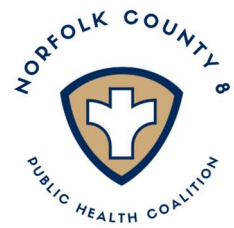




Norfolk County-8 Coalition

July 7, 2025 Meeting Minutes



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

Attendance Roll Call

Voting members present:

Katie Paciorkowski, Dedham
Emily Conners, Milton
Stacey Lane, Norwood
Melissa Ranieri, Walpole
Jhana Wallace, Wellesley
Lenny Izzo, Wellesley
Jared Orsini, Westwood (*joined late*)

Non-voting members present:

Aine Studdert-Kennedy, BME Strategies
Cynthia Baker, BME Strategies
Bradley Clarke, BME Strategies
Jackson Lieb, BME Strategies
Beth Haefner, BME Strategies
Katharine Reisdorf, Regional Epidemiologist
Kristen McIntire, Regional Public Health Nurse
Ginnie Chacon Lopez, Needham

Primary voting members absent:

Caroline Kinsella, Milton
Sam Menard, Dedham
Meg Goldstein, Canton

5/7 communities present, quorum met.

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

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



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Westwood: *not present, joined late*

The regular meeting of the Norfolk County-8 (NC-8) Local Public Health Coalition was called to order at 11:06 AM on July 7th, 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 June 2025 Coalition Meeting. Melissa Ranieri seconded the motion.

Canton: *not present*

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: *not present, joined late*

II. Announcements and Reminders

a. Staff Introductions

- i. Aine Studdert-Kennedy announced Sam Menard, the new Health Director for Dedham. Sam was not present at today's meeting, and will be formally introduced at the next coalition meeting.
- ii. Beth Haefner, a new consultant with BME Strategies, was welcomed and introduced to the coalition. Beth will be gradually transitioning into the Regional Staff Coordinator (RSC) role, and Aine will transition to the Shared Services Coordinator (SSC) role. In FY26, Aine, Beth, and Cynthia will be the coalition's three main points of contact from BME Strategies.

b. Public Health Excellence (PHE) Updates

- i. The coalition has submitted the Fiscal Year 2026 (FY26) Public Health Excellence (PHE) workplan and budget to the Office of Local and Regional Health (OLRH) and is awaiting final approval, anticipated by mid-July. The group also reviewed end-of-year spending for Fiscal Year 2025 (FY25) and noted improved grant utilization compared to last year.
- ii. Looking ahead, the coalition will begin planning for several key FY26 initiatives at the August meeting, including strategic planning, the Community Health Survey, and efforts related to tobacco prevention and staff development. Two staff training efforts are slated to begin August 1:
 1. A credentialing survey to better understand qualifications across the shared services region

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2. A new system for gathering staff feedback on trainings to improve future offerings
- c. COVID-19 Contract Tracing Initiative (CTCI) Funding Updates
 - i. The coalition has submitted a funding request to the Department of Public Health (DPH), which includes the use of remaining CTCI funds and an additional request to support several coalition-wide priorities. These include:
 1. Community Health Assessment (CHA)
 2. Regional epidemiology and communications work
 3. Strategic planning
 4. Public health supplies and staff development
 - ii. Procurement is underway to support this work, including contract development to support regional communications efforts and continued inspectional support in FY26.
 - iii. The group reviewed ongoing contractor partnerships and expressed interest in continuing services into FY26, including Food Protection and Title 5 support. Next steps are being taken to extend these contracts where needed.
- d. Massachusetts Health Officers Association (MHOA) Conference Updates
 - i. BME confirmed the conference registration of 18 NC-8 staff.
 - ii. NC-8 has been asked to co-present at the conference with two other Shared Service Arrangements (SSAs) regarding use of opioid abatement funds. The coalition agreed with this request and will determine presenters at a later date.

III. Medical Reserve Corps (MRC) Updates

Jackson Lieb provided updates on MRC activities. The Operational Readiness Awards (ORA) is expected to be confirmed this week.

During the NC-8 Recruiting Drive more than 20 people joined the unit and 30 more are in the pipeline. An instructional guide for volunteers to deploy town events was developed, and Jackson will be connecting with each town regarding upcoming tabling events. Trainers have also been engaged for the training day on September 13, and Jackson will be reaching out to communities regarding inventory and events this week.

The coalition will prepare for the potential that MRC contracts will go through an inventory requirement this year. MRC volunteers may be used to assist with a potential inventory day at the individual community level.

IV. Recovery Coaching Contract Discussion

BME provided an update that contracts have been fully executed for all 7 towns. The coalition looks forward to continuing the collaboration with Riverside in FY26.

V. Regional Staff Updates

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a. Regional Epidemiologist Report-Out

- i. Katie Reisdorf, the Regional Epidemiologist, provided an overview of the top Massachusetts Virtual Epidemiologic Network (MAVEN) cases from the past month.
- ii. Katie provided an update on the community health survey, and requested a small committee to gather quick feedback on the questions and identify any missing topics. The goal is to launch and advertise the survey in August.

b. Regional Public Health Nurse Report Out

- i. Kristen McIntire, the Regional Public Health Nurse, provided an update on the new NC-8 website. She has included a list of resources for 'Family Health' that will appear on the website, and she recommends that an emergency preparedness section be added. Kristen worked closely with Amanda Stone in Wellesley to get their Parent & Newborn Support Services program up and running, and the soft launch is set to happen this month within the community of Wellesley.
- ii. Kristen has reached out to the NC-8 municipal nurses to try to create a collaborative calendar for health events, to publicize clinics, and other events happening in each community.
- iii. Kristen will be departing from her role on July 25th, 2025.

c. Website Refurb Walkthrough

- i. BME shared the updated NC-8 website and walked coalition members through the site.

VI. **FY25 Strategic Plan Deliverables Overview**

Brad Clarke, Senior Public Health Consultant at BME Strategies, presented three key deliverables as part of the FY25 strategic planning process in preparation for FY26. The scope of work included partner mapping of existing partners across coalition communities, a crosswalk of existing data and documentation, and a staff capacity assessment and retention strategy.

For the partner mapping exercise, 123 partners were mapped across the Shared Services Arrangement and coalition partners, with the majority focused on 'Access To and Linkage with Clinical Care' and 'Maternal, Child, and Family Health.' The most common partners were municipal departments, state agencies, and clinical partners. In reviewing existing data and documentation, Brad identified areas of alignment, gaps, and opportunities, noting that the FY26 workplan was thoughtfully developed based on experience and capacity. The staff capacity assessment revealed that most funding and staff time was allocated to Environmental Health, while the strongest areas in terms of capacity and capability were Organizational Competencies and Accountability and Performance Management.

Brad provided several high level recommendations, including:

- i. Ensure clear and consistent expectations for shared services staff

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- ii. Develop career pathways & opportunities for advancement and career progression
- iii. Establish mentorship and leadership opportunities
- iv. Be intentional with developing input and feedback loops

VII. FY26 Strategic Planning Scope of Work (SOW) & Approach PHE

BME provided an overview of the FY26 Strategic Planning initiative, outlining the upcoming process and goals. The initiative will focus on updating key guiding documents, conducting a comprehensive assessment of the community's strengths and opportunities, and establishing clear goals and priorities for the next five years. Stakeholder engagement will be central throughout the process, which will conclude with a practical framework for implementation and evaluation. Vendors will build upon the coalition's existing foundation to support these efforts.

Stacey Lane motioned to approve the proposed FY26 Strategic Planning SOW. Melissa Ranieri seconded the motion.

Canton: *not present*

Dedham: Y

Milton: *did not vote*

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

VIII. Community Updates

Coalition members discussed the information received about the opioid settlement and their intent to sign on.

Coalition members discussed the issue of unnecessary emergency requests (e.g., emergency beaver removals) being received as well as threats to conservation committee members. Multiple coalition members have faced this challenge and have involved the state. Coalition members agreed to continue discussions about this individually as needed.

IX. Meeting Closure

The next NC-8 Coalition meeting is scheduled for Monday, August 4th, 11AM-1PM. The coalition discussed a potential in-person or hybrid meeting for August. BME Strategies will follow up with a poll to confirm availability and location.

The meeting adjourned at 12:54PM.

Documents used and referenced during the meeting:



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NC-8 July 2025 Meeting Presentation

Draft FY26 NC-8 PHE Strategic Plan RFP

Partner Mapping Database

FY25 Strategic Plan Staff Capacity Assessment

FY25 Strategic Plan Key Document Crosswalk

CTCI Additional Funding Budget Request