



Norfolk County-8 Coalition

February 2, 2026 Meeting Minutes



Time: 11:00 am – 1:00 pm
Virtual Meeting https://us06web.zoom.us/j/86277008938

Attendance Roll Call

Voting members present:

Meg Goldstein, Canton
Stacey Lane, Norwood
Caroline Kinsella, Milton
Melissa Ranieri, Walpole
Lenny Izzo, Wellesley (*joined late*)
Jared Orsini, Westwood (*left early*)

Non-voting members present:

Aine Studdert-Kennedy, BME Strategies
Cynthia Baker, BME Strategies
Beth Haefner, BME Strategies
Sarah Lavari, Norwood
Abbie Atkins, Norwood
Jenna Conroy, Canton
Jhana Wallace, Wellesley (*voted to start the meeting*)
Trish Fisher, Walpole (*voted to start the meeting*)
Ginnie Chacon-Lopez, Needham

Voting members absent:

Sam Menard, Dedham (*no Dedham representatives on the call*)

Jared Orsini motioned to start the meeting. Meg Goldstein seconded the motion.

Canton: Y
Dedham: not present
Milton: present but unable to vote at this time
Norwood: Y
Walpole: Y
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 February 2, 2026.

a. Welcome

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

Melissa Ranieri made a motion to approve the January 2026 Coalition Meeting minutes.

Stacey Lane seconded the motion.

Canton: Y

Dedham: not present

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

Minutes were approved.

II. Announcements and Reminders

a. Upcoming Trainings

- i. Broadening the Lens is hosting a 3-hour session on Wednesday, February 11 (11AM–2PM), exploring practical racial and social justice frameworks for addressing public health inequities.
- ii. Growing A New Heart invites municipal staff to a technical assistance group session on Wednesday, February 4 (12:30PM–2PM), which will focus on workforce development.

b. Massachusetts Public Health Alliance (MPHA) Local Public Health (LPH) Email Campaign

- i. BME provided a reminder about the MPHA Local Public Health Email Campaign, and shared a link to sign up: [Sign up to participate in MPHA's "Send an Email, Educate a Legislator" campaign!](#)
- ii. The campaign, being held from September 2025 through September 2026, is designed to give legislators across the Commonwealth a peek into the daily lives of public health workers. Participation in the campaign is optional and can be used as an opportunity to highlight local public health work.

a. COVID-19 Contract Tracing Initiative (CTCI) Mid-Year Reporting & Budget Update

- i. Mid-Year Reporting for the COVID-19 Contract Tracing Initiative (CTCI) Grant was submitted in January, along with a budget modification request. The coalition is



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awaiting approval from the Department of Public Health (DPH) on both of these items.

III. Public Health Excellence (PHE) and Other Project Updates

a. Strategic Planning Project

- i. The next Strategic Planning session with NC-8 is scheduled for Tuesday, February 10th from 10AM–12PM. This will be a virtual session.

b. Regional Communications Project

- i. The Regional Communications project continues to progress following the January distribution of an updated Standard Operating Procedure (SOP). Crawford & Associates is currently coordinating the upcoming schedule, which includes three one-hour virtual seminars in March and an in-person Tabletop Exercise (TTX) in April. These sessions, intended for Health Directors, seconds-in-command, and designated WebEOC users, will provide an overview of the SOP and walk through emergency scenarios to practice its implementation. The group reached a consensus on the March seminar dates and is currently evaluating venue options for the April TTX.

c. Staff Training Trackers & Plans

- i. In alignment with NC-8 Fiscal Year 2026 (FY26) PHE Workplan, Performance Objective 3, personalized training trackers and plans have been developed for the 34 staff members who participated in the fall credentialing survey. These dynamic Google Drive documents utilize Massachusetts Workforce Standards to monitor training completion, identify outstanding requirements, and provide timelines for meeting professional benchmarks. The Health Directors agreed to manage the direct dissemination and ongoing monitoring of these trackers to their respective staff members. BME will distribute these materials to Health Directors later this week and will provide ongoing support through continuous monitoring of progress towards requirements, as desired by town Health Directors.

d. Contractor Support Spending Update

- i. BME provided an update on contractor support spending to date for Food Projection and Title 5. BME will continue to monitor spending and will work with Norwood procurement, as needed, to ensure continuation of services.

e. Riverside Community Care - Quarter 2 (Q2) Report

- i. The group reviewed the Riverside Community Care FY26 Q2 report and discussed preferences for additional data, such as community-specific referral breakdowns, to be included in future reporting. Members also identified a need for supplemental outreach materials to help increase service awareness and engagement among local municipal partners.



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IV. Procurement Updates

- a. Tick Presentation Options
 - i. The group reviewed options for an educational presentation focused on tick ecology and tick bite prevention. Members expressed interest in a virtual, community-wide session in April or May, which would allow for broader public participation and the ability to record the content for local broadcast.
- b. Community Health Assessment
 - i. Norwood is currently finalizing the contract with the vendor selected for the Community Health Assessment project.
- c. Hygiene Supplies / Test Kits / Tick Removal Kits
 - i. Additional COVID-19/Flu test kits were purchased for all NC-8 communities in January. All hygiene supply and tick removal kit purchases have also been completed.
- d. Digitization
 - i. The group reviewed quotations received for the digitization project that three NC-8 communities (Canton, Westwood, Norwood) are participating in.

V. Medical Reserve Corps (MRC) Updates

- a. Jackson shared a quick update on the Walpole Sheltering Plan, with the event tentatively planned for May 16th. Volunteers will be offered training in the coming months.
- b. Volunteers had the opportunity to attend a Question, Persuade, Refer (QPR) Suicide Prevention Training through the Norfolk County Suicide Prevention Coalition, which also offered a Stop the Bleed course.
- c. In the coming months, the MRC will attend a CPR training, an Animal First Aid, an Incident Command System (ICS) session, and a Volunteer Training Day.
- d. Jackson completed federal and state reporting, and attended the 4AB exercise. He offered to help any other communities with action items from the exercise.
- e. The next Advisory Group meeting is scheduled for February 17.

VI. Regional Staff Updates

- a. Regional Public Health Nurse Hiring Updates & Next Steps
 - i. BME provided an update on the status of hiring for the Regional Public Health Nurse, which is still ongoing. BME will continue to work with the subcommittee to move forward with selected candidates.
- b. Regional Epidemiologist Report-Out
 - i. Sarah Lavari, Regional Epidemiologist, provided an update on regional initiatives, including recent MAVEN infectious disease case investigation trends, findings on uninsured populations, and the distribution of an Influenza A educational fact sheet. Progress is also continuing on town-specific community profiles, which detail local demographics and health behaviors. Additionally, a specialized information sheet was



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developed for Walpole, outlining local disease investigation processes for the Local Board of Health (LBOH).

- c. Regional Staff Feedback Process
 - i. The group discussed the implementation of a new regional staff feedback process, which includes an ongoing feedback form and two 90-day performance review forms. It was agreed that the Regional Staff Coordinator will distribute the ongoing feedback form to Health Directors on a termly basis, allowing them to share it with their staff as needed. Participants were asked to provide any final feedback on the draft forms by February 13th.

VII. Fiscal Year 2026 Budget Discussion

- a. The group reviewed a proposed FY26 Term 2 Public Health Excellence (PHE) budget modification aimed at optimizing year-end spending while aligning with coalition priorities. Discussion focused on maintaining contractor inspection support, funding the upcoming digitization project, and ensuring adequate resources for training and nursing supplies. BME emphasized the importance of adhering to non-supplanting state requirements. Following the review, the group voted to approve the budget modification and finalized the selection of the vendor for the digitization project.

Melissa Ranieri made a motion to approve MetaSource as the preferred digitization project vendor. Meg Goldstein seconded the motion.

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

Melissa Ranieri made a motion to approve the proposed Term 2 PHE budget modification. Meg Goldstein seconded the motion.

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



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Westwood: not present

Both motions were passed.

VIII. Regional Vaccine Access Discussion Follow-Up

- a. The group revisited the Regional Vaccine Access initiative and determined that it is not a current coalition priority. Discussion centered on the logistical and administrative challenges of non-influenza vaccine distribution, as well as the capacity of several member communities to support cross-jurisdictional needs. The group concluded that existing local resources and informal mutual aid are sufficient to meet the region's needs.

IX. Community Updates

- a. There were no community updates shared.

X. Meeting Closure

The next regular NC-8 Coalition meeting (in-person) is scheduled for March 2, 2026, 11AM-1PM. Meg Goldstein has tentatively offered Canton as the host location. BME will follow up to confirm and share details accordingly.

The April meeting will be a Director's-only meeting (virtual).

The meeting adjourned at 12:50 PM.

Documents used and referenced during the meeting:

NC-8 February 2026 Meeting Presentation
NC-8 Regional Staff 90-Day Coordinator Review Form
NC-8 Regional Staff 90-Day Self-Reflection Form
NC-8 Regional Staff Ongoing Feedback Form
NC-8 Riverside Community Care Quarterly Progress Report (Q2)
NC-8 Records Management Storing & Archives SOW (MetaSource Quote)
NC-8 Records Management Storing & Archives SOW (New England Archives Center Quote)
NC-8 Draft Term 2 PHE Budget Modification