



April 10, 2025 Meeting Minutes

11:00 am - 1:00 pm EST Virtual: https://us06web.zoom.us/j/87533291697

Voting members in attendance:

Kristel Bennett, Billerica Darcy Beall, Chelmsford Kerri Oun, Tyngsborough Ashley Pavlakos, Tewksbury

Non-voting members in attendance:

Haleigh Schultz, BME Strategies Shelagh Collins, Billercia Taryn Angel, Chelmsford

I. Opening

4/4 voting members present, quorum was met.

Motion to start the meeting

Kerri Oun made a motion to start the meeting. Darcy Beall seconded the motion.

Billerica: Y Chelmsford: Y Tewksbury: Y Tyngsborough: Y **All in favor.**

Haleigh Schultz called the meeting to order at 11:09 am.

Approval of outstanding NEPHA meeting minutes

Kristel Bennett motioned to approve the March 11th and March 20th meeting minutes. Kerri Oun seconded the motion.

Billerica: Y Chelmsford: Y Tewksbury: Y Tyngsborough: Y





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All in favor.

II. Announcements and Reminders

A. MAHB Certificate Program

Registration is still open for MAHB's annual certificate program. PHE funds cover registration fees for all coalition members, as well as Board of Health members. Remaining sessions will take place on April 26th in Northampton and May 10th in Marlborough. Topics include: Legal Authority of Boards of Health; Hearings, Orders, and Enforcement; Case Studies in Tobacco, Cannabis, and Synthetics; Opioid Settlement Updates; Environmental Case Studies; Governance; and more.

B. MEHA 2025 Annual Seminar

Save the date! MEHA announced their annual seminar, which will take place from 8:00am - 3:30pm on Wednesday, May 28th, at the Wellsworth Hotel in Southbridge. Contact hours are available. Topics include EEE, body art, noise meter training, HACCP/Vibrio, and more. Registration is not yet open, but Haleigh Schultz will circulate announcements and information as they become available.

C. Maternal & Child Health Community of Practice

The next Maternal & Child Health Community of Practice meeting will take place on Tuesday, April 15th, from 12:00pm - 1:30pm. Haleigh will reconvene the working group following the meeting.

D. Together for Hope 2025: Shaping the Future of Addiction Care

NEPHA recently received approval to leverage PHE funds to cover registration for the upcoming Together for Hope 2025 conference, which will take place April 16th and April 17th in Worcester. Darcy Beall, Taryn Angel, and Ashley Pavlakos confirmed their registration.

E. Additional Training Opportunities

Haleigh introduced additional training and credentialing opportunities, which coalition members are encouraged to explore and sign up for as interested.

- BEAM Certificate Program: A self-led, self-paced online course in business skills for public health professionals.
- Crisis Prevention Institute: Online courses for Verbal Intervention and Nonviolent Intervention techniques.
- Mediation Training: A nearby SSA is looking for additional participants to source a
 Mediation training geared towards those in manager, HR, crisis response, mental health, and
 administration-related roles. The 30-hour virtual course will take place over June 4th, 5th,
 10th, 11th, and 18th. Contact Haleigh if interested.

III. FPHS Review Check-In





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The Service Delivery Tool, which will be completed by each town, is due on Friday, April 18th. If anyone has any questions or concerns, please contact Haleigh Schultz or Janice Chen. 1:1 meetings with Janice can be requested through her scheduling link.

Janice proposed a meeting on Thursday, May 22nd, to review the results of NEPHA's FPHS Review. Given some scheduling conflicts, the group proposed Thursday, May 29th instead. Haleigh will circle back to Janice and send a calendar hold once confirmed.

IV. FY25 Planning

A. Regional Inspector Hiring Updates

The group discussed their progress with MoJin Solutions. Chelmsford, Tewksbury, and Tyngsborough are well underway. Haleigh Schultz invited towns to reach out with any comments, questions, or feedback before her check-in meeting with MoJin on Monday.

Haleigh provided a summary of the hiring process. The Hiring Subcommittee will be meeting on Monday to review candidates who participated in the first-round phone screen interviews. Selected candidates will be invited to second-round in-person interviews. If anyone would like to participate in the second-round interviews, please reach out to Haleigh.

B. Regional Public Health Specialist Check-In

Each town confirmed that they were able to circulate the Regional Public Health Specialist Job Description internally. Haleigh has not yet received any applications for the role. For folks who are interested in applying, please submit a resume to careers@bmestrategies.com. Depending on the number of applications received, the group can decide on the next steps for a formal or informal interview process.

C. Supply Requests

The group spent some time reviewing the compiled Inspection Supply, Nursing Supply, and Health Communications Supply requests that each town submitted ahead of the meeting. The group discussed quantities and specifics for requested items. New additions were reviewed.

Ashley Pavlakos noted that all data loggers supplied by the State are out of compliance on July 1st. Ashley: data loggers out of compliance on July 1st. Darcy Beall proposed additional Nursing materials, which Haleigh will add to the list. Haleigh will run new additions by the Program Coordinator for final approval.

The towns proposed independent review of the list one final time. Once final changes and adjustments are made, Haleigh will work with Kerri Oun and the Tyngsborough team to procure all supplies.





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Motion to approve spending requests

Darcy Beall motioned to approve the proposed lists of Inspection, Nursing, and Health Communications requests, pending approval from the Program Coordinator. Kristel Bennett seconded the motion.

Billerica: Y Chelmsford: Y Tewksbury: Y Tyngsborough: Y **All in favor.**

The group revisited the proposed Health Communications translation of the Community Resource Guide. Ashley Pavlakos suggested translating the guide into additional languages, arguing that translated versions on the website(s) may benefit some members of the community. In future years, when the Community Resource Guide is updated, a new version will be translated and circulated.

Motion to approve additional translation of the Community Resource Guide

Kristel Bennett motioned to approve translation into Portuguese and Haitian Creole. Ashley Pavlakos seconded the motion.

Billerica: Y Chelmsford: Y Tewksbury: Y Tyngsborough: Y **All in favor**.

D. FY25 Spending to Date

Following the wrap-up of Term 2 reporting, the group spent some time reviewing NEPHA's spending to date and remaining funds. With anticipated Term 3 spending, which captures all guaranteed or already-invoiced Term 3 spending, the group has spent 58.6% of the total grant award.

Haleigh provided an update on Workplan progress and activities. The group has made good progress from Term 1 to Term 2, though some activities are still Not Started or Stalled. Given the unexpected staffing changes throughout the coalition, some deadlines and primary support staff assignments may change. Focus areas for the remainder of the year include Regional Inspector hiring, closeout of backup documentation Technical Assistance, continuation of Maternal & Child Health planning, and further development of the Communications Plan.





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Looking ahead, Haleigh will continue to work with regional staff and incoming hires to better understand goals and activities to close out FY25. As the group pivots to FY26 planning, additional scoping conversations and collaboration will be necessary to identify focus areas for the upcoming workplan. As the group shifts to FY26 planning, Haleigh proposed Regional and Municipal staff ownership of various workplan objectives.

Haleigh reviewed the timeline of remaining coalition meetings in the fiscal year. The May meeting is scheduled for May 8th, and the June meeting is scheduled for June 12th. The group confirmed their availability. In addition to the coalition meetings, upon confirmation from Janice, the group will meet to review the results of the FPHS Review on May 29th. Haleigh proposed adding an hour to the FPHS meeting to serve as an FY26 brainstorming session. The group agreed that an extended meeting would be helpful, rather than scheduling a separate planning session.

Haleigh confirmed the group's availability and anticipated vacations in the upcoming months.

V. Community Updates

- Billerica's Community Health Fair is this coming Saturday. Kristel Bennett and Shelagh Collins gave a huge shout out to the team for all of their hard work.
- Chelmsford is currently hiring for a new Social Worker. Darcy Beall and Taryn Angel are beginning to work on the Fall Fest planning. Fall Fest serves as a festival-style health fair, where every vendor and table has an associated activity. It will take place on September 27th. Additionally, Darcy and Taryn are planning a Vaping Symposium for October, which will include a 'Hidden in Plain Sight' interactive display to educate parents and caregivers.
- Tewksbury's Health Fair was a success! There were 45 vendors, and everyone mentioned how great the turnout was. Ashley Pavlakos is looking to put on a substance use and recovery Health Fair, which could be a great use of Opioid Abatement funds.
- Tyngsborough is combining the upcoming opening of the new recreation facility with their Health Fair. The Recreation Department will be able to show off their new facility, while the Health Department educates community members and provides additional resources.

VI. Adjournment

The next regular coalition meeting will be held in-person in Tewksbury on Thursday, May 8th, from 11AM-1PM.

Motion to adjourn the meeting

Kerri Oun motioned to adjourn the meeting. Kristel Bennett seconded the motion.





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Billerica: Y Chelmsford: Y Tewksbury: Y Tyngsborough: Y **All in favor.**

Meeting adjourned at 1:05 PM.

Documents used by the public body during the meeting:

- NEPHA April Meeting Slides
- NEPHA Service Delivery Tool SharePoint
- NEPHA FY25 Supply Requests & Planning Tool

NEPHA Coalition Meeting



April 10th, 2025



Meeting Opening

Agenda

- I. Opening
- II. Announcements & Reminders
- III. FPHS Review Check-In
- IV. FY25 Planning
 - A. Hiring Updates
 - B. Review of Spending Requests
 - C. Workplan & Spending Check-In
- V. Community Updates
- VI. Adjournment

Meeting Minute Approval

March 11th & March 20th Minutes

MAHB Certificate Program

It's not too late to sign up for MAHB Certificate Programs! Sessions will take place 8:30 am - 4:00 pm in the following locations:

- April 5th Hotel 1620, Plymouth, MA
- April 26th Hotel Northampton, Northampton, MA
- May 10th Courtyard Hotel, Marlborough, MA

Session topics include Legal Authority of Boards of Health, Hearings, Orders, and Enforcement, Governance, Case Studies in Tobacco, Cannabis, and Synthetics, Opioid Settlement Updates, Environmental Case Studies, and more!

MEHA 2025 Annual Seminar

Save the date! MEHA's annual seminar will take place from 8:00am - 3:30pm on Wednesday, May 28th, at the Wellsworth Hotel in Southbridge. Contact hours available!

- Topics include EEE presentation and panel, body art, noise meter training, HACCP/Vibrio, educate with legislature, and more!
- More information and registration coming soon

Maternal & Child Health Community of Practice Meeting

The next MCH CoP meeting will take place from 12PM - 1:30PM on Wednesday, April 15th.

Together for Hope 2025: Shaping the Future of Addiction Care

This second-annual conference will take place in Worcester on April 16th & 17th. Public health and community health professionals are invited to learn more about recovery, harm reduction, youth and family, and addiction resources.

Any registrations?

General Call for Trainings & Credentialing Opportunities

Please reach out to Haleigh with any opportunities for additional training! In addition to trainings and seminars, PHE funds can cover credential applications, courses, and exam fees.

Additional Training Opportunities

BEAM Certificate Program - business skills for public health professionals.

• Self-led online course

<u>Crisis Prevention Institute</u> - Verbal Intervention Training and Nonviolent Crisis Intervention Training options

• Virtual course

Mediation Training with Charles River -

- June 4th, 5th, 10th, 11th, and 18th (6-hour virtual sessions)
- Meant for HR professionals, managers, social workers, mental health providers, administrators, etc.

FPHS Review Check-In

FPHS Reminders

The second FPHS deadline is approaching!

To request support, please:

- Reach out to Haleigh
- Reach out to Janice or book a 1:1 appointment for assistance

Additional resource can be found in the SharePoint folder titled "Technical Assistance Resources":

Tool instructions and cheat sheets

Cost Tool Due:

March 14th

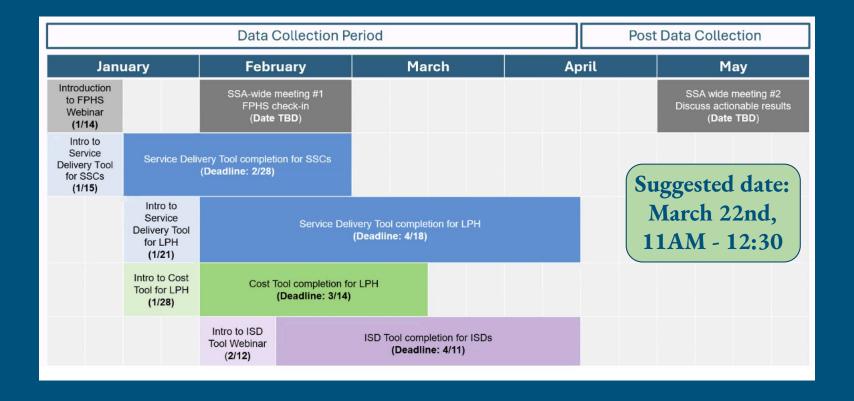
Service Delivery

Tool Due:

April 18th

Service Delivery Tool

FPHS Review Process Overview



FY25 Planning: Hiring Updates

Hiring Updates

Regional Inspector

Three out of four interviews for selected candidates have been conducted so far!

- The Hiring Subcommittee is meeting on Monday to identify candidates for second-round panel interviews
- We will continue to leverage MoJin Solutions for coverage in the meantime, as well as build out a comprehensive onboarding and training process for incoming inspectors

Hiring Updates

Regional Public Health Specialist

- Were folks able to circulate the approved Job Description internally?
- Next steps:
 - Interested candidates are to submit a resume to <u>careers@bmestrategies.com</u>
 - Haleigh will screen candidates
 - Depending on interest, the group can pursue a formal interview process
 - Proceed with interested candidates
- Any questions about the role or the next steps?

FY25 Planning: Supply Requests

Supplies Walkthrough and Approvals

Inspection Supplies

Proposed spending:

\$3,943.94

Total line item:

\$7,500

Currently Remaining:

\$7,500

Nursing Supplies

Proposed spending:

\$8,474.42

Total line item:

\$7,500

Currently Remaining:

\$6,483.81

Health Communications

Proposed spending:

\$3,505.50

Total line item:

\$10,000

Currently Remaining:

\$8,166.71

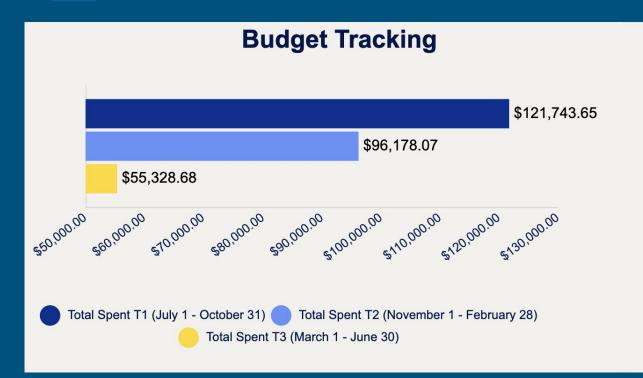
Health Communications - Translation Services

Input	Unit Cost	Quantity	Total
Printed Magnets	\$3.44	100	\$344.00
Softcover Booklet (7 x 8.5, 32 pages)	\$32.75	8	\$262.00
Translation (Spanish)	\$1,755.53	1	\$1,755.53
Translation (Portuguese)	\$2,348.34	1	\$2,348.34
Translation (Chinese - Simplified)	\$1,833.36	1	\$1,833.36
Translation (Haitian Creole)	\$2,523.67	1	\$2,523.67
Forecasted Total	-	-	\$9,066.90

Approval of additional translation?

FY25 Planning: Workplan & Spending Check-In

NEPHA Spending to Date



Budget Status

Total Spent to Date

\$273,250.40

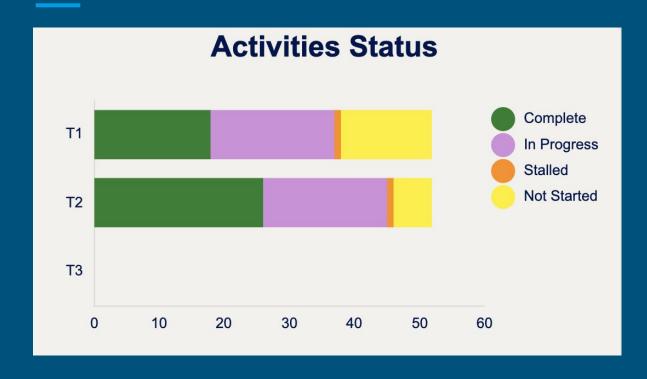
% Spent to Date 58.6%

Remaining Budget \$193,405.83

Contract Amount

\$466,656.23

Workplan Progress



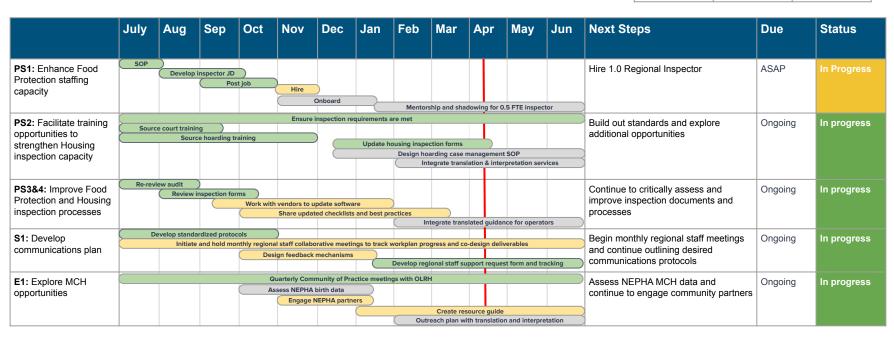
Focus areas for the remainder of the year:

- Regional Inspector hiring
- Closeout of backup documentation TA
- Maternal & Child Health planning
- CommunicationsPlan development



Public Health Excellence Grant FY25	Т3	
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Budget	Spent	Remaining
\$ 466,656.23	\$217,921.72	\$ 248,734.51



Looking Ahead

To continue to make progress towards our FY25 workplan activities, Haleigh will work with regional staff and incoming hires to better understand goals and activities over the next few months.

As we begin to shift to FY26 planning, we want to engage you all as much as possible!

- Ownership of workplan activities
- Planning process and timeline
- Availability for the remainder of FY25
 - May 8th Coalition Meeting
 - o May 22nd FPHS Review
 - o June 12th Coalition Meeting
 - FY26 Workplan and Budget due ~June 13th

Community Updates

Meeting Adjournment

Next Meeting

Thursday, May 8th 11AM-1PM

Volunteer to host?