



# Norfolk County-8 Coalition

## April 7th, 2025 Meeting Minutes



<b>Time:</b> <b>11:00 am – 1:00 pm</b>
<b>Remote Meeting</b> <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  
Caroline Kinsella, 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  
Katharine Reisdorf, Regional Epidemiologist  
Kristen McIntire, Regional Public Health Nurse  
Trish Fisher, Walpole  
Ginnie Chacon Lopez, Needham  
Jhana Wallace, Wellesley

6/7 communities present, quorum met.

Melissa Ranieri motioned to start the meeting. Meg Goldstein 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 at 11:06 AM on April 7th, 2025.

### I. Welcome

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

Melissa Rainieri made a motion to approve the minutes from the March 2025 coalition meeting and RCC Project Kickoff Meeting. Meg Goldstein seconded the motion.

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: (not present)

*Motion passes.*

### II. Announcements and Reminders

- a. The coalition discussed the current state of CTC funding in light of the Executive Order issued 3/24. BME will keep the coalition informed as further guidance is made available, which is anticipated later in the month when the court reconvenes to discuss the temporary restraining order request.
- b. BME provided an overview of upcoming training and support opportunities:
  - i. MHOA Tobacco Trainings
    1. Monthly Office Hours
    2. Retail Tobacco Inspection Training
      - a. Wednesday, April 30th 10AM-12PM
    3. Merchant Education Training
      - a. Monday, April 7th 1PM
    4. Incorporating Tobacco into Retail Food Inspections
      - a. Monday, June 9th 1-3PM
  - ii. Racial & Health Equity TA Program: FY25 Topics & Sessions
    1. April 15: Culturally and Linguistically Appropriate Standards (CLAS)
    2. May 20: Linguistic Justice
  - iii. RapidSafety CPR Instructor Certification
    1. \$275 per class
    2. Variable dates before end of FY25
  - iv. MAHB Certificate Session
    1. Variable Dates:

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- a. April 26th - Hotel Northampton, Northampton MA
  - b. May 10th - Courtyard Hotel, Marlborough MA
2. Pricing: \$100
3. CEUs available:
  - a. RS/REHS
  - b. CHO
  - c. CP-FS
  - d. Nursing
- v. MAPHN Conference
  1. May 14-15th
  2. Location: Four Points by Sheraton Wakefield; Boston Hotel & Conference Wakefield, MA
  3. CEUs Available
  4. Early Bird Pricing through April 30th: \$399
- vi. CPO Certification
  1. Variable dates available for in-person certification or recertification
  2. Pricing: \$380
- vii. Additional Training Opportunities
  1. MHOA Spring Seminar
  2. MEHA Annual Seminar
  3. MetroWest Mediation Services Training

### III. MRC Updates

Jackson Lieb provided an update on the Medical Reserve Corps for the coalition, including training and deployment updates, reflections from shadowing the Rhode Island MRC unit training, a review of unit progress to date, and a discussion of supply purchases. Jackson also announced his nomination by DPH partners for Outstanding New Leader Award with ASPR.

### IV. FPHS Review

Cynthia Baker provided an update on FPHS Review. All communities completed the Cost Tool. The Service Delivery Tool is due 3/14; all are encouraged to schedule time with Manizeh Afridi and/or Cynthia Baker to assist with data entry.

### V. Regional Staff Updates

Aine Studdert-Kennedy shared that the regional staff team officially convened for the first time during the previous week, and will continue to do so regularly to track project progress and foster collaboration.

- a. Regional Epidemiologist Update
  - i. Katie Reisdorf provided an overview of onboarding progress to date. Katie is now MAVEN trained and able to offer community coverage.
- b. Regional Public Health Nurse Report-Out

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- i. Kristen McIntire provided a detailed summary of her recent activities and upcoming goals, including continued case investigation coverage, support for the Wellesley Parent and Newborn Support Program, and progress on the Document Hub.
- c. Contractor Support Next Steps
  - i. Aine Studdert-Kennedy provided updates on contractor usage to date for Food Protection and Title 5. The group discussed forthcoming plans to increase usage in the busier summer months.

### VI. Procurement Updates

- a. Regional Comms/TTX
  - i. Aine Studdert-Kennedy led outreach to 4 vendors in response to the proposed scope of work. The coalition received one quote to date and expects a second to be submitted by the end of the week. Continuation of this project will be subject to further guidance regarding availability of CTC funding.
- b. Digitization
  - i. Communities participating in this year's scanning project have received outreach to schedule introductory calls with MetaSource.
- c. FY25 Website
  - i. Cynthia Baker summarized the proposed scope of work for the NC-8 website redesign shared with vendors. BME reached out to 3 vendors, all of whom previously developed websites for other regional coalitions. The group reviewed price proposals from Slocum Design Studio, Revize, and Ladybugz.

Caroline Kinsella motioned to approve the proposal from Slocum Design Studio. Katie Paciorkowski seconded the motion.

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

*Motion passes.*

### VII. PHE Budget Review

- a. The group reviewed T2 expenditure progress to date.

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- b. Cynthia Baker summarized expenditure requests collected to date and walked through an example budget modification template to accommodate additional spending.

Stacey Lane motioned to approve expenditure requests up to \$40k pending finalization of community input. Meg Goldstein seconded the motion.

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

*Motion passes.*

- c. BME presented the process outline for the FY26 work plan and budgeting process, consisting of the following steps:
  - i. FPHS Review Meeting with OLRH (May)
  - ii. Survey to NC-8 Coalition members to select topics of focus (late May)
  - iii. Regional Staff Draft of FY26 Work Plan (late May-early June)
  - iv. June Coalition Meeting: Review and Approval of FY26 Budget & Work Plan
- d. The coalition agreed with the proposed process outline.

### **VIII. Community Updates**

- a. The coalition discussed opportunities to work with non-profit organizations to provide scholarships to support residents staying in recovery homes.

### **IX. Meeting Closure**

The next NC-8 Coalition meeting is scheduled for Monday, March 5th, 11AM-1PM in person. Canton will host.

The meeting adjourned at 12:42PM.

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

NC-8 April 2025 Meeting Presentation  
NC-8 Purchase Tracking Template

# NC-8 Local Public Health Coalition Monthly Meeting

April 2025



# Agenda

- I. Welcome**
- II. Announcements and Reminders**
- III. MRC Updates**
- IV. FPHS Progress Update & Service Delivery Tool Planning**
- V. Regional Staff Updates**
  - a. Regional Public Health Nurse Report-Out
  - b. Regional Epidemiologist Report-Out
  - c. Contractor Support Next Steps
- VI. Procurement Updates**
- VII. PHE Budget & Spending Updates**
- VIII. Community Updates**
- IX. Meeting Closure**

**Approval of:**

March 2025 Coalition Meeting minutes  
RCC Kickoff Meeting minutes



# Announcements & Reminders

# CTC Updates

# MHOA Tobacco Training Opportunities

- **Model Tobacco Sales Regulation Training**
  - Tuesday, April 15th 1-2:30PM
- **Retail Tobacco Inspection Training**
  - Wednesday, April 30th 10AM-12PM
- **Merchant Education Training**
  - Monday, April 7th 1PM
- **Incorporating Tobacco into Retail Food Inspections**
  - Monday, June 9th 1-3PM

# Racial & Health Equity Technical Assistance

## FY25 Topics & Sessions

- April 15: Culturally and Linguistically Appropriate Standards (CLAS)
- May 20: Linguistic Justice

# RapidSafety CPR Instructor Training

Month	Date	Location
April	4/24	Carver, MA
May	5/22	Wellesley, MA
June	6/12	Carver, MA

**Registration: \$275**

# MAHB Certificate Session

## Variable Dates:

- April 26th - Hotel Northampton, Northampton MA
- May 10th - Courtyard Hotel, Marlborough MA

CEUs Available

**Registration:** \$100

# MAPHN Annual Conference

**May 14-15th**

Four Points by Sheraton Wakefield  
Boston Hotel & Conference  
Wakefield, MA

CEUs Available

**Early Bird Registration (Valid through April 30th): \$399**

# CPO Certification (& Recertification)

In-person Session Dates	Location
April 12-13, 2025	Norwood, MA
May 13-14, 2025	Taunton, MA
June 11-12, 2025	Norwood, MA

**Registration:** \$380



# Additional Training Opportunities

## 1) MHOA/EHRS Spring Seminar (in-person) -

- Wednesday, 4/16 10AM-2PM
- In-Person: Members - \$75, Non-Members - \$95

## 2) MEHA Annual Seminar (registration not yet open)

- Wednesday, 5/28 8AM-3:30PM
- In-Person: \$125 MEHA members, \$160 non-members

## 3) MetroWest Mediation Services Training with Charles River Health District

- Early June - 5 virtual sessions (6 hours each)
- Mediation training for managers, social & mental health workers, administrators
- Virtual training series: \$875 pp

# Additional Training Opportunities

## Crisis Prevention Institute: Example Options

### Verbal Intervention

Verbal Intervention (VI) instills the confidence and skills to verbally de-escalate disruptive behaviors and prevent further escalation. It's well suited to organizations with a hands off policy or that require non restrictive techniques.

[Learn More](#) →

### Nonviolent Crisis Intervention

Nonviolent Crisis Intervention (NCI) provides your staff with the skills to safely recognize and respond to everyday crisis situations that may involve more challenging behaviors. NCI training is designed to help you achieve compliance with current legislative initiatives and best practices.

[Learn More](#) →

### Nonviolent Crisis Intervention With Advanced Physical Skills

Nonviolent Crisis Intervention With Advanced Physical Skills (APS) equips your staff with the decision-making skills needed to confidently assess and address risk in the face of complex behaviors. It combines verbal intervention strategies and restrictive interventions with advanced physical skills for the highest-risk scenarios.

[Learn More](#) →

### Dementia Capable Care

Dementia Capable Care (DCC) is an evidence-based dementia and behavior training program designed for health care workers that makes a sustainable impact. DCC provides training and tools to prevent and de-escalate distress behaviors without using drugs (nonpharmacological interventions).

[Learn More](#) →

# MRC Updates

# MRC Updates

- Jackson up for the Outstanding New Leader award with ASPR
- Supporting Lexington, Walpole, CHA
- Training this week, CPR/AED/NAR, STB, ICS
- Next month UHA, MHFA
- Delays in training announcement
  - Working with our Admin on our system.
- Uploading orientation
- Training weekend for Jackson

# MRC Updates - Supplies Purchasing Opportunity

- \$1,099 available
- Two options:
  - 2 way radio w/ charger (6ct), 1 Duffle bags, 2 Power Kits, 1 feather flag, 30 Glow sticks = \$1,049
  - MRC Tent, 1 power kit, 2 duffles, 3 mobility cart = \$1,082

# MRC Updates - Stats

Activity	7/1/2023-7/1/2024	Since Jackson joined	Percentage change
Trainings	4	21 opportunities(Incl Training day 8)	525%
Volunteer Recruitment	8	18	225%
Advisory group meetings	10 or 11	6 (Will be 10 or 11)	Even
Volunteer Meetings	1(Other than Walpole)	5	500%
Newsletters	2	4	200%
Major Unit Process Updates	Unclear	4	N/A
Deployments	8	15 (Tracking methods likely not accurate)	188%

# FPHS Review

Progress Update & Service Delivery Tool Planning

# 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 FPHS check-in (Date TBD)									SSA wide meeting #2 Discuss actional results (Date TBD)				
Intro to Service Delivery Tool for SSCs (1/15)	Service Delivery Tool completion for SSCs (Deadline: 2/28)															
		Intro to Service Delivery Tool for LPH (1/21)	Service Delivery Tool completion for LPH (Deadline: 4/18)													
		Intro to Cost Tool for LPH (1/28)	Cost Tool completion for LPH (Deadline: 3/14)													
			Intro to ISD Tool Webinar (2/12)	ISD Tool completion for ISDs (Deadline: 4/11)												



# Cost Tool Completion



All Communities: 100%

# Service Delivery Tool Completion (due 4/18)

Canton: not started

Dedham: **complete**

Milton: not started

Norwood: not started

Walpole: not started

Wellesley: **complete**

Westwood: **in progress**

# Continued Support Options

## Recommended: Live Data Entry Support

- Schedule a call with Manizeh and/or Cynthia to assist with live completion of the Service Delivery Tool, troubleshoot & answer your questions

# Regional Staff Updates

# Regional Epidemiologist Report-Out: 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 Public Health Nurse Report-Out

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 Public Health Nurse Report-Out

- Community Updates
- MCH/Parent & Newborn Program
- Documentation Hub
- Schedule Development

# Contractor Support Next Steps

## Food Protection:

- **2/7 communities** have requested inspections using allocated funding
- MoJin has completed inspections in **Walpole** using pre-allocated funding
- **Next Steps:**
  - **Reminder:** We encourage you to utilize allocated funding for inspections as we approach busier season (food trucks, temporary events)

## Title 5:

- Met with 6/7 communities regarding Title 5 support
- **Completed 1 plan review** for the **Town of Canton** (Great progress!)



# Procurement Updates

# Procurement Updates

- Regional Comms/TTX
- Digitization
- FY25 Website Redesign

# PHE Budget & Spending Updates

# Expenditure Progress to Date

# Review & Approval of Spending Requests

# Proposed Work Plan & Budget Planning Outline

- 1.) FPHS Review Meeting with OLRH (mid-May)
- 2.) Regional Staff Meeting to draft Work Plan
- 3.) June Coalition Meeting: Review & Approve FY26 WP & Budget

**Optional step:** NC-8 Survey to confirm work plan themes

# Community Updates

# Adjournment

**Next Meeting**

May 5th, 2025

In person? Canton volunteered to host