over expectations of summer and sign agreement.
 4. Late May/early June: Internship season officially kicks off.
 5. May-August: Act as a supervisor for intern(s) and guide them along the way as they complete their LHIP project.
 6. Mid-August: Attend Closing Ceremony celebrating the achievements of the summer
- c. Growing a New Heart: Racial & Health Equity TA Program - FY25 Topics & Sessions
- i. January 14th: Environmental Justice
 - ii. February 18th: Community Engagement
 - iii. March 18: Workforce Diversity
 - iv. April 15: Culturally and Linguistically Appropriate Standards (CLAS)
 - v. May 20: Linguistic Justice
- d. NEHA Body Art Facility Inspector Training
- i. 2 sessions offered in February 2025
 - ii. \$249 for NEHA members, \$300 for non-members
 - iii. NC-8 collaborators and staff interested in using PHE funds to attend the training should reach out to Alfonso at NEHA (contact info in the slides) to authorize an invoice to forward to the Shared Services Coordinator.
- e. FPHS Review Updates
- i. Upcoming Training Dates
 1. January 14th - Introduction to FPHS for LPH
 2. January 21st - Special Topic LBOH Webinar to introduce the Service Delivery tool LPH
 3. January 28th - Special Topic LBOH Webinar to introduce the Cost tool for LPH
 - ii. Current Due Dates
 1. February 28th -
 - a. Cost Delivery Tool for LPH is due
 - b. Service Delivery Tool for SSAs is due
 2. April 18th -
 - a. Service Delivery Tool for LPH is due
 3. Meetings to be scheduled
 - a. SSA Kickoff meeting with BME Team Member
 - b. Post FPHS completion meeting in May to review results
 - iii. Scheduling our SSA Kickoff Meeting with Manizeh Afridi - the group decided on January 30th 11AM-12PM.
 - iv. FPHS Resources (to be shared with the meeting minutes)
 1. FPHS Review Overview for LPH



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2. FPHS Factsheet
3. FPHS Review FAQ

Caroline Kinsella asked if FPHS training sessions and webinars would be recorded. BME will follow up to confirm whether recordings will be shared with meeting attendees. Melissa Ranieri asked about the recurring invitation for the Special Topic Webinars introducing the FPHS process, Cost and Service Delivery tools. Cynthia Baker will reshare guidance on reconfirming 2025 LBOH Webinar registration to ensure all NC-8 collaborators have the necessary invitations. Caroline Kinsella noted that she will be out of office for the kickoff meeting scheduled for 1/30 at 11AM but will ensure Emily Connors can attend.

III. MRC Updates

Jackson Lieb provided an update on the Medical Reserve Corps for the coalition. First, Jackson clarified that individual municipalities are not required to respond to call-down drills. The MRC coordinator typically responds to these requests and handles volunteer follow-up. Secondly, Jackson shared that NC-8 received a 2025 ORA grant for \$10,000, which is earmarked for support to enhance recruitment in the next year.

Jackson will be delivering tabling kits to NC-8 communities in person on Wednesday, January 8th. There will be an MRC orientation meeting next Tuesday, January 14th for new and current volunteers. The MRC will also be focusing on updating CORI processes for volunteer approval this year - Jackson will be reaching out to individual health departments to ask whether health departments are able to process CORIs, and will follow up with additional training resources in the next Advisory meeting. Finally, NC-8 communities should anticipate new training and badging guidelines to be released at the end of January.

IV. Regional Staff Updates

- a. Public Health Nurse Onboarding
 - o Aine Studdert-Kennedy provided an overview of the Public Health Nurse's onboarding progress to date:
 - **Week 1:** Focused on general onboarding, team integration, and setting up key administrative tools (email, shared calendar). Kristen also began her Foundations in Local Public Health coursework.
 - **Month 1:** The focus has been on MAVEN training, community engagement, and outreach, as well as shadowing Public Health Nurses from each community in the NC-8 region. Kristen has been added as a user to the Smartsheet Regional Staff Support Request Form, which we plan to build out more comprehensively as Kristen begins case investigations.
 - **Month 2 & 3:** Looking ahead, Kristen will start hands-on case investigations, refining SOPs, and transitioning to more independent

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work while also engaging in community health events.

- b. Kristen McIntire provided a detailed summary of her recent activities and initial ideas to support NC-8 initiatives and process development:

- o December has been a good month for onboarding and getting my bearings! I have been able to complete MAVEN training as well as all of the Foundations in Public Health Practice TRAIN MA modules, some of the FEMA ones, and have registered for many list services and watched several webinars. I have completed my site visit in Walpole and have both Wellesley and Canton coming up in the next couple of weeks - if you haven't booked a day with me yet just let me know, I've made initial contact with all of the NC-8 community directors and nurses for site shadowing. I'm energized by the maternal and child health initiative in Wellesley and anxious to get started on other projects for the rest of the team!
- o One of my favorite things to do is streamline, and I'm hoping to set up a shared resources folder and calendar that is easily accessible by all NC-8 communities. I thought of this when I was down in Walpole and checking out their robust and nicely organized inventory. Since we will all need to be setting up clinics and may need extra supplies, I think it will be a good idea to have a master inventory list saved somewhere that is easily updatable. I am happy to help maintain this and ensure that all sites are well-stocked and aware of where shared resources exist!
- o I did also want to share with the team that I am certified to fit test people for N95 respirators. I believe a kit has been ordered or is in the process of being ordered, and once that is obtained I can perform NC-8 fit testing internally. It would be great to do everyone's tests at a similar time of year, if possible, so that I can perhaps set up a fit test day for each community and have them all completed on time to align with OSHA requirements.
- o I'm looking forward to the coming months where I'm out in the communities closely working with all of you!

- c. Regional Epi Next Steps

- o Aine Studdert-Kennedy provided an update on the Regional Epidemiologist hiring process and next steps:
 - **Phone Screens:** All four candidates have been scheduled for phone screens early this week.
 - **By January 14:** Aine will compile and organize the phone screen results, which will then be sent to the hiring committee for review. The committee will have three business days (January 15–17) to review the results and provide feedback.
 - **January 21 (Tuesday, following MLK Day):** The subcommittee will meet for an hour to discuss and select candidates for second-round interviews.

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- **January 29 (with an alternate date of January 30):** The Regional Staff Coordinator will schedule in-person interviews (to be hosted in Norwood) with selected candidates.
- **January 31 (Friday):** The Regional Staff Coordinator suggested holding time for a meeting on Friday, 1/31 10AM-10:15AM to tentatively review and approve the subcommittee's final candidates before the coalition with the hopes of issuing an offer letter prior to the February coalition meeting.

All coalition members present agreed to the 1/31 date. Aine Studdert-Kennedy will send a meeting invitation. Caroline Kinsella noted that she will be out of office but will ensure Emily Connors can attend on Milton's behalf.

d. Contractor RFQ Review

Aine Studdert Kennedy walked the coalition through a review of the proposals received for contracted inspection support for Food Protection and Title 5.

- **Food Protection RFQ (MoJin Solutions)**
 - a. MoJin Solutions was the sole respondent to the Food Protection RFQ.
 - b. BME requested an hourly rate (including travel time) in the RFQ to allow for direct comparisons across contractors. However, MoJin Solutions prefers to use an inspection-based fee schedule and provided the hourly rate as an estimate. Additionally, they do not bill separately for travel time to the worksite, considering it part of the contractor's commute.

Melissa Ranieri stated Walpole has no issues with the quote from MoJin. Caroline Kinsella asked if the vendor uses or can use FoodCode Pro. Melissa responded that MoJin uses their own platform, but are able to share electronic inspection reports (that can either be kept as is or migrated into FCP). In Walpole's experience, the difference between platforms has not been an issue. Aine added that MoJin shared that their platform has some functionality to communicate through Smartsheet, which the coalition can explore as a way to streamline reporting across systems.

- **Title 5 RFQs (Landtech Consultants & Mill River Consulting)**
 - a. **Landtech Consultants:** They provided a comprehensive list of services and rates which BME is less familiar with in terms of the expected frequency of use for specific Title 5-related processes, or the likelihood that NC-8 would utilize them. BME polled the group for feedback on the extended list of

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services and equipment

- b. **Mill River Consulting:** Based on the provided quote of \$140/hr for travel and considering the firm is based in the North Shore, Norwood's procurement team has recommended prioritizing Landtech as the preferred vendor. Given that Mill River is a one-person operation, the travel costs, combined with their limited staff capacity, could quickly add up and potentially exceed our budget. BME requested feedback from the group.

Melissa Ranieri and Lenny Izzo have both worked with Mill River before and are familiar with their team. Lenny expressed surprise about the travel cost and advised BME to ask for flexibility on the rate. Melissa added that most towns would likely be utilizing their Title 5 vendor primarily for plan review, which could be conducted remotely. Stacey Lane also expressed familiarity with Mill River and shared that Norwood would likely only use plan review. Furthermore, Stacey asked the rest of the group if any other towns anticipate requiring other services, like percolation testing. Melissa stated that she and Megan Leary are both credentialed in Title 5 and would likely not need perc testing help, and usually request assistance from other communities to cover vacations or absences. Meg Goldstein iterated Canton's interest in leveraging a vendor primarily for plan review support. Jared Orsini shared that the extended service options would be helpful with more complex housing regulations for rental properties and new construction forthcoming.

BME will reconvene with Norwood procurement later this week to review the coalition's feedback and proceed with next steps. BME will also engage Mill River regarding the travel fee.

V. CTC Project Planning

a. Canton Library Support Project

Maeve Moore, PHN for Canton, has been leading local efforts to support the unhoused population. In December, she reached out to explore funding opportunities for a new initiative at the Canton Library—a program designed to provide basic needs support, particularly personal care items, to individuals experiencing homelessness. BME presented the request to cover initial supply costs for hygiene and care kit supplies using CTC funds. Requested supplies include items such as first aid, dental care, and other personal products as well as seasonal health items like sunscreen, bug spray, and thermal socks.

Initial Estimates: We estimate that Canton would need approximately **150-200 kits per year** based on current usage patterns. Meg Goldstein clarified that the initial supply requests are for items that have been running out quickly, and the library hopes to create a general par



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level for supply maintenance.

Stacey Lane asked if this supply request could be opened to other communities looking to support their libraries to provide assistance to unhoused community members. Norwood, Dedham, Milton, and Wellesley expressed initial interest. Walpole will cross-check with their library team to confirm. BME will update the running list with Canton's newer requests and circulate to the rest of the group for review and input. Cynthia Baker asked the group for any up-front feedback on the supplies purchased last year for go-bags. Wellesley and Milton both requested toothpaste with recognizable brand names and/or expiration dates. Norwood shared that smaller items like combs were less useful, and requested full-sized deodorant.

Aine Studdert-Kennedy shared a few possible expansion options for the coalition to consider. Depending on the group's interest, there's potential to expand this initiative beyond Canton. One possibility is positioning the Canton Library as a regional support hub that could serve as a referral point for the region. This would allow the coalition to scale up the program and provide broader impact across NC-8 towns. For example, Maeve has already started offering wound care, and there may be opportunities to incorporate additional services through partnerships with Kristen or future hires. Other libraries can also model the same program in their own municipalities - whether just supplies offered or services provided. Aine also shared the possibility of merging this program with further harm reduction efforts at the library in the future. The Canton Library is already a Narcan distribution location, and there may be opportunities to expand our role in harm reduction activities as the program develops. If the coalition decides to partner on future abatement initiatives, the library could serve as a central hub for additional services, such as hosting social worker office hours or other support programs. Any SOPs developed through this process could be leveraged to expand services or pilot programs across the region.

BME will share the finalized supply lists for coalition input and selection, with the goal of providing a finished funding request for a vote in the February meeting.

b. Review of CTC Project Materials

The coalition reviewed the Draft Scope of Work, Draft Vendor Evaluation Criteria, and proposed procurement and vendor approval timeline. The group expressed approval of the draft materials and proposed next steps. BME will follow up with Norwood procurement to review the materials and confirm the timeline later this week. BME will also connect with DPH to facilitate a formal CTC budget modification.

VI. MFE Crosswalk Review

BME provided an overview of NC-8 community responses for the Mobile Food Establishment permit & inspection survey. The purpose of this exercise is to collect



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preliminary data to inform any future efforts to collaborate or streamline food truck inspections across the group. Cynthia Baker asked the group for their feedback.

Melissa Ranieri expressed the use of seeing all community's information together. Jared Orsini was most interested in the differences between annual and temporary fees, as Westwood has two different pricing structures, one involving an additional fee structure set up with the Board of Selectmen (in part to protect brick & mortar business to some extent). Cynthia shared that Dedham has a similar permitting feature requiring applicants to provide their location plans as to not take business away from restaurants.

In previous discussions, the group expressed interest in some kind of inspection event pilot to simplify time commitments for inspectors, and create efficiencies for truck operators potentially seeking multiple permits in NC-8 towns. BME asked the group for their input based on the variation between town inspection requirements.

Lenny Izzo replied that the unpredictability of temporary events and changing MFE applicants might make it difficult to streamline a solution across towns for inspections. Melissa Ranieri agreed, and suggested that an internal communications system within NC-8 to share feedback on specific issues, and/or recent inspection documentation, could be a value-add for the group. Jared Orsini elaborated that the biggest time commitment factor for MFE inspections is usually the background research on operators and their commissaries. Melissa suggested asking MoJin to potentially handle MFE inspections, and asked the group about their comfort level with sharing inspection reports internally. Jared replied that he would take an inspection report from a town known and trusted by Westwood in lieu of a site visit, if needed. Lenny suggested setting up a shared drive to create and share a database of trucks to help coalition members review and potentially cut down on inspection times for applicants. Melissa and Jared agreed. Cynthia mentioned the potential of cross-functionality with Kristen's suggestion to create a document hub. The group discussed the potential of piloting the drive with Google, and talked through limitations of accessing Google products with municipal email addresses. BME will start with a Google drive buildout and explore accessibility options.

VII. Maternal, Child & Family Health Program Review

Cynthia Baker provided an overview of the DPH-hosted MCH Community of Practice (CoP) meeting in November. The group reviewed NC-8 birth data from a variety of sources, specifically resident births by community, children under 5 by community, infant mortality, and low birthweight for the region. The group briefly reviewed a community factors report built by querying the Health Data Tool, and BME will share the report along with the minutes for individual town review.

Cynthia also walked through the Community Partnerships mapping activity, shared as a



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pre-read, and requested support from the group's PHNs to complete the activity by February 12th. The worksheet features a matrix listing different types of organizations, agencies, or other entities that communities may partner with on some level (whether formally or informally) to support maternal, child, and/or family health. The list is broken out by different types of organizations (ex., healthcare, nutrition, substance use/prevention) and asks participants to categorize the nature of their current collaboration with any of these entities on a continuum from networking to integration. BME proposed a deadline of January 24th, to give the group time to consolidate data and review in the February coalition meeting for further discussion. The group agreed.

BME will follow up with the coalition's public health nurses for support in completing the activity.

VIII. Opioid Abatement Updates

Cynthia Baker reviewed key agenda points for the group's upcoming opioid abatement meeting to regroup on projects and hear from the Massachusetts Association of Health Boards on the topic of forming an opioid abatement collaborative. Cynthia also shared a reminder to participating towns to complete the requested contract signatures for the HRiA training later in the month.

IX. Community Updates

Norwood requested that Canton pick up their COVID-19 test kits. Jared Orsini asked if the coalition would be interested in purchasing more kits. Cynthia Baker said she would look into the current state contract, as it was set to expire at the end of 2024.

X. Meeting Closure

The next NC-8 Coalition meeting is scheduled for Monday, February 3rd, 11AM-1PM via Zoom.

Melissa Ranieri motioned to adjourn the meeting. Stacey Lane seconded the motion.

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

The meeting adjourned at 1:03PM.



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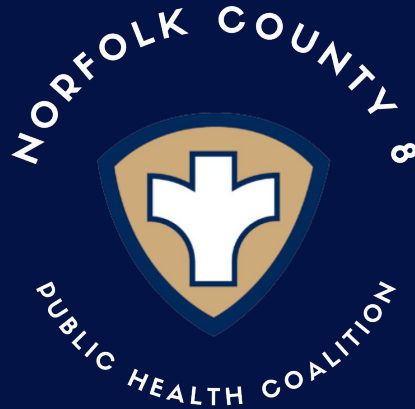


Documents used and referenced during the meeting:

NC-8 January 2025 Meeting Presentation
Draft NC-8 Vendor Evaluation Criteria
Draft SOW - CTC Project
MoJin Solutions RFQ Response
Mill River Consulting RFQ Response
LandTech RFQ Response
NC-8 MFE Crosswalk
MCH CoP Activity_Community Partnerships
Massachusetts Community Health Assessment_NC-8
FPHS Review Overview for LPH
FPHS Factsheet
FPHS Review FAQ

NC-8 Local Public Health Coalition Monthly Meeting

January 2025



Agenda

- I. Welcome
- II. Announcements and Reminders
 - a. FPHS Review
- III. MRC Updates
- IV. Regional Staff Updates
- V. CTC Project Planning
- VI. MFE Crosswalk Review
- VII. Maternal, Child, and Family Health Program Review
- VIII. Opioid Abatement Updates
- IX. Community Updates
- X. Meeting Closure

Approval of December 2024 Meeting minutes

Announcements & Reminders

MHOA Tobacco Training Opportunities

- **Model Tobacco Sales Regulation Information Training**
 - Monday, January 6th, 1-2:30PM
- **Monthly Office Hours**
 - Third Wednesdays each month at 1PM
 - Wednesday, January 15th
 - Wednesday, February 19th
- **Retail Tobacco Inspection Training**
 - Wednesday, January 29th 10AM-12PM
 - Wednesday, April 30th 10AM-12PM
- **Merchant Education Training (dates in February & April)**
- **Incorporating Tobacco into Retail Food Inspections (dates forthcoming in May)**

Local Health Internship Program

LHIP Timeline

- Fall-Winter: LBOH/state partners brainstorm projects for 2025 summer internship season.
- December-February: Project proposals due to Local Health Internship Coordinator (February 7th).
- May: Meet with selected intern to go over expectations of summer and sign agreement.
- Late May/early June: Internship season officially kicks off.
- May-August: Act as a supervisor for intern(s) and guide them along the way as they complete their LHIP project.
- Mid-August: Attend Closing Ceremony celebrating the achievements of the summer interns.

Local Health Internship Program

Sample Project Titles



Inspiring Wellness in the Community: Planning a Health Fair in North Reading



Community in Every Step: Using Key Informant Interviews to Develop a Community Needs Survey in Canton, MA



PFAS Education Materials to address Town Water Contamination & Community Concern in Hopkinton, MA



Assessing Community Capacity for Prevention of Youth Substance Misuse in Walpole, MA Through MassCALL3 Substance Misuse Prevention Grant Program



Mosquito-Borne Illness in Easton: Addressing Attitudes Towards Mosquito Spraying and Alternative Preventative Methods



Analyzing historical communicable disease data and communicating the importance of vaccinations in reducing disease burden to the Holyoke community



Developing Educational Materials for Food Establishment Operators to Increase Food Safety Awareness

Racial & Health Equity Technical Assistance

FY25 Topics & Sessions

- January 14th: Environmental Justice
- February 18th: Community Engagement
- March 18: Workforce Diversity
- April 15: Culturally and Linguistically Appropriate Standards (CLAS)
- May 20: Linguistic Justice

NEHA Body Art Facility Inspector Training

Virtual Training Dates: February 25th & 27th, 11AM-3PM EST

Prospective registrants must call NEHA staff directly to register (Alfonso: 303-802-2126) and generate an invoice for NC-8 payment with PHE funds. Invoices should be forwarded to Cynthia once received.

NEHA contact info will be reshared along with the minutes

Reminder: FPHS Review Timeline

Pre-Review		Review				Post-Review
November	December	January	February	March	April	May
Introduction to FPHS for SSCs	LBOH Monthly Webinar	Introduction to FPHS For Municipalities	Introduction to Service Delivery tool for LPH			
		Introduction to Service Delivery tool for SSCs	Service Delivery tool Completion			SSA Meeting to review Service Delivery tool Results
			SSA Staff Service Delivery tool completion			
			Introduction to Cost tool			
			Cost tool Completion			

Upcoming FPHS Trainings

- **January 14th (3-4PM): DPH Local Public Health Special Webinar****
 - Introduction to FPHS Shared Services Review for LPH
- **January 15th (10:30AM-12PM): PHE Grantee Meeting**
 - Introduction to Service Delivery Tool for Shared Services Coordinators
- **January 21st (3-4PM): DPH Local Public Health Special Webinar****
 - Introduction to Service Delivery Tool for LPH
- **January 28th (3-4PM): DPH Local Public Health Special Webinar****
 - Introduction to Cost Tool for LPH

Reminder: FPHS Review Timeline

Current FPHS Due Dates

- February 28th: Cost Delivery Tool for LPH**
- February 28th: Service Delivery Tool for SSAs
- April 18th: Service Delivery Tool for LPH**

Pending Meetings (to be scheduled)

- SSA Service Delivery Meeting #1 - tentative for Jan-Feb
- SSA Service Delivery Meeting #2 - May

NC-8 FPHS Kickoff Meeting

SSA FPHS Review Meeting with Manizeh Afridi

FPHS Resources

To review and share with municipal partners:

- FPHS Review Overview for Local Public Health
- FPHS Factsheet
- FPHS Review FAQ

These will be shared as pdfs along with the meeting minutes.

MRC Updates

- Call down drills
- NC-8 won the \$10,000 ORA Grant
- Wednesday the 8th - deliver tabling kits if departments are in person
 - Comes in a large tote
- Hosting an MRC orientation meeting next Tuesday
- CORI Updates
 - Email today to ask if your department is able to process CORIs
 - Training on role in the completion of CORI form at Advisory meeting
- Training and Badging guidelines at the end of the month

Regional Staff Updates

Regional Staff Updates: PHN Onboarding

Week 1	Onboarding & Integration	Administrative setup, introductions, and foundation knowledge acquisition	✓
Month 1	MAVEN Training & Community Engagement	Dive into MAVEN, start community outreach and shadowing	✓
Month 2	Case Investigations & SOP Development	Start hands-on case investigations, refine SOPs, and engage with community health events	
Month 3	Wrap-Up & Advanced Training	Complete foundational coursework, finalize case study, and prepare for full role transition	

Regional Staff Updates: Kristen's Share-Out

General Updates:

- Community 1:1s
- PHN Outreach
- MAVEN Trainings Complete

Regional Collaboration Opportunities:

- Centralized platform for sharing inventory details across communities
- Shared NC-8 event calendar

Regional Staff Updates: Epi Hiring Search

January Timeline

6th - 10th	14th	15th - 17th	21st	29th - 30th
Conduct phone screen interviews (4 candidates selected)	Compile phone screen results Send results to subcommittee for review	Review results and gather feedback	Subcommittee review meeting Outreach to second-round candidates	In-person panel interviews at Norwood <i>Alternative Date:</i> January 30

Regional Staff Updates: Epi Candidate Approval

Schedule Regional Epi Full-Coalition Vote on Approved Candidate:

- Friday, January 31, 2025, from 10:00 to 10:15 AM

Regional Staff Updates: Contractor Support Outreach

Quotes Received from Vendors:

Food Protection: MoJin Solutions

Title 5: Landtech Consultants & Mill
River Consulting

Next Steps:

- Review feedback from Norwood
Procurement discussion
- Gather input from coalition members
- Align on action plan
- Reconnect with vendors for contract negotiations

CTC Project Planning

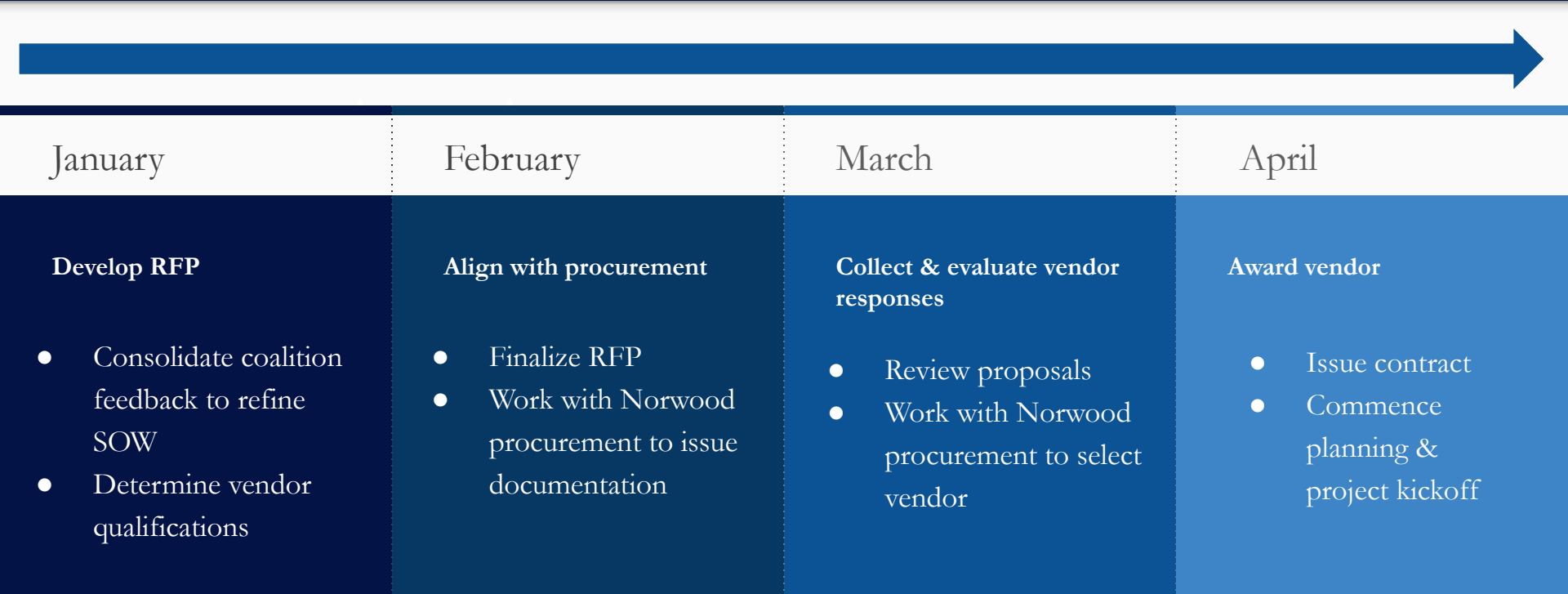
Canton Library Project

Review Draft SOW

Proposed Evaluation Criteria

Criteria	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
1. Experience with coalitions and local health entities.	Contractor has proven experience in convening and engaging the full membership and leadership of coalitions, as well as local health & municipal stakeholders over multiple years.	Contractor has proven experience in convening and engaging the full membership and coalition leadership of a single coalition, or of local health & municipal stakeholders.	Contractor has minimal proven experience in convening and engaging coalitions or convening meetings with diverse stakeholders.	Contractor has no proven experience in convening and engaging coalitions or convening meetings with diverse stakeholders.
2. Experience writing and testing emergency plans.	Contractor has over 5 years proven experience in development of emergency communications, facilitation of TTX and writing of After Action Reviews.	Contractor has over 3 years proven experience in development of emergency communications, facilitation of TTX and writing of After Action Reviews.	Contractor has some proven experience in development of emergency communications, and/or facilitation of TTX and writing of After Action Reviews.	Contractor has no proven experience in development of emergency communications, facilitation of TTX or writing of After Action Reviews.
3. Experience with MA local public health and/or NC-8 communities.	Contractor has proven experience working in MA local health and/or with NC-8 communities for 3 or more years.	Contractor has proven experience working with MA local public health for 2 or more years and/or experience working with NC-8 communities.	Contractor has proven experience working with public health.	Contractor has no proven experience working with public health.
4. Experience facilitating exercises and workshops.	Contractor has proven experience facilitating group exercises and workshops for over 5 years.	Contractor has proven experience facilitating group exercises and workshops for over 3 years.	Contractor has some amount of proven experience facilitating group exercises and workshops.	Contractor has no proven experience facilitating group exercises and workshops.

Proposed Timeline



MFE Crosswalk Review

Maternal, Child, and Family Health Program Review

NC-8 Birth Data: Resident Births (2021)¹

Birth Characteristics: Occurrence and Resident Births, Massachusetts Municipalities: 2021					
Community	Occurrence Births (1)	Resident Births (2)			
		Number of Births	Low Birthweight (Less than 2,500 grams, 5.5 lbs.)	Preterm (<37 weeks gestation)	Teen Births (15-19 years)
STATE TOTAL	70,083	69,127	5,176	6,198	1,308
Canton	2	270	21	26	--3
Dedham	3	289	21	27	--3
Milton	5	268	9	21	0
Norwood	2	389	30	27	--3
Walpole	0	305	13	14	0
Wellesley	2	200	10	9	--3
Westwood	0	137	11	12	--3
NC-8 Total	14	1,858	115	136	0

1. Births occurring in a geographical place (state, city/town) regardless of the residency of the birthing person. 2. Births to birthing people who report their usual place of residence as a particular geographical place (state, or city/town). See "Note to Readers" for more details. 3. Due to small numbers (n=1-4), exact count not provided.

NC-8 Birth Data: Children under 5²

		Residents under age of 5	
	Population	N	%
Canton	24,609	1,550	6.30%
Dedham	24,997	1,575	5.5%
Milton	29,364	1,850	4.7%
Norwood	31,317	1,973	5.8%
Walpole	26,277	1,655	5.4%
Wellesley	30,524	1,923	5.2%
Westwood	16,231	1,023	5.5%

NC-8 Birth Data: Low Birth Weight (2015-2021)³

Maternal and Child Health - Low Birth Weight *

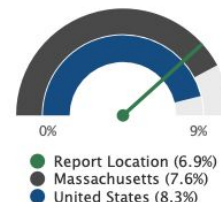
This indicator reports the percentage of live births where the infant weighed less than 2,500 grams (approximately 5 lbs., 8 oz.). These data are reported for a 7-year aggregated time period. Data were from the National Center for Health Statistics - Natality Files (2016-2022) and are used for the 2024 County Health Rankings.

Within the report area, there were 902.93 infants born with low birth weight. This represents 6.9% of the total live births.

Note: Data are suppressed for counties with fewer than 10 low birthweight births in the reporting period.

Report Area	Total Live Births	Low Birthweight Births	Low Birthweight Births, Percentage
Report Location	13,089.26	902.93	6.9%
Canton	1,764.29	121.71	6.9%
Dedham	1,852.77	127.81	6.9%
Milton	2,172.71	149.88	6.9%
Norwood	2,470.83	170.44	6.9%
Walpole	2,012.07	138.80	6.9%
Wellesley	1,732.97	119.54	6.9%
Westwood	1,083.64	74.75	6.9%
Massachusetts	36,461	482,324	7.6%
United States	2,190,533	26,262,906	8.3%

Percentage of Infants with Low Birthweight: %



Note: Indicator data for the report location is calculated using [small area estimation method](#). This indicator is compared to the state average.
Data Source: University of Wisconsin Population Health Institute, [County Health Rankings](#), 2016-2022.

NC-8 Birth Data: Infant Mortality (2015-2021)³

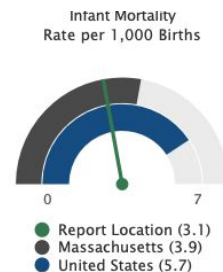
Maternal and Child Health - Infant Mortality

This indicator reports information about infant mortality, which is defined as the number of all infant deaths (within 1 year) per 1,000 live births. Data were from the National Center for Health Statistics - Mortality Files (2015-2021) and are used for the 2024 County Health Rankings.

Within the report area, 41.27 infants died during the 2015-21 seven year period. This represents 3.1 deaths per 1,000 live births.

Note: Data are suppressed for counties with fewer than 20 infant deaths in the time frame.

Report Area	Number of Infant Deaths	Deaths per 1,000 Live Births
Report Location	41.27	3.1
Canton	5.56	3.1
Dedham	5.84	3.1
Milton	6.85	3.1
Norwood	7.79	3.1
Walpole	6.34	3.1
Wellesley	5.46	3.1
Westwood	3.42	3.1
Massachusetts	1,883	3.9
United States	150,841	5.7



Note: Indicator data for the report location is calculated using [small area estimation method](#). This indicator is compared to the state average.
Data Source: University of Wisconsin Population Health Institute, [County Health Rankings](#). 2015-2021.

Opioid Abatement Updates

Opioid Abatement Updates

- **Reminder:** please respond to the HRiA Training contract DocuSign prompt
 - This was reissued before the holidays - check your inbox and advise if you are unable to find it
- Riverside Community Care updates
- Upcoming opioid abatement collaborative meeting
 - Presentation from MAHB

Spending Risk
Regional Public Health Associate
Salary & Range FY25-FY26
\$166,203.69

Community Updates

Adjournment

Next Meeting

February 3rd, 2025 (virtual): 11AM-1PM

References

1. Mather, Darien. *Massachusetts Births 2021*. The Commonwealth of Massachusetts Department of Public Health, July 2023.
2. <https://www.census.gov/quickfacts>. U.S. Census Bureau.
3. The Massachusetts Community Health Assessment. The Massachusetts Health Data Tool. Accessed December 23rd, 2024.