



Norfolk County-8 Coalition

August 11, 2025 Meeting Minutes



Time: 11:00 am – 1:00 pm
<u>Hybrid Meeting</u> In person: Dedham Town Hall, 450 Washington Street, Dedham, MA 02026 Virtual Link: https://us06web.zoom.us/j/81707867739

Attendance Roll Call

Voting members present:

Meg Goldstein, Canton (in-person)
Sam Menard, Dedham (in-person)
Emily Conners, Milton (remote)
Stacey Lane, Norwood (in-person)
Melissa Ranieri, Walpole (arrived late, in person)
Leonard Izzo, Wellesley (in-person)

Non-voting members present:

Aine Studdert-Kennedy, BME Strategies (in-person)
Cynthia Baker, BME Strategies (remote)
Beth Haefner, BME Strategies (in-person)
Katharine Reisdorf, Regional Epidemiologist (remote)
Susan Poirier, Milton (remote)

Primary voting members absent:

Caroline Kinsella, Milton
Jared Orsini, Westwood

5/7 communities present, quorum met

Meg Goldstein motioned to start the meeting. Stacey Lane seconded the motion.

Canton: Y
Dedham: Y
Milton: Y
Norwood: Y
Walpole: *not present, joined late*
Wellesley: Y
Westwood: *not present*

The regular meeting of the Norfolk County-8 (NC-8) Local Public Health Coalition was called to order at 11:01 AM on August 11th, 2025.

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I. Welcome

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

Stacey Lane made a motion to approve the minutes from the July 2025 Coalition Meeting.
Meg Goldstein seconded the motion.

Canton: Y

Dedham: *abstained*

Milton: Y

Norwood: Y

Walpole: *not present, joined late*

Wellesley: Y

Westwood: *not present*

II. Announcements and Reminders

a. Public Health Excellence (PHE) Updates

- i. The coalition submitted Fiscal Year 2026 (FY26) Public Health Excellence (PHE) reporting materials, including the workplan and budget, which have now been approved by the Department of Public Health (DPH). Additionally, all Fiscal Year 2025 (FY25) expenditures and end-of-year (EOY) reporting materials were submitted to DPH, and all expenses were successfully processed. The coalition reviewed tri-annual payment requests and overall FY25 spending. Notably, NC-8 spent the full amount of the requested funds for FY25, a significant increase from Fiscal Year 2024 (FY24).
- ii. BME shared a survey with the coalition to collect information and document how each municipality conducts regular tobacco inspections and compliance checks. Responses are requested from coalition members by August 15th.
- iii. BME is developing a staff training survey, which will be launched later this fall, to assess the current credentialing levels of all staff across the Shared Services Arrangement (SSA) and participating municipalities.

b. COVID-19 Contact Tracing Initiative (CTCI) Funding Updates

- i. Last month the coalition submitted a funding request to DPH which has now been approved. This included funding to support a Community Health Assessment (CHA) with participation from interested NC-8 municipalities.
- ii. Prior to the meeting, the CHA Scope of Work (SOW) was circulated among coalition members. The coalition collectively reviewed the SOW to ensure alignment on expectations and key deliverables. Discussion included integrating the Regional Epidemiologist's Community Health Survey (CHS) project into the CHA; however, it was decided that the CHS would be paused until a vendor is secured to lead the

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CHA. Topics including infectious disease, chronic illness, and disease prevention were identified as priority for inclusion in the CHA, to be further refined with the selected vendor. The group concluded that the Regional Epidemiologist should continue to develop partner networks and build relationships across the municipalities for this project while the CHA procurement process continues.

Stacey Lane made a motion to approve the use of allocated FY26 CTCI funds to support the CHA project and to proceed with project planning in alignment with the approved CHA SOW. Meg Goldstein seconded the motion.

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

c. Procurement Updates

- i. The coalition has posted a Request for Proposals (RFP) in the state Goods and Services Bulletin for the FY26 Strategic Planning initiative. The deadline for vendor responses is August 21st. A subcommittee was agreed upon to review vendor proposals following the deadline.
- ii. Contracts have been extended with two vendors for Food Protection and Title 5 inspectional support to ensure continuation of services in FY26. Additionally, BME is coordinating with the Norwood procurement team to finalize contracts for the Regional Communications/Table Top Exercise (ITX) project planned for FY26.

d. Massachusetts Health Officers Association (MHOA) Conference Updates

- i. NC-8 will co-present at the conference with two other SSAs regarding use of opioid abatement funds. NC-8 has also been invited to present a poster highlighting their efforts to introduce recovery coaching as an accessible resource and evidence-based practice.

III. Regional Staff Updates

a. Regional Staff Request Form Updates

- i. The NC-8 Regional Staff Support Request process has been updated to ensure requesters are informed of the status of their request upon receipt. Regional Staff will follow up with requesters by email should more information be needed, or should a request be unable to be fulfilled for any reason.

b. Regional Epidemiologist Report-Out

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- i. Katie Reisdorf, the Regional Epidemiologist, provided an overview of the top Massachusetts Virtual Epidemiologic Network (MAVEN) cases from the past month. Katie also shared an educational flyer highlighting mosquito-born illnesses and disease prevention recommendations. The flyer will be shared on the NC-8 website and disseminated across the region.
- c. Regional Staff Logistics, Retention, and Recruitment
 - i. *Only Advisory Board members participated in this portion of the call.*
 - ii. The coalition discussed staffing considerations for NC-8 Regional Staff moving forward, including discussion of the Regional Epidemiologist and Regional Public Health Nurse role structures and expectations. The coalition explored potential changes to work arrangements, such as hybrid or rotating work schedules, and emphasized the importance of flexibility, in-person engagement, and clear role expectations moving forward. The group also discussed the need for a standardized performance review process for regional staff, which BME is in the process of developing and will share with the coalition for feedback.
 - iii. The coalition made plans to reconvene with a more focused agenda on staffing and to continue refining the regional staff roles and hiring needs ahead of the next coalition meeting in September.
 - iv. The coalition also plans to meet with Tamara Bedard, the group's assigned Local Public Health Nurse Consultant (LPHNC), at a future meeting to refine the Regional Public Health Nurse role and review feedback from the former Regional Public Health Nurse (RPHN) before moving forward with rehiring.

V. Meeting Closure

A follow-up meeting has been scheduled for August 26th, 11AM-12PM, to finalize staffing decisions.

The next NC-8 Coalition meeting is scheduled for Monday, September 8th, 11AM-1PM.

The meeting adjourned at 1:18PM.

Documents used and referenced during the meeting:

NC-8 August 2025 Meeting Presentation
NC-8 FY26 Community Health Assessment Scope of Work
Regional Staff Feedback and Discussion Questions
NC-8 Regional Public Health Nurse Job Description
August 2025 Meeting Minutes
NC-8 Community Health Survey Draft
NC-8 Proposed Feedback Process for Regional Staff