



# Norfolk County-8 Coalition

## May 5th, 2025 Meeting Minutes



<b>Time:</b> <b>11:00 am – 1:00 pm</b>
<b><u>Hybrid Meeting</u></b> In person: Canton Health Department, 79 Pleasant Street, Canton MA 02021 Virtual: <a href="https://us06web.zoom.us/j/81707867739">https://us06web.zoom.us/j/81707867739</a>

### **Attendance Roll Call**

#### Voting members present:

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

#### Non-voting members present:

Aine Studdert-Kennedy, BME Strategies (in person)  
Cynthia Baker, BME Strategies (in person)  
Angie Truesdale, BME Strategies (remote)  
Jackson Lieb, BME Strategies (in person)  
Abbie Atkins, Norwood (in person)  
Katharine Reisdorf, Regional Epidemiologist (in person)  
Trish Fisher, Walpole (in person)  
Ginnie Chacon Lopez, Needham (in person)  
Jenna Conroy, Canton (in person)

#### Voting members absent:

Lenny Izzo, Wellesley

4/7 communities present, quorum met.

Meg Goldstein motioned to start the meeting. Katie Paciorkowski seconded the motion.

Canton: Y

Dedham: Y

Milton: Y

Norwood: *not present, joined late*

Walpole: *not present, joined late*



# Norfolk County-8 Coalition

## May 5th, 2025 Meeting Minutes



Wellesley: *not present, joined late*

Westwood: Y

The regular meeting of the Norfolk County-8 (NC-8) Local Public Health Coalition was called to order at 11:10 AM on May 5th, 2025.

### I. Welcome

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

Jared Orsini made a motion to approve the minutes from the April 2025 Coalition Meeting and Regional Public Health Nurse (RPHN) Next Steps Vote Meeting. Meg Goldstein seconded the motion.

Canton: Y

Dedham: Y

Milton: Y

Norwood: *not present*

Walpole: *not present*

Wellesley: *not present*

Westwood: Y

*Motion passes.*

### II. Announcements and Reminders

- a. The coalition discussed the current state of COVID-19 Contact Tracing (CTC) funding in light of the Executive Order issued on 3/24. BME Strategies will continue to monitor developments or any changes to the Temporary Restraining Order (TRO) issued in early April. Additional briefs were submitted in late April, and no further hearings are currently scheduled at this time.
- b. BME provided an overview of upcoming training and support opportunities:
  - i. Massachusetts Association of Health Boards (MAHB) Certificate Session
    1. May 10
    2. Location: Courtyard Hotel, Marlborough, MA
    3. Pricing: \$100
  - ii. Certified Pool Operator (CPO) Certification & Recertification
    1. May 13 & 14: Taunton (in-person)
    2. June 11 & 12: Norwood (in-person)
    3. Pricing: \$380
  - iii. Massachusetts Association of Public Health Nurses (MAPHN) Conference
    1. **Last call for registration**
    2. May 14-15th

# Norfolk County-8 Coalition

## May 5th, 2025 Meeting Minutes

3. Location: Four Points by Sheraton Wakefield; Boston Hotel & Conference Wakefield, MA
4. Continuing Education Units (CEUs) Available
- iv. Massachusetts Environmental Health Association (MEHA) Annual Seminar
  1. May 28, 8AM-3:30PM
  2. Location: Wellsworth Hotel, Southbridge, MA
  3. Pricing: \$125 MEHA Members; \$175 non-members
- v. Massachusetts Health Officers Association (MHOA) Tobacco Trainings
  1. Monthly Office Hours
  2. Incorporating Tobacco into Retail Food Inspections
    - a. Monday, June 9th, 1-3PM (free and virtual)
- vi. Additional Training Opportunities
  1. The Mediation Services training hosted by MetroWest Mediation Services will not be held this year. However, coalition members are encouraged to consider alternative capacity-building opportunities, such as the following Crisis Prevention Institute trainings:
    - a. Verbal Intervention
    - b. Nonviolent Crisis Intervention
    - c. Nonviolent Crisis Intervention With Advanced Physical Skills
    - d. Dementia Capable CareCoalition members are encouraged to reach out ASAP if interested.
- c. Aine Studdert-Kennedy provided an update on Foundational Public Health Services (FPHS) Review:
  - i. FPHS Data Review Meeting
    1. Tuesday, May 13th, 9-10AM
    2. Office of Local and Regional Health (OLRH) Team Attendees: Manizeh Afridi (BME FPHS Team Representative) & Jessica Ferland (OLRH Program Coordinator)
    3. Coalition members are encouraged to share the virtual meeting invitation with other municipal staff as appropriate. Broad participation is strongly encouraged.
  - d. MHOA Conference Abstract
    - i. The coalition approved participation in the 2025 MHOA Conference to present on the NC-8 recovery coaching project in collaboration with Riverside Community Care (RCC). The proposed format includes a brief presentation followed by a panel discussion to highlight intermunicipal collaboration and harm reduction strategies.

Melissa Ranieri motioned to approve the coalition's participation in the 2025 MHOA Conference. Meg Goldstein seconded the motion.

Canton: Y

# Norfolk County-8 Coalition

## May 5th, 2025 Meeting Minutes

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

*Motion passes.*

### III. Medical Reserve Corps (MRC) Updates

Jackson Lieb covered updates on current MRC projects. These include the MRC training day, the recruitment drive, and internal training tracking. Jackson is working on a backdating survey for training with volunteers and Taleb Abdelrahim. He also reminded the group that we will be discussing Hazard Vulnerability Analysis (HVA) plans at this month's meeting.

### V. Regional Staff Updates

Aine Studdert-Kennedy provided a brief update on regional staff activities, including an overview of the Regional Public Health Nurse (RPHN) position. Katie Reisdorf, the Regional Epidemiologist (RE), then led a discussion to gather feedback on regional materials and proposed epidemiology project ideas.

#### a. Regional Public Health Nurse Position Updates & Next Steps

- i. Aine Studdert-Kennedy shared that Kristen McIntire will continue supporting core regional activities, with monthly availability posted by mid-month and flexibility for community requests. Coordination with the Regional Epidemiologist and prioritization of activities like Maternal and Child Health (MCH) programming and camp support will continue.

#### b. Regional Epidemiologist Report-Out

- i. Katie Reisdorf introduced a draft Massachusetts Virtual Epidemiologic Network (MAVEN) Standard Operating Procedure (SOP) for review and outlined proposed regional epidemiology project ideas. Key priorities include survey development, data dashboards, and recurring disease trend reports. Feedback on the SOP is requested from members and Public Health Nurses (PHNs).

#### c. Contractor Support Next Steps

- i. Aine Studdert-Kennedy provided updates on the current use of contractor support and discussed anticipated needs for the summer. Members provided initial feedback on extending contracts into the next fiscal year, with a final decision expected in June.

### VI. Procurement Updates

- a. Regional Communications/Tabletop Exercise (TTX) Project

# Norfolk County-8 Coalition

## May 5th, 2025 Meeting Minutes

- i. Aine Studdert-Kennedy provided an overview of two vendor responses to the Request for Quote (RFQ) for the Regional Communications/TTX project. Next steps are on hold pending further updates on available CTC funding.
- b. Digitization
  - i. Communities participating in this year's scanning project have completed introductory calls with MetaSource. The digitization process is progressing smoothly, and is on track for completion by the end of June.
- c. Fiscal Year 2025 (FY25) Website Redesign
  - i. The coalition has begun the website redesign with Slocum Design Studios, following a successful kickoff meeting. Work is underway to update content and design, with ongoing communication to ensure project progress. The team is also evaluating support options for future website maintenance.

### VII. Public Health Excellence (PHE) Budget Review

- a. The coalition discussed the FY25 budget and modifications to ensure optimal spending of the total grant award by the end of the fiscal year. The group reviewed expenditure requests, salaries, and programmatic expenses, with a focus on strategic planning as a potential investment. A final budget modification was approved.
- b. A discussion on strategic planning options revealed a preference for a more comprehensive plan, spanning FY25 and Fiscal Year 26 (FY26). While there was support for this approach, the group emphasized the importance of balancing capacity, with BME committed to minimizing the burden on participating communities. The planning process is expected to begin with a smaller commitment in FY25, with a larger engagement to continue into FY26.

Stacey Lane motioned to approve the proposed budget modification to ensure optimal spending of the total grant award, including the agreement to move forward with a strategic planning process spanning FY25-26. Meg Goldstein seconded the motion.

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

*Motion passes.*

- c. BME reviewed the FY26 work plan and budgeting process timeline, consisting of the following steps:



# Norfolk County-8 Coalition

## May 5th, 2025 Meeting Minutes

- 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 (early June)
- iv. June Coalition Meeting: Review and Approval of FY26 Budget & Work Plan

### VIII. Community Updates

- a. Community updates included Westwood's application for the Drug-Free Communities (DFC) grant and Milton's DFC-related job openings. Dedham also shared that they have hired a new Health Director.

### IX. Meeting Closure

The next NC-8 Coalition meeting is scheduled for Monday, June 2nd, 11AM-1PM. The meeting will be virtual.

The meeting adjourned at 1:14 PM.

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

NC-8 May 2025 Meeting Presentation

Regional Epidemiologist MAVEN SOP Draft Document

Regional Epidemiologist Projects Draft Document

Draft of NC-8 Sprint Strategic Planning Statement of Work (SOW)

Draft of NC-8 PHE Strategic Plan RFP FY25-26 Statement of Work (SOW)

NC-8 FY25 PHE Approved Budget Spreadsheet