

December 18th, 2024 Meeting Minutes

1:00 pm - 3:00 pm EST

Virtual: <https://us06web.zoom.us/j/84332492613>

**Voting members in attendance:**

Kristel Bennett, Billerica  
Shannon Gillis, Tewksbury  
Kerri Oun, Tyngsborough

**Non-voting members in attendance:**

Shelagh Collins, Billerica  
Haleigh Schultz, BME Strategies  
Ashley Pavlakos, Regional Public Health Nurse  
Siobhan LaFreniere, Regional Public Health Specialist

**Voting members absent:**

Donna Greenwood, Chelmsford

## **I. Opening**

3/4 voting members present, quorum was met.

**Motion to start the meeting**

Kristel Bennett made a motion to start the meeting. Shannon Gillis seconded the motion.

Billerica: Y

Chelmsford: Not Present

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

Haleigh Schultz called the meeting to order at 1:05 pm.

**Approval of November Coalition Meeting minutes**

Shannon Gillis motioned to approve the November 2024 Coalition Meeting minutes. Kristel Bennet seconded the motion.

Billerica: Y

Chelmsford: Not Present

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

## II. Announcements & Reminders

### A. Hoarding Training Series

The NEPHA Hoarding Training Series is scheduled for Tuesday, January 14th, from 9AM to 3PM, and Tuesday, January 21st, from 9AM to 4PM. The training will take place virtually. Siobhan put together a great informational flyer, which towns are encouraged to circulate to folks who work on hoarding-related matters. Reminder that the participant cap is 50 – attendees will need to register with Haleigh.

### B. MHOA December Quarterly Meeting

The MHOA December Quarterly meeting will take place virtually from 10AM to 11:30AM on Thursday, December 19th. The topic is Reducing Harm, Promoting: A Public Health Perspective on Firearms. If registered, please complete and submit an Expense Request/Reimbursement Form.

## III. Introduction to the FPHS Review

### A. FPHS Overview

The FPHS Review process will kick off in January. As detailed in the Blueprint for Public Health Excellence, the FPHS Shared Services Review is part of a statewide effort to enhance LPH. OLRH and LPH will work collaboratively through a stepwise process to review current services and resource sharing. SSAs act as one piece of a larger puzzle, aiming to adopt best practices and standards to improve public health. **The Review process is not an assessment, but rather a way for DPH to gather information on public health services provided in Massachusetts.**

The Foundational Public Health Services framework defines a minimum set of public health services that must be available in every municipality. These services don't have to be provided by Local Public Health directly, as long as they are provided within each community. FPHS is made up of 5 foundational areas, which capture public health programs and basic public health. These 5 FAs reflect the minimum level of service that should be available in all communities. The 8 foundational capabilities represent the crosscutting skills and capacities needed to support public health programming.

Importantly, with the recent passing of SAPHE 2.0, this Review process will inform regulations that will guide public health entities in the future. Participating in the FPHS Review Process is extremely important for building out a system that makes sense for Local Public Health, especially as requirements change down the line.

December 18th, 2024 Meeting Minutes

B. What will the FPHS review look like?

Starting in January 2025, each community is to provide data and documentation to assess existing Massachusetts public health resources and services. We'll leverage two tools to collect this data:

- The Cost Tool: collates information on the resources (labor, revenue, contracts, operational costs, etc.) each local health entity is spending on FPHS-related activities.
- The Service Delivery Tool: captures current services provided, services shared, and overall capacity and staff expertise to fulfill FPHS.

C. FPHS Review Timeline

The data collection period begins mid-January, phased to complete the Cost Tool and Service Delivery Tool between January and mid-April. After all data and documentation is complete, each SSA will have the opportunity to review the results in May. While each town will be responsible for completing the Review on a municipal level, Shared Services Coordinators (SSCs) will complete the Review on the SSA level.

D. What types of support will be available?

There is plenty of support available for SSAs and their communities. In addition to Shared Services Coordinators and Program Coordinators, each SSA is assigned a BME Support Contact, who is available to provide assistance and support as necessary. If additional support is needed, MHOA Subject Matter Experts are available to provide Technical Assistance.

E. Planning for FPHS Review

Given the timeline and ask of this process, the goal of having this conversation now is to ensure everyone is familiar and comfortable with the expected dates, commitment, and data that will be collected in the coming months. If there are any questions or concerns, please contact Haleigh Schultz and Cynthia Baker.

OLRH will continue to share more information and detailed instructions over the coming weeks.

F. Upcoming FPHS Dates and Trainings

To share information and resources, OLRH will hold informational webinars in January. Dates include:

- Tuesday, January 14th, 3PM - 4PM: Introduction to the FPHS Review
- Tuesday, January 21st, 3PM - 4PM: Introduction to the Service Delivery Tool
- Tuesday, January 28th, 3PM - 4PM: Introduction to the Cost Tool

## IV. **NEPHA Term 1 Recap**

A. NEPHA T1 Spending Overview

Term 1 reporting wrapped up at the beginning of December. To date, the coalition has spent a total of \$121,743.65, or 26.1% of the total grant award. The largest spending areas include Payroll & Fringe, Consultant, and Technology Software. In the coming Term, expected spending areas include the Consultant line, which will cover the remaining digitization costs and additional contracted inspectional services. The group can expect additional spending flexibility given ongoing hiring efforts and staffing updates.

Additionally, the budget modification request approved at the December meeting was approved by DPH and has been updated accordingly.

## **B. Workplan & Activities Progress**

As for progress on the Workplan, the majority of activities are either complete or in progress. The stalled activities reflect priority shifts in the Inspector Hiring objective, which no longer aligns with the workplan's original proposal.

In the coming term, the group will focus on pursuing Regional Inspector hiring (and providing interim contractor coverage), continuing to explore Maternal and Child Health-related programming, and working with SMEs to update inspectional templates and backup documentation. For backup documentation updates, Robin and Paul, who both worked with NEPHA during the initial FY24 assessment, volunteered to continue working with the group. Haleigh Schultz and Cynthia Baker will meet with the Technical Assistance team later this week.

Haleigh outlined group progress per the internal NEPHA dashboard, which reflects a comprehensive overview of the FY25 Workplan. Progress is more or less on track, with the exception of notable delays in Inspector hiring.

## **C. Smartsheet Dashboard Walkthrough**

Haleigh Schultz provided a walkthrough of the Tyngsborough Dashboard in Smartsheet, which the coalition, as well as Program Coordinators, can leverage throughout the year to track progress and provide real-time updates. The group had no questions.

## **V. Maternal & Child Health Planning**

### **A. Maternal and Child Health (MCH) Commitments per the Workplan**

The group opted to participate in a Community of Practice focused on Maternal, Child, and Family Health. These Communities of Practice serve to bring communities and SSAs who are working in the same topic areas together to share resources, receive specialized support, and continue to build out programming. Per the workplan, the group committed to:

- Working with community partners

- Working with the Greater Lowell Health Alliance Task Force to highlight existing community partners
- Working with an epidemiologist or other staff to assess MCH needs
- Establishing local partners such as the Welcome Family Program
- Creating Resource Guides for pregnant people, new moms, and caregivers

The racial equity consideration for this elective is Community Engagement.

## B. Community Partnerships

To begin preparing for programmatic planning, Haleigh Schultz met with Siobhan LaFreniere, Ashley Pavlakos, Darcy Beall, Taryn Angel, and Marissa Cameron to begin brainstorming potential partnerships and activities within Maternal and Child Health. During the meeting, the group outlined known community partners. The group reviewed the NEPHA Community Partnerships in MCH document. Kerri Oun proposed an additional partner, the Cambodian Mutual Assistance Association of Greater Lowell. Shannon Gillis proposed the House of Hope in Lowell.

## C. Home Visiting Program Brainstorming

One of the opportunities that the group has expressed interest in is a maternal home visiting program for newborns and new families. To build out a program of this nature, there are great examples across the state, including Welcome Family and the North Shore Mother Visiting Program (NSMVP). These programs provide nurse home visits to new mothers and babies to assess health, provide resources, and connect families with additional services and support.

During the planning meeting, multiple concerns and questions were presented, which the group discussed in more detail. Concerns include:

- Legalities and liability coverage, including consent forms and visit documentation.
- Insurance coverage, including incidentals.
- Referrals and communication strategies to connect folks to this resource, and connect participants to additional services.
- Regional coverage with shared staff and municipal staff.
- Opportunity for partnership with doulas, midwives, social workers, lactation consultants, etc.
- Translation services.
  - Note: The contract with Language Line would cover these services.
- Training for nurses and assessment tools.
  - WF has a list of competency trainings. The group reviewed NSMVP's resource guide, which outlines trainings and resources for home visiting program nurses.
- Partnership and shadowing opportunities with Welcome Family and NSMVP.
  - Haleigh Schultz will work on connecting the group with the NSMVP to learn more about their program and begin to answer programmatic questions.
- Buy-in from municipal public health nurses, communities, etc.

## D. Additional Programming Opportunities

Beyond the exploration and establishment of a home visiting program, the group discussed additional opportunities for outreach and programming. Ashley Pavlakos volunteered to provide additional STI presentations regionally or to individual communities or groups. Siobhan LaFreniere suggested expanding outreach opportunities through resource fairs, resource guides, and partnerships with community partners such as New Mom Groups. She also suggested a speaker series, where professionals across MCH could share resources to the community. If needed, the group can explore additional grant opportunities through the Greater Lowell Health Alliance.

## VI. **Regional Inspector Hiring**

### A. Progress Updates

The Regional Inspector role has been posted to the Tyngsborough town site, NEPHA site, and MHOA. Haleigh Schultz and the Tyngsborough team are exploring additional posting options for MMA, MEHA, and Indeed.

The Request for Quotes was approved by the Tyngsborough procurement team and circulated to the three proposed vendors: Berger Consulting, We Serve Safely, and Mojin Solutions. Haleigh will continue to provide updates.

## VII. **Community Updates**

- Siobhan LaFreniere: Siobhan now has hard copies of the Community Resource Guide available for each town. She will circulate the copies during the January coalition meeting. Her recent coat drive collected 60 coats. There will be a blood drive in Tewksbury in January, as well as a Health & Wellness Fair at the high school. Siobhan is also bringing in NAMI to provide an 8-week course for parents with children who are struggling.
- Ashley Pavlakos: Ashley is also participating in the Health & Wellness Fair, as well as upcoming blood pressure clinics.
- Kerri Oun: Tyngsborough is working through permit renewals. Kerri asked whether there will be a standard inspectional software adopted at the state level. Haleigh Schultz will ask our state partners what the expected trajectory is and report back.

## VIII. **Adjournment**

The next regular coalition meeting will be held in-person in **Billerica** on Thursday, January 9th, from 11AM-1PM.

## **Motion to adjourn the meeting**

Kristel Bennett motioned to adjourn the meeting. Shannon Gillis seconded the motion.

Billerica: Y

Chelmsford: Not present

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

Meeting adjourned at 2:45 PM.

## **Documents referenced by the public body during the meeting:**

NEPHA December Meeting Slides

NEPHA MCH Community Partnerships

Smartsheet - Tyngsborough Dashboard

NSMVP Competency Trainings List

# NEPHA Coalition Meeting



December 18th, 2024



BME STRATEGIES



# Meeting Opening

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# Agenda

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- I. Opening
- II. Announcements & Reminders
- III. Introduction to FPHS Review
- IV. NEPHA Term 1 Recap
- V. Maternal & Child Health Planning
- VI. Inspector Hiring
- VII. Community Updates
- VIII. Adjournment

Approval of November 2024 meeting  
minutes

# Announcements & Reminders

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## Hoarding Training Series (Virtual)

- Session 1: January 14th, 9AM - 3PM
- Session 2: January 21st, 9AM - 4PM

We encourage you to circulate the informational flyer to folks who work with you on or engage with hoarding-related matters. Please note the participant cap is 50.

## MHOA December Quarterly Meeting (Virtual)

- Thursday, December 19th, 10AM - 11:30AM
- Reducing Harm, Promoting Safety: A Public Health Perspective on Firearms

If interested, please register and submit a Reimbursement Request.

# The FPHS Review Process

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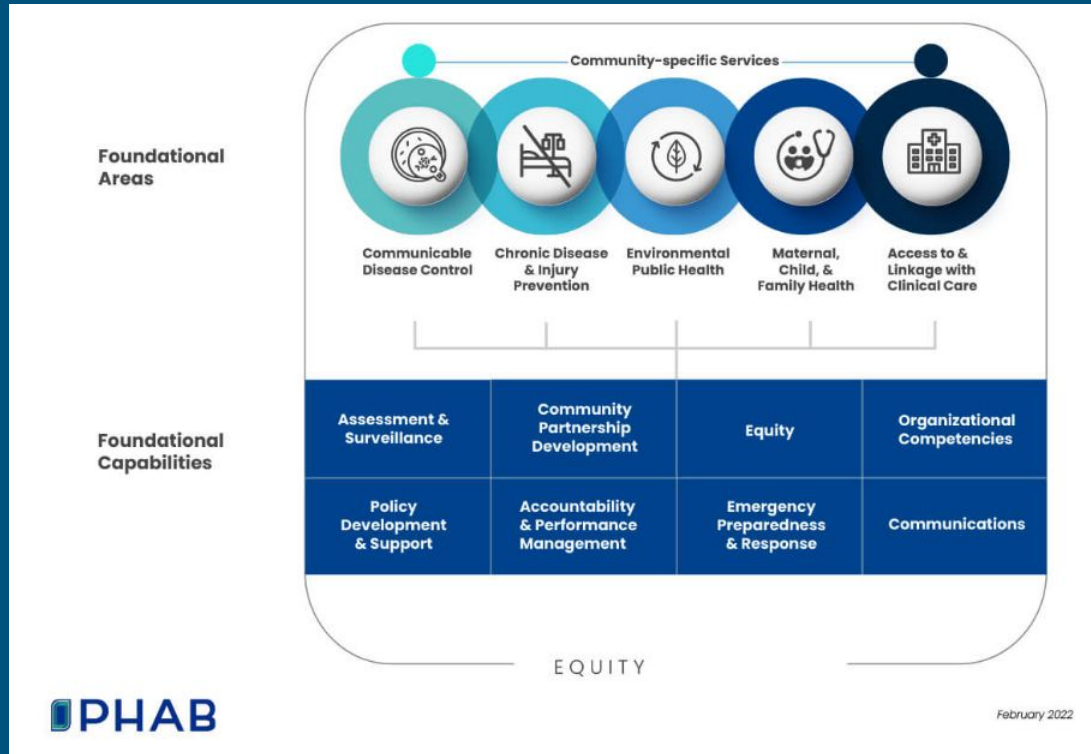
# The FPHS Review - Introduction

## The 2019 Blueprint for Public Health Excellence



"To improve, the local public health system must first have clear, comprehensive, uniform, and quantifiable goals. **The nationally accepted FPHS, a set of cross-cutting capabilities and program areas that all health department should have, is best suited to elevate standards in Massachusetts.**"

The Foundational Public Health Services framework defines a minimum set of public health services that must be available in every municipality.



The goal of FPHS Review is to learn **what services are available** within each community (either through local public health or entities) and to see what exists in Massachusetts local public health.

This is not an assessment but rather an information-gathering and review process.



# What will FPHS Review look like?

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Starting in January 2025, the FPHS Review will be a structured data collection and planning process to document existing Massachusetts local public health resources and services.

Data will be collected in two places for each municipality:

- **The Cost Tool** *(hosted by Excel via Sharepoint)*
  - Collates information on the resources (ex., labor, revenue, contracts, etc.) each local health entity is spending on FPHS-related activities.
- **The Service Delivery Tool** *(hosted by Excel via Sharepoint)*
  - Captures current services provided, services shared, and overall capacity and staff expertise to fulfill FPHS across SSAs and their participating municipalities.

# FPHS Review Timeline

Pre-Review		Review				Post-Review	
November	December	January	February	March	April	May	
Introduction to FPHS for SSCs	LBOH Monthly Webinar	Introduction to FPHS For Municipalities	Introduction to Service Delivery tool for LPH				
		Introduction to Service Delivery tool for SSCs	Service Delivery tool Completion			SSA Meeting to review Service Delivery tool Results	
			SSA Staff Service Delivery tool completion				
			Introduction to Cost tool				
			Cost tool Completion				

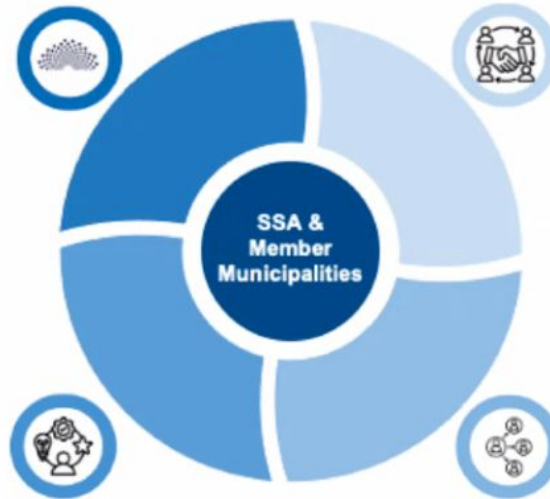
# What types of FPHS support will be available?

## **BME Point of Contact**

Host webinars, meetings, and SSA meetings, Monitor tool completions and Respond to and triage requests for assistance.

## **MHOA Subject Matter Experts**

Attend required webinars and trainings, and Respond to requests for assistance by assigned topic area



## **SSA Shared Service Coordinator**

Complete the Service Delivery Tool, Attend required webinars and meetings, Monitor tool completion, and Triage requests for assistance

## **OLRH Program Coordinator**

Share contacts of TA Support Teams, Attend required webinars and trainings, and Triage requests for assistance.

# Planning for FPHS Review

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We want to ensure everyone is aware of the timeline, commitment, and data that we will be asked to contribute in the coming months so capacity can be managed.

- Who in your municipalities will you need to work with, or connect us to, to help compile this information?
  - How can we support making these connections now so the lift is lighter in January?
  - What other questions do you have?

Additional resources with specific information about the types of documentation required will be shared in the coming weeks.

# Save the Date!

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As a reminder, OLRH is hosting an introductory webinar from

**3PM - 4PM on Tuesday, January 14th.**

*We will follow up with a calendar hold for Health Directors.*

**BME Contact:**

Janice Chen

[jchen@bmestrategies.com](mailto:jchen@bmestrategies.com)

# Additional Upcoming FPHS Trainings

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## January 14 (3 – 4 PM): DPH Local Public Health Special Webinar

- Introduction to FPHS Shared Services Review for LPH

## January 15 (10:30 AM – 12 PM): PHE Grantee Meeting

- Introduction to Service Delivery Tool for Shared Services Coordinators

## January 21 (3 – 4 PM): DPH Local Public Health Special Webinar

- Introduction to Service Delivery Tool for LPH

## January 28 (3 – 4 PM): DPH Local Public Health Special Webinar

- Introduction to Cost Tool for LPH

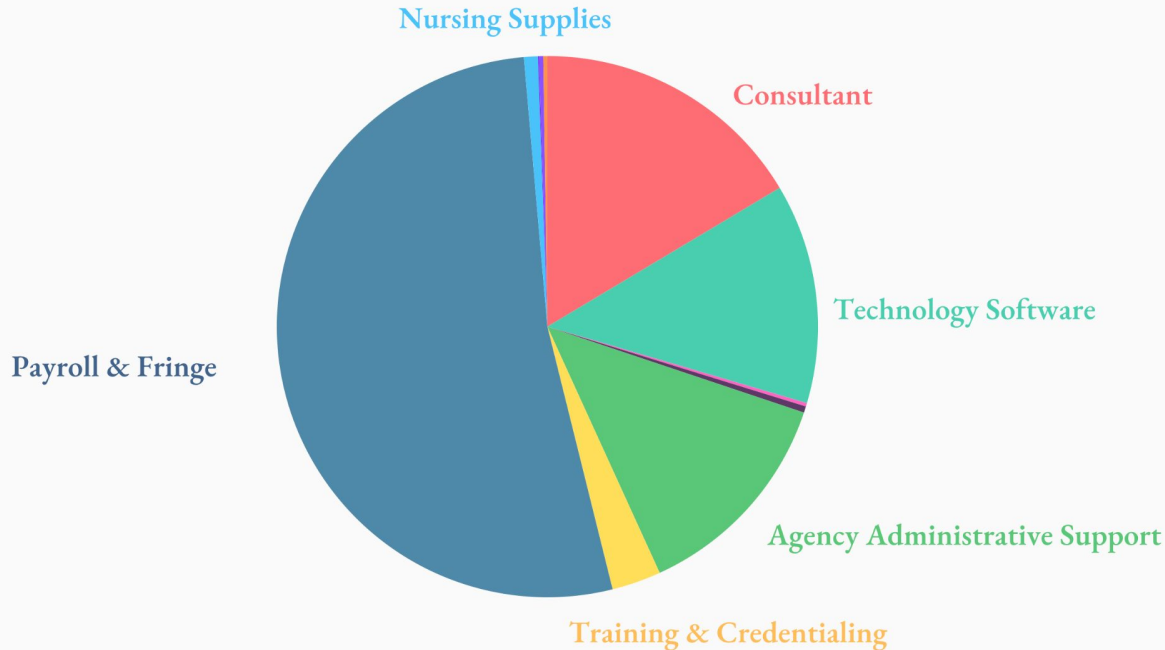


# NEPHA Term 1 Recap

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# NEPHA Spending to Date

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## Budget Status

**Total Spent to Date**

**\$121,743.65**

**% Spent to Date**

**26.1%**

**Remaining Budget**

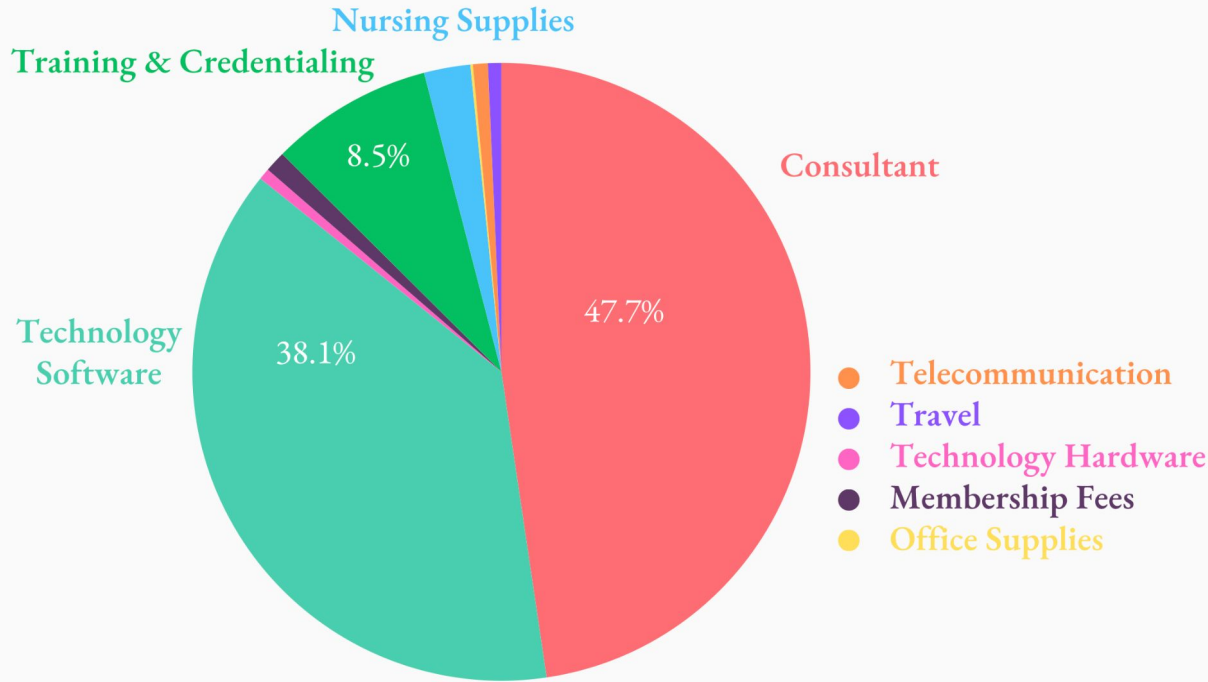
**\$344,912.58**

**Contract Amount**

**\$466,656.23**



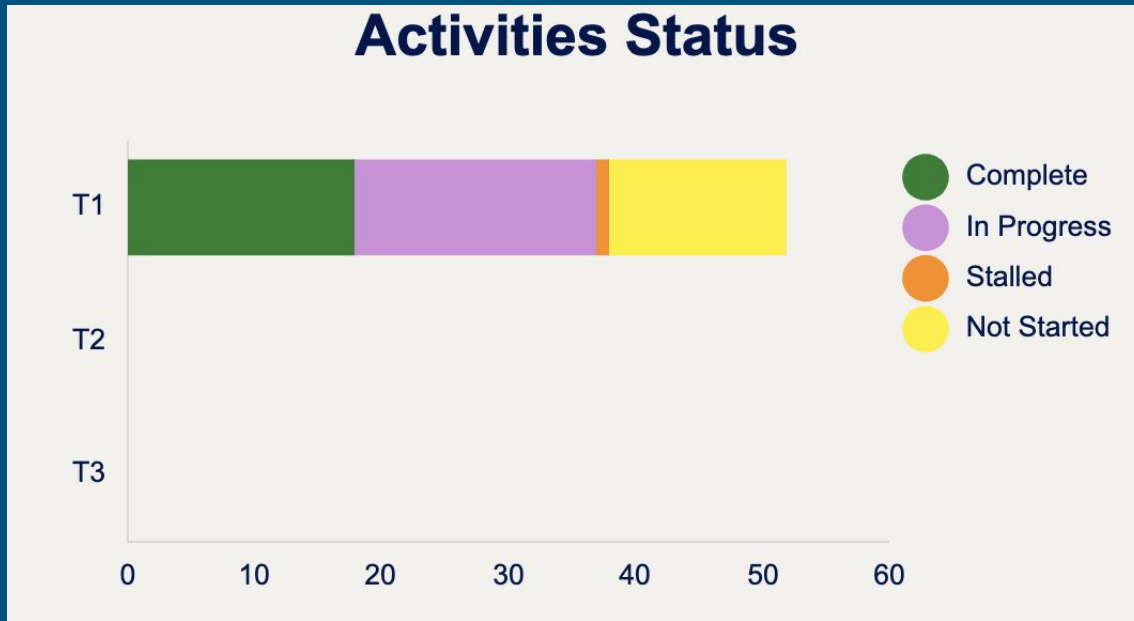
# PHE Programmatic Spending Breakdown



## Term 2 Spending Opportunities:

- Consultant - Digitization closeout, contracted inspection services
- Training

# Workplan Progress



Looking ahead:

- Regional Inspector hire (1.0 FTE)
- Continue exploring opportunities in MCH
- Continue exploring Backup Documentation improvements

# FY25 Dashboard Check-In



**NEPHA**  
NORTH EAST PUBLIC  
HEALTH ALLIANCE

<b>Public Health Excellence Grant</b>	<b>FY25</b>	<b>T1</b>
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Budget	Spent	Remaining
\$ 466,656.23	\$121,743.65	\$ 344,912.58

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Next Steps	Due	Status
<b>PS1: Enhance Food Protection staffing capacity</b>	SOP	Develop inspector JD	Post job		Hire	Onboard		Mentorship and shadowing for 0.5 FTE inspector					Hire 1.0 Regional Inspector, bring in interim contractor support	ASAP	Stalled
<b>PS2: Facilitate training opportunities to strengthen Housing inspection capacity</b>	Source court training	Source hoarding training					Update housing inspection forms	Design hoarding case management SOP	Integrate translation & interpretation services				Facilitate Hoarding Training Series in January 2025	1/14	In progress
<b>PS3&amp;4: Improve Food Protection and Housing inspection processes</b>	Re-review audit	Review inspection forms					Work with vendors to update software	Share updated checklists and best practices	Integrate translated guidance for operators				Work with Technical Assistance & Vendors to update necessary documentation	1/31	In progress
<b>S1: Develop communications plan</b>	Develop standardized protocols						Initiate and hold monthly regional staff collaborative meetings to track workplan progress and co-design deliverables	Design feedback mechanisms	Develop regional staff support request form and tracking				Continue monthly regional staff meetings and outlining desired communications protocols	6/30	In progress
<b>E1: Explore MCH opportunities</b>							Quarterly Community of Practice meetings with OLRH	Assess NEPHA birth data	Engage NEPHA partners				Assess NEPHA MCH data and identify community partners	1/15	In progress
								Create resource guide	Outreach plan with translation and interpretation						

# Maternal & Child Health Planning

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# MCH Planning

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In our FY25 workplan, we committed to participating in the Maternal, Child and Family Health Community of Practice to build MCH partnerships and expand MCH resources and services.

- Work with community partners (Police, Fire, Community Health Centers, Schools) to learn about barriers
- Work with the Greater Lowell Health Alliance Task Force to highlight existing community partners
- Work with an epidemiologist or other staff to assess needs
- Establish local partners such as the Welcome Family Program
- Create Resource Guides for pregnant people, new moms, and guardians

*Racial equity consideration: Community Engagement*

# Community Partnerships: Group Review

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Thank you everyone for your help in compiling the NEPHA MCH Community Partnerships list! Additional opportunities for partner engagement and identification:

- Birth Hospitals
- OB Practice
- Coordinated Family and Community Engagement (CFCE) Program
- Head Start
- Department of Children and Families
- Early Intervention (EI)
- Diaper Bank
- Recreational Programs
- Breastfeeding Support

# Home Visiting Program Brainstorming

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Similar to Welcome Family and the North Shore Mother Visiting Partnership (NSMVP), what would a postpartum home visiting program look like in NEPHA communities?

- This would require a lot of up-front research, training, and investment of time and resources
- There are several questions that need to be answered to better understand the demand and feasibility of this type of program, as well as internal capacity to provide these services
- Are there questions that you all have?

# Regional Inspector Hiring

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# Hiring Updates

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So far, the 1.0 FTE position has been posted to the NEPHA website, Tyngsborough town site, MHOA.

The contractor RFQ has been circulated to:

- Berger Food Safety Consulting
- Mojin Solutions
- We Serve Safely

We will keep you all posted and continue to assess needs across the coalition.

# Community Updates

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# Meeting Adjournment

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## Next Meeting

Thursday, January 9th

11AM-1PM

*Billerica volunteered to host.*