



Norfolk County-8 Coalition

October 6, 2025 Meeting Minutes



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

Attendance Roll Call

Voting members present:

Meg Goldstein, Canton
Sam Menard, Dedham
Stacey Lane, Norwood
Jhana Wallace, Wellesley
Jared Orsini, Westwood

Non-voting members present:

Aine Studdert-Kennedy, BME Strategies
Cynthia Baker, BME Strategies
Jackson Lieb, BME Strategies
Katie Paciorkowski, Dedham
Abbie Atkins, Norwood
Ginnie Chacon Lopez, Needham

Voting members absent:

Caroline Kinsella, Milton
Melissa Ranieri, Walpole
Lenny Izzo, Wellesley

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

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



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The regular meeting of the Norfolk County-8 (NC-8) Local Public Health Coalition was called to order at 11:05 AM on October 6th, 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 September 2025 Coalition Meeting and the minutes from the September 2025 Staffing Meeting. Meg Goldstein seconded the motion.

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

Minutes were approved.

II. Announcements and Reminders

a. Training & Conference Opportunities

- i. BME shared an update on the upcoming MHOA Conference in November. Due to a cancellation, a registration spot has opened up and is available for another municipal staff member to attend at no additional cost. Interested staff are encouraged to reach out promptly to coordinate the transfer.

b. Public Health Excellence (PHE) Updates

- i. The staff credentialing survey, which was launched to better understand training needs across local public health staff roles, has received strong initial participation. The coalition is continuing outreach efforts to ensure a comprehensive response rate. The survey deadline has been extended to **Friday, October 17th**, and participation is encouraged from all staff roles, including Health Directors, Public Health Nurses, Inspectors, Administrative Staff, and more.

c. Foundational Public Health Services (FPHS) Meeting Reminder

- i. BME reminded the group about the upcoming **FPHS Data Review Meeting**, scheduled for **Tuesday, October 14th**. The meeting will focus on themes such as long-term sustainability, workforce retention, capacity building for surveillance and assessment, and performance management. A formal agenda will be distributed to

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Health Directors prior to the meeting, and additional municipal staff are welcome to join.

d. Contractor Support Updates

- i. Spending updates were provided for contracted Food Protection and Title 5 services. Current expenditures indicate that available funds remain under both contracts, and municipalities are encouraged to continue requesting support as needed. BME will continue monitoring expenditures and provide advance notice if funding caps are approaching, to help municipalities plan ahead.

e. RIZE Grant Opportunity

- i. BME shared information about the RIZE Mosaic Municipal Matching Grant, which is open for a second round of applications through November 7th. This opportunity offers matching funds of up to \$50,000 for individual municipalities and up to \$150,000 for multi-municipality collaborations, with a focus on projects related to harm reduction, caregiver and family support, and prevention education.
- ii. The coalition discussed how this funding might be used to supplement lost grant funding, support recovery coach programs, or even fund new roles such as a Community Health Advocate focused on opioid use. BME noted that they have additional consultant capacity available to assist municipalities with proposal development and project planning. Interested municipalities are encouraged to reach out to explore potential collaborations.

III. Procurement Updates

a. Regional Communications Project Update

- i. The coalition continues to move forward with the Regional Communications Planning Project, led by Crawford & Associates. Planning team formation and the project kickoff meeting have been completed, and a regional communications survey was distributed to all NC-8 municipalities. This survey will help shape a regional Standard Operating Procedure (SOP) for communication during public health emergencies. Municipal staff across departments, including Health Inspectors, Emergency Management, and Public Health Nursing, are encouraged to participate by the **October 15th** deadline.
- ii. Crawford & Associates is also collecting emergency response documentation from member municipalities, including relevant sections of Comprehensive Emergency Management Plans (CEMPs) and Emergency Dispensing Site (EDS) plans. These materials will support the development of tailored, regionally aligned guidance.

b. Strategic Planning Project Update

- i. The Strategic Planning contract has been officially awarded to BME Strategies. The project will support the development of a five-year strategic plan (Fiscal Year

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2027–Fiscal Year 2031), performance management processes, implementation recommendations, and bylaw revisions.

- ii. A Steering Committee is being assembled with representatives from each municipality. Monthly meetings will begin in December 2025 and continue through April 2026. Coalition members expressed interest in holding an in-person kickoff meeting in December, with Westwood offering to host. BME will follow up to confirm committee members and schedule.

c. Community Health Assessment Project Update

- i. The Request for Proposals (RFP) for the coalition's Community Health Assessment went live this week, with submissions due by **October 16th**. This CHA is funded through Covid-19 Contract Tracing Initiative (CTCI) funding and will focus on Canton, Norwood, Walpole, Westwood, and Dedham.
- ii. The project scope will cover topics such as infectious disease, chronic illness, and disease prevention. To ensure alignment and minimize duplication, a prior regional Community Health Survey effort was paused pending vendor selection. A few coalition members have volunteered to assist in reviewing CHA proposals once submitted.

d. Procurement of Hygiene, Testing, and Prevention Supplies

- i. Procurement efforts for hygiene supplies and COVID-19/flu test kits are underway, with orders being placed based on requests submitted by participating municipalities.
- ii. The coalition also explored new opportunities to expand prevention-focused resources and voted to approve the purchase of tick removal kits for each community using remaining CTCI funds. The motion passed, and an initial allocation of 100 kits per community will move forward.

Sam Menard made a motion to approve the reallocation of funds to purchase 100 tick removal kits per community using remaining CTCI funds. Jared Orsini seconded the motion.

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

IV. Medical Reserve Corps (MRC) Updates

- a. Jackson Lieb provided an update on recent and upcoming MRC activities. The ORA grant

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funds have been fully expended, and most supplies have arrived, including a new badge printer. The focus is now on updating volunteer profiles and scheduling upcoming trainings such as Stop the Bleed, Dementia Experience, and Domestic Violence Awareness. Jackson has also been supporting several in-person events this month, including vaccine clinics in Walpole and Canton, emergency drills, and regional medical response meetings. The Advisory Group will soon discuss participation in active threat events.

V. Regional Staff Updates

- a. BME shared updates on the hiring process for regional staff. The Regional Epidemiologist position has received several applications, with phone screenings planned soon. The Regional Public Health Nurse posting is more recent, with candidate reviews expected in the coming weeks. Hiring subcommittees have been formed to lead the review process, with key milestones and progress updates to be shared regularly. The goal is to finalize hiring before the end of the calendar year, though timelines remain flexible.

VI. Fiscal Year 2026-2027 (FY26-27) Budget Discussion & Review

- a. The coalition reviewed the current budget status for FY26 and began planning for FY27. For FY26, hiring two full-time regional staff, the Regional Epidemiologist and Regional Public Health Nurse, remains on track, with some unallocated funds projected for both the PHE and CTCI budgets. No major changes are planned for other budget areas.
- b. Looking ahead to FY27, members discussed the potential impacts of federal funding cuts related to the Metrik rollout and the phased transition away from the Relevant platform. While sustaining both full-time staff positions within the current budget is feasible, flexibility for training, special projects, or additional hires may be limited.
- c. The group considered options for securing outside funding sources to expand capacity, such as opioid abatement funds or the RIZE grant, with some discussion around pooling funds to support roles like a Community Health Worker or outreach coordinator.
- d. Coalition members expressed cautious optimism but also highlighted concerns about sustainability for any potential third hire, especially given uncertainty around funding streams. Members agreed to continue exploring external funding opportunities while prioritizing existing staff support and core activities.

VII. Community Updates

- a. Coalition members did not provide community updates during this meeting.

VIII. Meeting Closure



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The next NC-8 Coalition meeting (virtual) is scheduled for November 3, 2025, 11AM - 1PM.

The meeting adjourned at 12:39 PM.

Documents used and referenced during the meeting:

NC-8 October 2025 Meeting Presentation