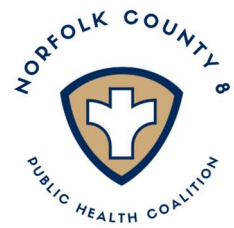




Norfolk County-8 Coalition

June 2nd, 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:

Meg Goldstein, Canton
Katie Paciorkowski, Dedham
Emily Conners, Milton
Stacey Lane, Norwood
Trish Fisher, Walpole
Lenny Izzo, Wellesley
Jared Orsini, Westwood

Non-voting members present:

Aine Studdert-Kennedy, BME Strategies
Cynthia Baker, BME Strategies
Bradley Clarke, BME Strategies
Jackson Lieb, BME Strategies
Katharine Reisdorf, Regional Epidemiologist
Kristen McIntire, Regional Public Health Nurse
Jenna Conroy, Canton
Anne Grossman, Milton
Ginnie Chacon-Lopez, Needham
Jhana Wallace, Wellesley

Voting members absent:

Melissa Ranieri, Walpole
Caroline Kinsella, Milton

6/7 communities present, quorum met.

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

Canton: Y
Dedham: Y



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

The regular meeting of the Norfolk County-8 (NC-8) Local Public Health Coalition was called to order at 11:04 AM on June 2nd, 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 May 2025 Coalition Meeting and Foundational Public Health Services (FPHS) Data Review Meeting. Meg Goldstein seconded the motion.

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

II. Announcements and Reminders

a. General PHE Update

- i. The Office of Local and Regional Health (OLRH) has asked Shared Services Arrangements (SSAs) to review anticipated expenditures and request only the additional funding needed to close out Fiscal Year 2025 (FY25). This is part of a broader effort to reduce the amount of unspent funding returned at the end of the fiscal year, as returned dollars are absorbed into the Department of Public Health (DPH) general fund and are not reallocated to OLRH for local public health use.
- ii. The coalition reviewed the final disbursement request for the fiscal year.

b. CTCI Funding Updates

- i. The coalition discussed the current state of COVID-19 Contact Tracing Initiative (CTCI) funding in light of the Executive Order issued on 3/24. A recent federal court ruling issued on May 16th granted a preliminary injunction allowing states to continue using previously disbursed CTCI funds through the original contract term ending June 30, 2026. DPH has confirmed this continuation.

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- ii. This clarification enables the coalition to move forward with several planned initiatives, including regional communications efforts, a tabletop exercise, testing supply support, and continued investment in strategic planning.
- iii. The coalition is confident in its ability to fully utilize remaining funds and will continue supporting regional epidemiology capacity and related public health efforts.
- iv. DPH has requested updated expenditure and progress reports in preparation for grant close-out activities next year. While Fiscal Year 2026 (FY26) disbursements are expected, DPH is closely evaluating each grantee's ability to spend down existing funds before issuing additional payments.
- v. Members discussed potential uses for unallocated FY26 CTCI funds and expressed general consensus in support of submitting a request for at least a portion of the available funding to support regional initiatives. However, they opted to abstain from a formal vote, choosing instead to await additional guidance from the state. The BME Strategies team will follow up with Hillary Johnson to gather further information and report back to the group.

Meg Goldstein motioned to approve moving forward with the Regional Communications and Tabletop Exercise (TTX) project, originally proposed in FY25 and scheduled to begin in FY26. The group authorized an allocation of up to \$30,000 in available CTCI funds to support this work. Stacey Lane seconded the motion.

Canton: Y

Dedham: Y

Milton: *abstained*

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

Motion passes.

- c. BME provided an overview of upcoming training and support opportunities:
 - i. Massachusetts Health Officers Association (MHOA) 2025 Conference
 - 1. The coalition has tentatively allocated funding to support early bird registrations for the 2025 MHOA Annual Conference. Most communities have confirmed participation, and follow-up is underway.
 - 2. Communities interested in additional registrations are encouraged to reach out, as there may be remaining funds available. Additional registrations will also be possible after July 1 using FY26 funds;

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however, the coalition is aiming to maximize early registrations to support year-end spending goals.

- d. Aine Studdert-Kennedy provided an update on procurement:
 - i. Digitization
 - 1. The digitization process with MetaSource is progressing smoothly, and is on track for completion by the end of June.
 - ii. NC-8 Website Redesign
 - 1. Website redesign work with Slocum Designs is also progressing well. A finalized version is expected to be ready for review by next month's meeting.

III. Medical Reserve Corps (MRC) Updates

Jackson Lieb provided updates on MRC activities. The coalition is nearing execution of an Memorandum of Understanding (MOU) with the Red Cross, which will expand access to additional training opportunities. While updates from Operational Readiness Awards (ORA) are still pending, recent communication suggests funding is on the way.

The MRC recently ordered supplies from the state and has welcomed 18 new volunteers since the start of the year. Planning survey results highlighted a desire to prioritize recruitment of medical personnel, attract younger volunteers, and offer a variety of training opportunities—particularly in sheltering and train-the-trainer (ToT) formats.

IV. Recovery Coaching Program Overview

The coalition reviewed the status of the Recovery Coaching Program as the initial FY25 contract with Riverside Community Care (RCC) nears its end. Plans are underway to renew the agreement for FY26, with Westwood and Canton expected to join the program, bringing the total number of participating communities to seven.

A draft quarterly report from Riverside was shared in advance as a pre-read. The report includes outreach efforts, referral and demographic data, and a summary of services provided to date. Two referrals have been received since the contract began in March, and both individuals are now engaged with services.

Members provided feedback on the draft report, including a request for more town-specific detail, especially regarding outreach efforts and demographic breakdowns. This feedback will be shared with Riverside to inform future reporting.

A draft contract for FY26 was also received and briefly reviewed. It reflects expanded capacity to accommodate all seven towns while maintaining a consistent per-town caseload. The contract and related documentation (including licensure and procurement exemption materials) will be distributed to members for individual review.

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Note: All referenced materials (the quarterly report, FY26 draft contract, licensure, and exemption documents) were shared with members via email separate from the minutes.

V. Regional Staff Updates

- a. Regional Epidemiologist Report-Out: Onboarding
 - i. Katie Reisdorf, the Regional Epidemiologist, has completed onboarding and is fully transitioned into the role. Beginning this month, towns will receive regular updates on MAVEN disease trends. In May, the top reported illnesses were COVID-19, influenza, Lyme disease, Hepatitis C, and Campylobacteriosis. Seasonal trends are expected to shift toward mosquito- and tick-borne illnesses. Future updates will include public-facing educational materials, such as flyers for prevention tips.
- b. Regional Public Health Nurse Report-Out: Scheduling & Availability
 - i. Kristen McIntire, the Regional Public Health Nurse, shared new tools to support scheduling and coordination. Members were also reminded to continue submitting support requests through the Regional Staff Support Request (RSSR) form on SmartSheet. Additional updates included upcoming maternal and child health (MCH) trainings, ongoing resource development, and plans to conduct fit testing across all health departments at the end of July.
- c. Contractor Support Updates
 - i. Aine Studdert-Kennedy provided updates on the use of contractor support and discussed anticipated needs. Members were informed of Mojin's availability to provide a full-time food inspector in FY26 and were alerted to an updated fee schedule.

VI. Strategic Planning Introduction

Following last month's discussion and vote, the group has initiated a strategic planning process using remaining FY25 funds to prepare for FY26. Cynthia Baker introduced Brad Clarke, Senior Public Health Consultant with BME Strategies and member of the Strategic Planning team, who outlined the research activities and deliverables planned before the end of the fiscal year.

Brad described the upcoming work including stakeholder/partner mapping, review of existing data, a staff capacity assessment, and development of a retention strategy. This limited-scope effort is designed to use existing resources efficiently while minimizing time demands on members. The deliverables are expected by the end of June. The coalition can expect a readout of planned deliverables in the upcoming July meeting.

VII. FY26 Public Health Excellence (PHE) Budget & Workplan Review

- a. Workplan Requirements Overview

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- i. The team reviewed the structure and key grant requirements for this year's workplan, largely consistent with last year and aligned with state guidance. Important highlights included preparation for Statewide Accelerated Public Health for Every Community Act (SAPHE) 2.0 reporting, onboarding of the METRIK data system, and integration of racial equity themes across all objectives. The draft proposal for next year's workplan was introduced for review.
- b. Workplan & Budget Walkthrough
 - i. BME led a review of the draft workplan and budget materials. The group acknowledged the workplan's focus on shared services, workforce development, key performance areas, and equity themes positively. Budget considerations, including allocated funding for training and the potential for an additional shared staff hire in FY26, were also well received.

Meg Goldstein motioned to approve the proposed FY26 PHE budget and work plan, subject to final approval by OLRH. Stacey Land seconded the motion.

Canton: Y

Dedham: Y

Milton: *abstained*

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

Motion passes.

VIII. Community Updates

No community updates were reported at this time.

IX. Meeting Closure

The next NC-8 Coalition meeting is scheduled for Monday, July 7th, 11AM-1PM. The meeting will be virtual.

The meeting adjourned at 1:01 PM.

Documents used and referenced during the meeting:

NC-8 June 2025 Meeting Presentation

NC-8 FY26 PHE Budget Template Draft

NC-8 FY26 Workplan Draft

NC-8 FY25 RCC Close-Out Report



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NC-8 FY26 RCC Program Contract
PHE FY26 Racial Equity Guidance Document
PHE FY26 Workplan Content Menu