



# Norfolk County-8 Coalition

## February 3rd, 2025 Meeting Agenda



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

### **Attendance Roll Call**

#### Voting members present:

Meg Goldstein, Canton  
Katie Paciorkowski, Dedham  
Emily Conners, Milton  
Stacey Lane, 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  
Abbie Atkins, Norwood  
Jhana Wallace, Wellesley  
Kristen McIntire, Regional Public Health Nurse  
Trish Fisher, Walpole  
Ginnie Chacon-Lopez, Needham

6/7 communities present, quorum met.

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

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



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The regular meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 11:07 AM on February 3rd, 2025.

### I. Welcome

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

Melissa Ranieri made a motion to approve the minutes from the January 2024 Coalition Meeting, Opioid Abatement Collaboration Discussion meeting, and Contractor Confirmation meeting. Stacey Lane seconded the motion.

Canton: Y  
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. Monthly Office Hours
    1. Third Wednesdays each month at 1PM
      - a. Wednesday, February 19th
  - ii. Retail Tobacco Inspection Training
    1. Wednesday, April 30th 10AM-12PM
  - iii. Merchant Education Training
    1. Tuesday, February 25th 1PM
    2. Monday, April 7th 1PM
  - iv. Incorporating Tobacco into Retail Food Inspections
    1. Monday, June 9th 1-3PM
- b. Local Health Internship Program
  - i. Last call for applications. Project proposals due to Local Health Internship Coordinator (February 7th).
- c. Racial & Health Equity TA Program: FY25 Topics & Sessions
  - i. February 18th: Community Engagement
  - ii. March 18: Workforce Diversity
  - iii. April 15: Culturally and Linguistically Appropriate Standards (CLAS)

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- iv. May 20: Linguistic Justice
- d. NEHA Body Art Facility Inspector Training
  - i. February sessions have filled up
  - ii. NEHA will post another round of this training that will be scheduled to take place in April. A few NC-8 folks who tried to get in this round but were unable to before it filled up have been added to a prospective waitlist; we'll also be given a heads up when registration goes live.
    - 1. Details will be shared once available, but given how fast these trainings have filled up please consider in advance if you'd like to attend or send staff so we can react quickly!
- e. MEHA Title 5 Seminar
  - i. If anyone else would like to attend with PHE funds, please register and provide your invoice no later than EOD Thursday 2/6 so billing can be consolidated
- f. CPR ToT
  - 1. The Regional Public Health Nurse will be attending a CPR trainer session before the end of the fiscal year. Open call for other NC-8 staff to join a training with PHE funds.

### III. FPHS Review Updates

BME provided a review of the previous week's SSA Kickoff meeting with Manizeh Afridi, the coalition's assigned FPHS support team member. Manizeh led a walkthrough of both the Cost Tool and Service Delivery tools in detail. BME will compile and share a synopsis of the conversation (and the Q&A) via email. Manizeh's contact information will also be reshared along with the minutes. She is available to provide individual troubleshooting assistance or meet with the group to review questions and concerns. Melissa Ranieri and Katie Paciorkowski requested updated links to SharePoint as the invitation they received previously have been removed.

Cynthia Baker proposed convening to review the Shared Service Delivery tool and approve responses for submission ahead of the 2/28 due date. The coalition agreed on Friday, 2/21 10-11AM. An invite and agenda will follow.

### IV. MRC Updates

Jackson Lieb provided an update on the Medical Reserve Corps for the coalition. The state is hosting a Volunteer Training Day on March 4th, the unit is hosting a Stop the Bleed training in Walpole, and Jackson will observe a sheltering training drill provided by the Red Cross. In addition, the NC-8 MRC is invited to attend Training Weekends at the Training, Innovation, and Leadership Institute (TILI) in Rhode Island. This is covered in full by the Rhode Island MRC. Travel stipends are available for volunteers; CEUs will be available for clinical skills. The next volunteer meeting will be held next Tuesday in Needham at the Rosemary

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Complex.

Jackson shared several organizational updates. There is some uncertainty as to the future of 2025 ORA grant awards in light of recent news regarding federal funding sources. However, the unit does still retain unused funds from 2 years ago that will be leveraged to cover the unit's yearly objectives if issues arise. Tiffany Benoit is leaving her role in Needham; Taleb Abdelrahim will step in for Tiffany as the new point of contact and fiscal lead for the NC-8 MRC.

The unit will be updating the website with a CORI processing schedule; volunteers can expect communications later today. In the next advisory group meeting, leadership will discuss training requirements, code of conduct, and align on decisions to update handbooks. Badging updates are ongoing, and new badges should be printed by the February meeting.

### V. Regional Staff Updates

#### a. Regional Public Health Nurse Onboarding & Report Out

- o Aine Studdert-Kennedy provided an overview of the Public Health Nurse's onboarding progress to date:
  - **Month 2 & 3:** Looking ahead, Kristen will start hands-on case investigations, refining SOPs, and transitioning to more independent work while also engaging in community health events.
- o Kristen McIntire provided a detailed summary of her recent activities and initial ideas to support NC-8 initiatives and process development, including a walkthrough of a draft document hub to streamline NC-8 event planning and communication.
  - Features of the hub, hosted on Teams, include:
    - a. Inventory reporting and tracking
    - b. Shared event calendar, to include recurring municipal events (vaccine clinics, blood pressure clinics) and regional events (annual fit-testing)
    - c. Communications channel for support requests
    - d. Working draft of Mobile Food Establishment tracker

#### b. Regional Epidemiologist Candidate Approval Vote

- o Aine Studdert-Kennedy provided a summary of the Regional Epidemiologist panel interviews held the previous week in Norwood. Two of the three candidates stood out as strong, equally qualified possibilities for the position. The coalition discussed alignment on the front-runner candidates based on their experience with local public health, existing ties to NC-8 communities, and expectations for performance and satisfaction with the unique nature of a regional role. One candidate has also applied



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for a DFC position in Walpole. The group discussed a backup strategy to ensure the Regional Epidemiologist position is filled.

Melissa Ranieri motioned to approve Kelsey Ober as the primary candidate for the role of NC-8 Regional Epidemiologist; should the primary candidate decline the offer, the coalition will proceed with extension of an offer to Katharine Reisdorf. Stacey Lane seconded the motion.

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

*Motion passes.*

Aine Studdert-Kennedy will connect with Norwood HR to facilitate next steps.

### c. Contractor Support Next Steps

#### o **Food Protection**

- Mojin Solutions reached out to offer a demo of Smartsheet and other tools for Food Protection support. The group expressed interest in attending a demo on Tuesday, 2/4 at 2PM.
- Official contracting should follow shortly pending response from Norwood procurement.

#### o **Title 5**

- Professional references for LandTech Consultants were circulated as pre-reads for the coalition meeting. The group previously voted to approve Mill River Consulting as the preferred vendor in the event that LandTech's references did not meet our expectations. Aine Studdert-Kennedy prompted attendees to share their feedback. The coalition reviewed the references and agreed to proceed with LandTech.

## VI. **CTC Project Planning**

### a. Regional Communications Project Updates & Evaluation Strategy

- o BME provided a review of their discussion with Hillary Johnston (BIDLS) at DPH to align on proposed projects and future CTC budget adjustments.

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- The draft SOW document received some suggestions, such as ensuring the Regional Epidemiologist (who will be supported in part by the CTC grant) be explicitly named in the project outline. The other suggestion made was a request to include outreach to state partners in workshop/TTX series coordination.
  - a. Both changes were made in the updated draft document circulated as a meeting pre-read. The coalition did not have any further feedback.
- o BME shared an overview of edits made to the draft vendor evaluation rubric. This has been updated to ensure all metrics are quantifiable. Norwood's procurement team made a helpful suggestion to consider including a vendor interview in the evaluation process to introduce qualitative evaluation of proposals and vendor qualifications.
- o BME polled the group regarding desired evaluation strategy - would the entire coalition like to participate in proposal review and scoring, or would the group prefer to elect a subcommittee to review and share recommendations with the full coalition to vote and approve?
  - The group agreed upon a subcommittee structure, and discussed extending interview invitations to select vendors if needed in the evaluation process.
  - Melissa Ranieri and Meg Goldstein volunteered to participate in the subcommittee. Norwood also volunteered to participate (either Stacey Lane or Abbie Atkins).
- o The group discussed alignment on a starting budget for the regional communications plan SOW to allow for budget revisions.

Melissa Ranieri motioned to appoint a subcommittee for regional communications proposal review, consisting of representatives from Canton, Norwood, and Walpole. Stacey Lane seconded the motion.

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

*Motion passes.*



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Stacey Lane motioned to approve an initial budget of \$30,000 for the regional communications plan SOW. Melissa Ranieri seconded the motion.

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

*Motion passes.*

### b. Library Supply List Review

- o Aine Studdert-Kennedy provided an overview of suggestions and updates to the current list of hygiene supplies for purchase. Two NC-8 communities have already provided requested quantities. Aine requested the remaining communities review and provide their requests by EOW (Friday, February 7th). All communities voiced their interest in procuring supplies.
- o The coalition discussed approving a not-to-exceed total spend on hygiene kits.
- o BME shared that DPH recommended including COVID-19 test kits in the community hygiene kits. Cynthia shared some initial pricing information from suppliers, but has yet to hear back from other vendors. Ginnie Chacon-Lopez shared that additional free COVID-19 test kits were available through PHEP. The [link](#) to request these will be circulated with the minutes. In the meantime, BME will follow up on supplier outreach and share back any updates to the coalition.

Stacey Lane motioned to approve a budget not to exceed \$50,000 for community hygiene kits to support unhoused residents. Melissa Ranieri seconded the motion.

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



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*Motion passes.*

### **VII. Maternal, Child & Family Health Program Review**

- a. Cynthia Baker provided an overview of the coalition's individual community mapping activity results. The group discussed increasing participation in the upcoming Maternal, Child, and Family Health Community of Practice hosted by DPH on Wednesday, February 12th. Meg Goldstein and Katie Paciorkowski requested to be added to the invitation.

### **VIII. Opioid Abatement Updates**

- a. Cynthia Baker provided an update on the 1/23 HRiA Narcan training RCC recovery and thanked Dedham for hosting. Katie Paciorkowski shared that she found the training helpful. Cynthia reminded communities that HRiA is able to provide up to 2 follow-on technical assistance sessions.
- b. The Riverside Community Care draft contract is under review. Participating community members can expect an updated document to review shortly.
- c. The coalition will be meeting on February 12th, 2:30-3PM for a discussion regarding opioid abatement collaboration.

### **IX. Community Updates**

- a. Kylee Foley will return to Dedham on Monday, February 10th.
- b. Canton has a new public health nurse starting next week.
- c. Norwood polled the group for thought partnership regarding massage licensing and communication from the state. Melissa Ranieri will share the contact information for her liaison at DPH.
- d. Norwood reminded communities to be aware of pending requests for support to bring back Norwood Hospital.

### **X. Meeting Closure**

The next NC-8 Coalition meeting is scheduled for Monday, March 3rd, 11AM-1PM in person. Walpole tentatively agreed to host the coalition and will confirm.

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

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y





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Westwood: Y



The meeting adjourned at 1:11PM.

**Documents used and referenced during the meeting:**

NC-8 February 2025 Meeting Presentation

Draft NC-8 Vendor Evaluation Criteria (Updated)

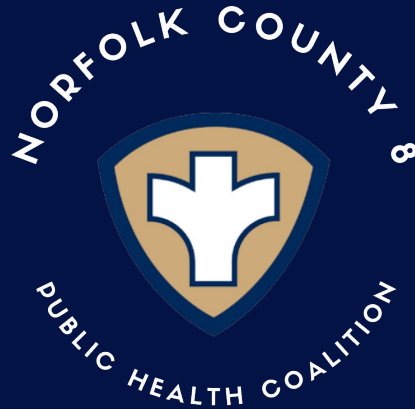
Draft SOW - CTC Project (Updated)

LandTech Company Overview References

Library Supply List

# NC-8 Local Public Health Coalition Monthly Meeting

February 2025



# Agenda

- I. Welcome
- II. Announcements and Reminders
- III. MRC Updates
- IV. FPHS Review
- V. Regional Staff Updates
  - a. Regional Public Health Nurse Report-Out
  - b. Regional Epidemiologist Candidate Approval Vote
  - c. Contractor Support
- VI. CTC Project Review
  - a. Regional Communications Project Evaluation Strategy
  - b. Library Supply Regroup
- VII. Maternal, Child, and Family Health Program Review
- VIII. Opioid Abatement Updates
- IX. Community Updates
- X. Meeting Closure

## **Approval of:**

January 2024 Coalition Meeting minutes

Opioid Abatement Collaboration minutes

Contractor Confirmation Meeting minutes

# Announcements & Reminders

# MHOA Tobacco Training Opportunities

- **Monthly Office Hours**
  - Third Wednesdays each month at 1PM
    - Wednesday, February 19th
- **Retail Tobacco Inspection Training**
  - Wednesday, April 30th 10AM-12PM
- **Merchant Education Training**
  - Tuesday, February 25th 1PM
  - Monday, April 7th 1PM
- **Incorporating Tobacco into Retail Food Inspections**
  - Monday, June 9th 1-3PM

# Racial & Health Equity Technical Assistance

## FY25 Topics & Sessions

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

# Local Health Internship Program

**Final call for applications**

Project proposals are due February 7th



# NEHA Body Art Facility Inspector Training

Virtual Training (February 25th & 27th) are now full

NEHA will be hosting another training in April - we will share details as soon as it's posted.

# MEHA Title 5 Seminar

Wednesday, March 5th

8:30AM-4PM

Taunton, MA

**Registration cost:** \$120 (members); \$170 (non-members)

To use PHE funds, register and select 'pay by check'; please forward the invoice to Cynthia

# RapidSafety CPR Instructor Training

| Month    | Date | Location        |
|----------|------|-----------------|
| February | 2/20 | Carver, MA      |
| March    | 3/20 | New Bedford, MA |
| April    | 4/24 | Carver, MA      |
| May      | 5/22 | Wellesley, MA   |
| June     | 6/12 | Carver, MA      |

**Registration: \$275**

# FPHS Review

# FPHS Review Timeline

## FPHS Review Timeline

| Data Collection Period                         |  |   |   |  |  |       |  |  |       | Post Data Collection |  |   |  |  |
|--|--|---|---|--|--|-------|--|--|-------|----------------------|--|---|--|--|
| January  |  |   | February  |  |  | March |  |  | April |                      |  | May   |  |  |
| Introduction to FPHS Webinar (1/14)            |  |   | SSA-wide meeting #1<br>FPHS check-in<br>(Date TBD)            |  |  |       |  |  |       |                      |  | SSA wide meeting #2<br>Discuss actional results<br>(Date TBD) |  |  |
| Intro to Service Delivery Tool for SSCs (1/15) |  |   | Service Delivery Tool completion for SSCs<br>(Deadline: 2/28) |  |  |       |  |  |       |                      |  |   |  |  |
|  |  | Intro to Service Delivery Tool for LPH (1/21) | Service Delivery Tool completion for LPH<br>(Deadline: 4/18)  |  |  |       |  |  |       |                      |  |   |  |  |
|  |  | Intro to Cost Tool for LPH (1/28)             | Cost Tool completion for LPH<br>(Deadline: 3/14)              |  |  |       |  |  |       |                      |  |   |  |  |
|  |  |   | Intro to ISD Tool Webinar (2/12)                              | ISD Tool completion for ISDs<br>(Deadline: 4/11) |  |       |  |  |       |                      |  |   |  |  |

# Reminder: FPHS Review Timeline

## FPHS Due Dates

- February 28th: Service Delivery Tool for SSAs
- March 14th: Cost Tool for LPH\*\*
- April 18th: Service Delivery Tool for LPH\*\*

# FPHS SSA Service Delivery Tool Review

## Optional meeting to review & approve SSA responses

- Wednesday, 2/19 1-2PM, 2-3PM
- Thursday, 2/20 2-3PM, 3-4PM
- Friday, 2/21 10-11AM, 11AM-12PM

# MRC Updates

## Training

- March 4th Volunteer Training Day, Training Weekends at TILI, Stop the Bleed in Walpole, Red Cross
- Grants - ORA and Needham
- CORI, Training, Badging
  - Badging permanent decision
  - Training
- Handbook updates and Code of Conduct implementation



# 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 (In Progress)    |   |
| Month 3 | Wrap-Up & Advanced Training           | Complete foundational coursework, finalize case study, and prepare for full role transition (In Progress) |   |

# Regional Staff Updates: PHN Report Out

- Community Updates
- Microsoft Teams Document/Inventory Hub  
(Overview/Walkthrough)
- Canton Library Program RPHN Support Reminder

# Regional Staff Updates: Epi Candidate Vote & Discussion

# Regional Staff Updates: Contractor Support Next Steps

## Food Protection

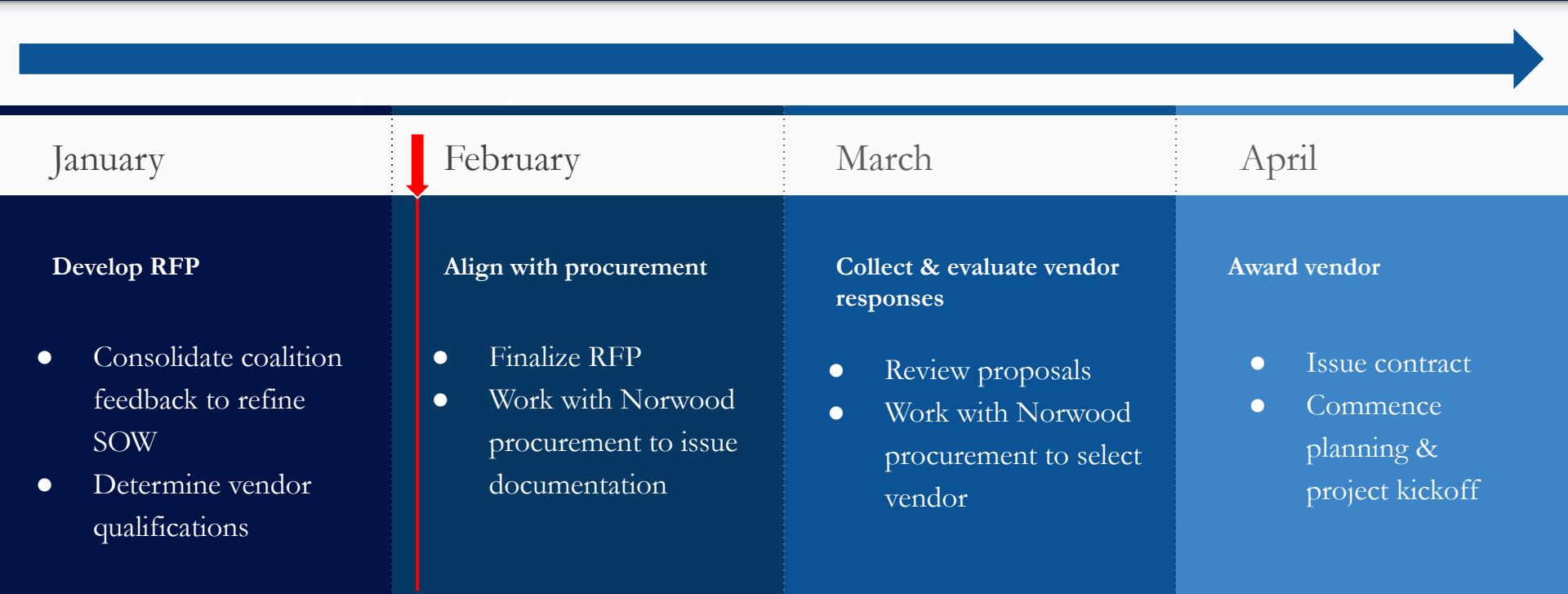
- COIs submitted by MoJin for each community
- Goal: Finalize and sign contract by end of week
- **Demo availability:** Trevor from MoJin Solutions available for Smartsheet demo Tuesday-Thursday, 9:30 AM - 4:00 PM. Need to confirm group availability for 1-hour session.

## Title 5

- Feedback on LandTech references
- Goal: Select LandTech or Mill River Consulting as preferred vendor

# CTC Project Planning

# Proposed Timeline



# Review Draft SOW & Vendor Evaluation Criteria



# Proposal Evaluation Strategy

How should we review and evaluate vendor proposals?

## Participation

- Full coalition involvement
- Subcommittee (volunteers/appointees)

## Evaluation

- Quantitative: Vendor Scoring rubric
- Qualitative: Interviews for selected vendors (finalists)

## Decision Points:

- Evaluation Strategy & Structure
  - Project Budget

# Canton Library Project

# Canton Library Project: Next Steps

## Review of Finalized Supply List

- Confirm final supply details and quantities for each community by 2/6

## Next Steps: Scheduling

- Coordinate 30-minute meeting to approve CTC project budget
- Tentative dates: Wednesday, Thursday, or Friday (2/12-2/14)

# Maternal, Child, and Family Health: Community Mapping Review

# MCH Mapping Definitions

## Levels of Cooperation

- **Networking:** information-sharing (e.g., sharing flyers, informational meetings)
- **Linkage:** can include, but not limited to: referrals, intake, interagency consultations, monitoring referral outcomes, and participation in joint planning meetings. This usually does not involve sharing funds.
- **Collaboration:** specific formal agreement to accomplish common purposes including specific allocations of staff time and funds; quantities of services; timeline; use of each other's sites; joint staff trainings; and co-sponsorship of events.
- **Integration:** formal horizontal or vertical affiliation or merger of agencies with resultant structural and leadership changes (e.g., co-location of services).

# MCH Mapping Definitions

## Organization/Agency Types

- **Healthcare:** Community health center, birth hospital, OB or pediatric practices
- **Family Support Services:** Home visiting program, CFCE program, Head Start, DCF, Early Intervention, diaper bank, recreational programs
- **Mental Health/Substance Use Prevention:** Domestic violence agency/shelter, mental health agency, substance use treatment agency
- **Nutrition:** WIC, food pantry, breastfeeding supports
- **Childcare/Child Safety:** Day care, preschool, car seat program, after school programming
- **Housing:** Local housing authority, homeless family coalition, legal aid

## NC-8 Connections & Partnerships by Type

Integration

6.5%

Collaboration

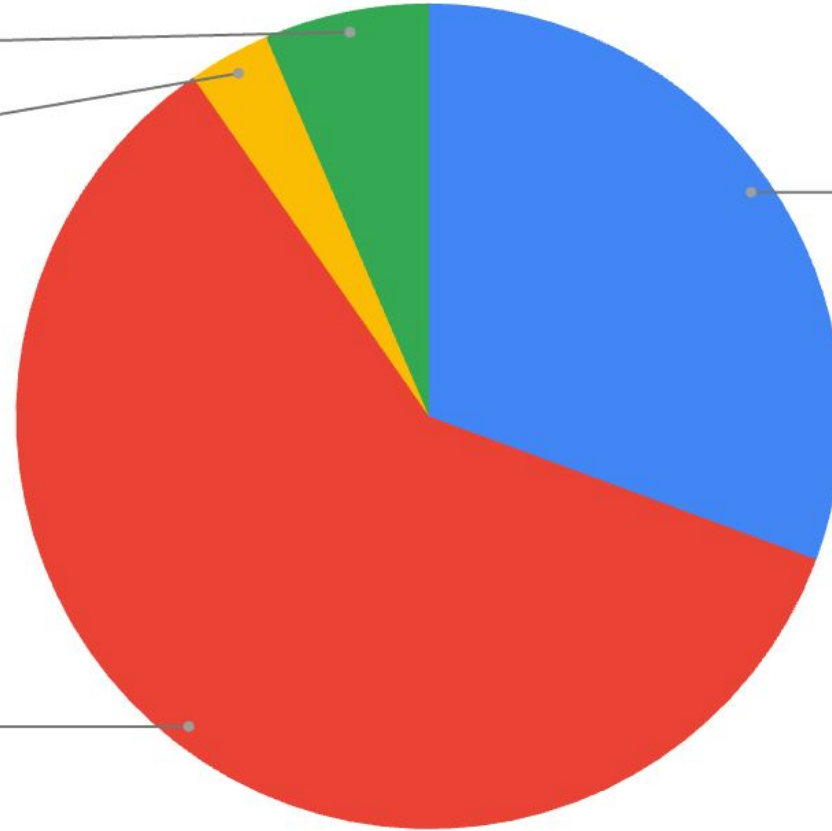
3.2%

Networking

30.6%

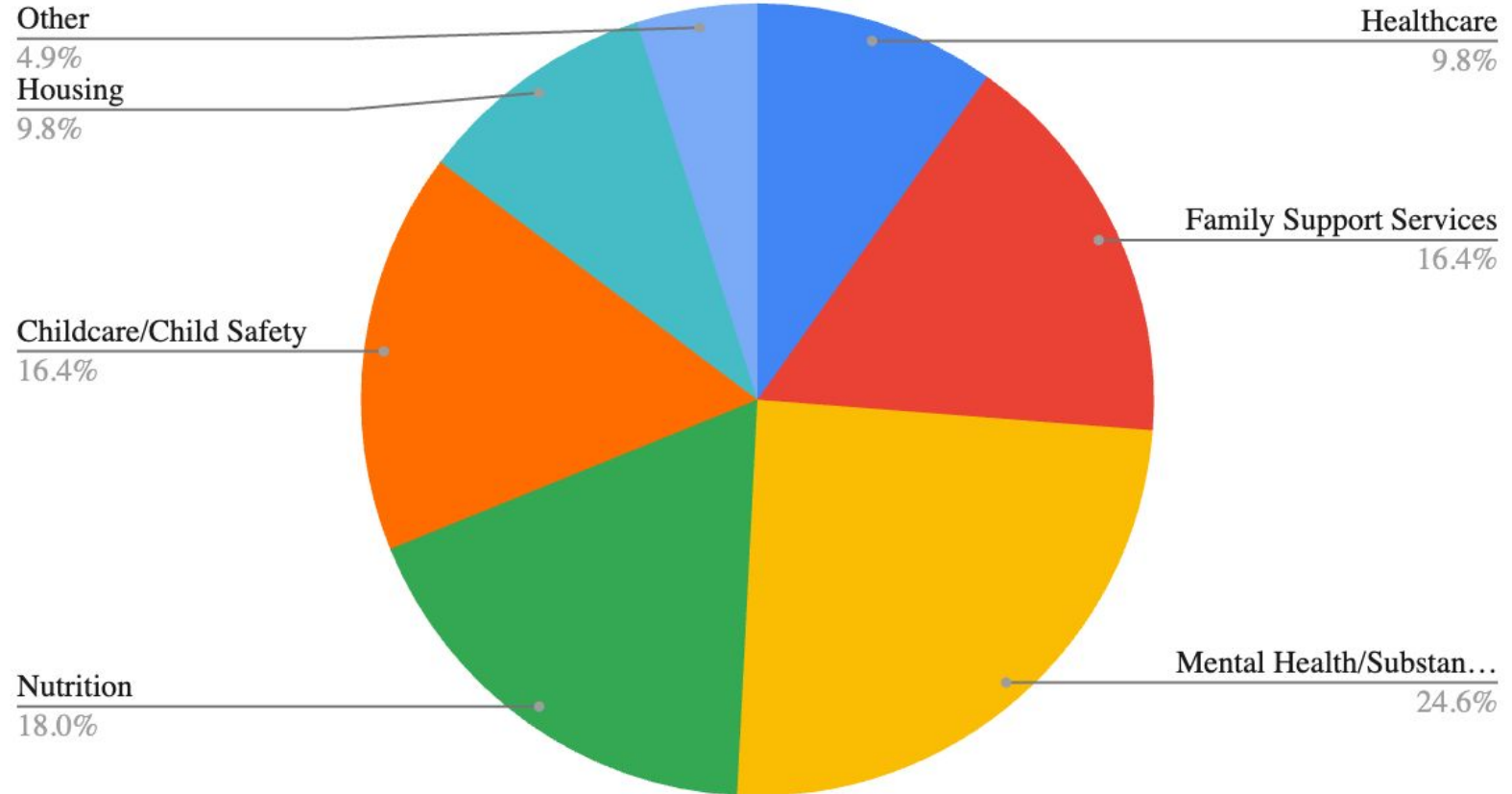
Linkages

59.7%

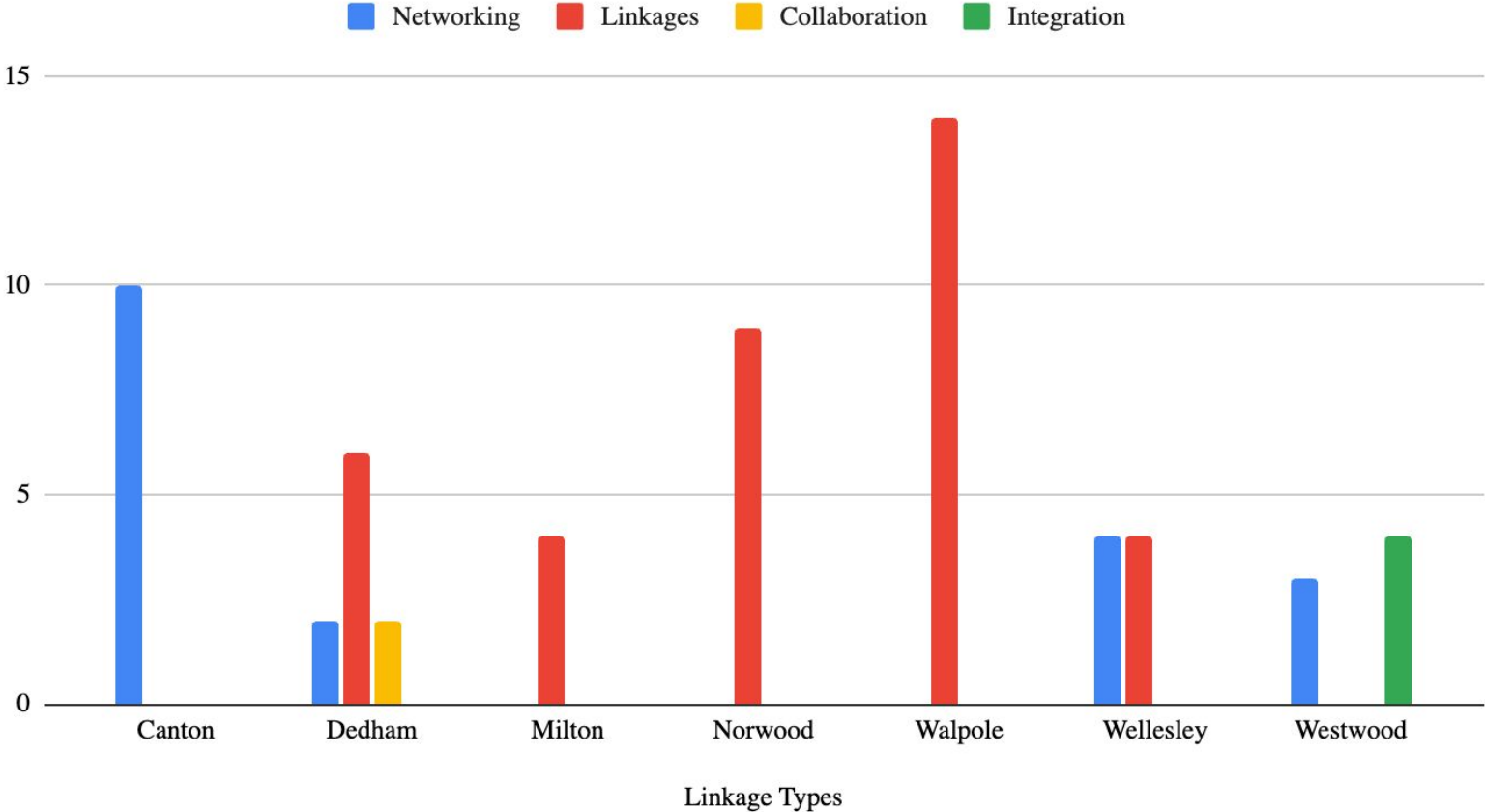




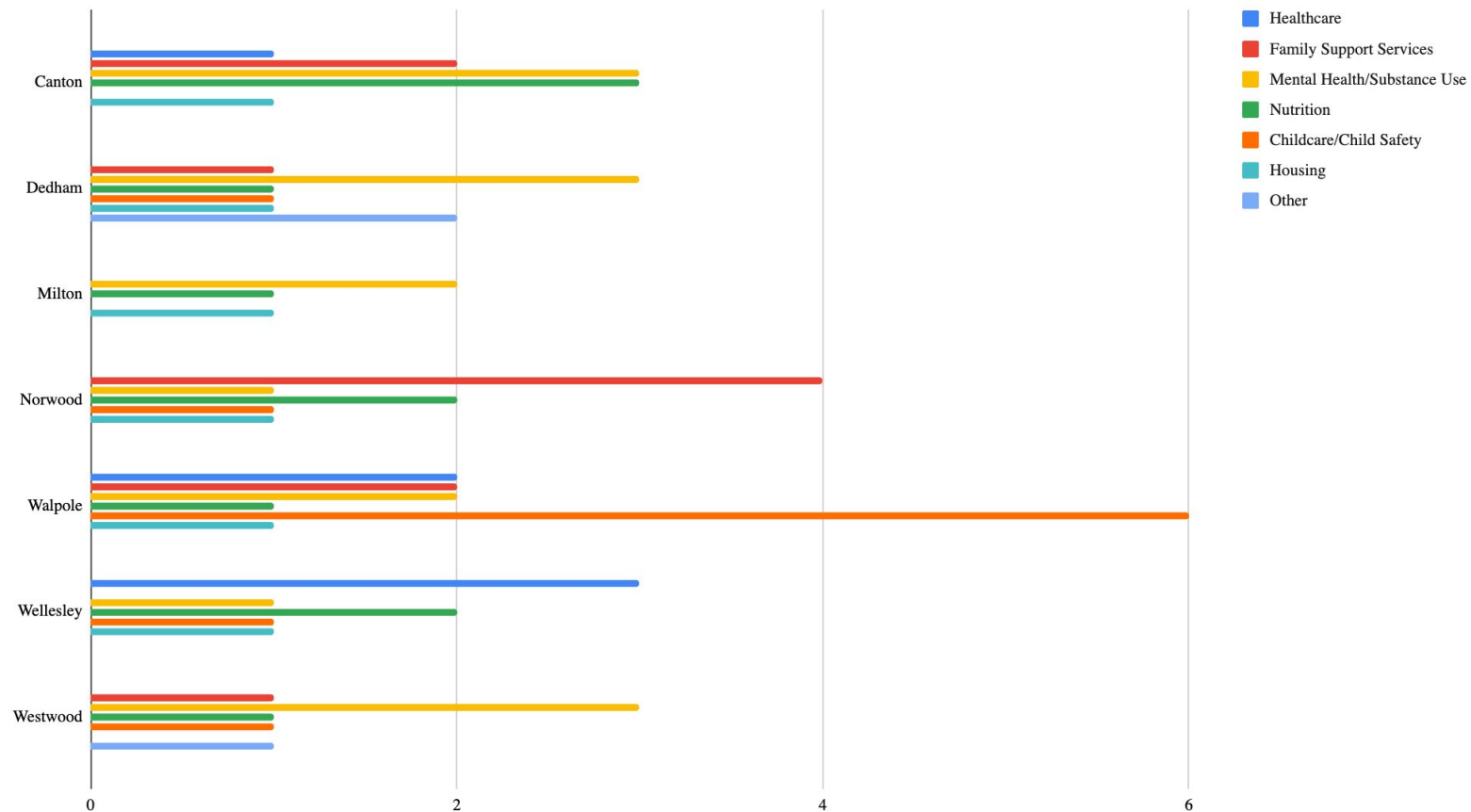
## NC-8 Connections & Partnerships by Organization



# Agency Connections & Partnerships by Type



## Agency Connections & Partnerships by Organization



# Opioid Abatement Updates



HRiA ToT In-Person Session complete



RCC Recovery Coaching Contract under review



Upcoming OAC Discussion meeting

- Wednesday, February 12th 2:30-4PM

# Community Updates

# Adjournment

## Next Meeting

March 3rd, 2025: 11AM-1PM

In person - would anyone like to host?