

North East Public Health Alliance

December 7th, 2023 Meeting Agenda

11:00 am -1pm EST

In-person: 365 Boston Rd # G03, Billerica, MA 01821

Voting members in attendance:

Kristel Bennett, Billerica

Donna Greenwood, Chelmsford

Shannon Gillis, Tewksbury

Kerri Oun, Tyngsborough

Non-voting members in attendance:

Shelagh Collins, Billerica

Cynthia Baker, BME Strategies

Darcy Beall, Chelmsford

Ashley Pavlakos, NEPHA Regional Public Health Nurse

Opening

The regular meeting of the NorthEast Public Health Alliance was called to order by Cynthia Baker at 11:10 AM on December 7th, 2023.

I. Welcome

Approval of September meeting minutes

Darcy Beall made a motion to approve the November meeting minutes. Shelagh Collins seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Abstain

Tyngsborough: Abstain

Motion passes.

II. Announcements & Reminders

BME shared updates regarding the rollout of TRAIN MA and followed up on NEPHA municipal LanguageLine account setup.

III. Regional Public Health Specialist Hiring Updates

BME shared updates regarding candidate interest in the Regional Public Health Specialist position. The group also discussed reconfiguring previously discussed hiring

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subcommittees for both upcoming regional hires, and agreed that individual NEPHA communities would also repost the position to further amplify the job opening. BME will also coordinate a meeting between Tyngsborough, Chelmsford and Billerica to discuss the administrative logistics for this hire.

IV. Shared Services Coordinator Transition Planning

The group reviewed the draft Shared Services Coordinator job description and discussed the position parameters. The group opted to add language specifying responsibilities related to grant writing and support for public health programming across the coalition.

Kristel Bennett motioned to approve subcommittee reconfiguration for the Regional Public Health Specialist and Shared Services Coordinator hires as follows. Shannon Gillis seconded the motion.

Regional Public Health Specialist Hiring Subcommittee

Kristel Bennett, Billerica

Shannon Gillis, Tewksbury

Ashley Pavlakos, Regional Public Health Nurse

Shared Services Coordinator Hiring Subcommittee

Kerri Oun, Tyngsborough

Donna Greenwood, Chelmsford

Ashley Pavlakos, Regional Public Health Nurse

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

Motion passes.

V. FY24 Work Plan Deliverables

The group broadly discussed the development of a regional Community Resource Guide and highlighted mental health, hoarding, and substance use as main topics of focus. The

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collaborative shared ideas regarding different Guide formats to promote accessibility among NEPHA residents, such as web-based and printed versions to be shared in community centers or town offices, and leveraging QR codes to help residents efficiently navigate to resource listings as needed.

The group also reviewed a draft Workforce Standards/Training tracker. Representatives from each community will share the document among municipal staff to update the document. BME presented previous results from the CART Assessment and walked through individual statutory requirements to review with the coalition.

Finally, BME presented a regional food truck pilot proposal to the coalition. The group discussed potential opportunities and risks. The group will leverage the MFE license crosswalk to create an internal reference guide for NEPHA use, and will continue to explore administrative limitations to the pilot proposal.

VI. Community Updates

No community updates were shared.

VII. Regional Staff Updates

No regional staff updates were shared.

VIII. Next Steps

Tewksbury will host the next coalition meeting on January 11th, 2024.

IX. Adjournment

Kerri Oun made a motion to adjourn the meeting. Kristel Bennett seconded the motion.

Billerica: Yes

Chelmsford: Yes

Tewksbury: Yes

Tyngsborough: Yes

Motion passes.

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Meeting adjourned at 1:24 PM.

Documents and exhibits used by the public body in the meeting:

NEPHA December Coalition Meeting Presentation

Draft Shared Services Coordinator Job Description

NEPHA Coalition Meeting



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Agenda

- I. Welcome
- II. Announcements & Reminders
- III. Regional Public Health Specialist Hiring Updates
- IV. Shared Services Coordinator Transition Planning
- V. FY24 Work Plan Deliverables
- VI. Community Updates
- VII. Regional Staff Updates
- VIII. Adjournment

Welcome!

Approval of November 2023 meeting minutes

Announcements & Reminders

TRAIN Massachusetts

- Look out for email communication from OLRH re: establishment of TRAIN MA accounts
 - These invitations will go to all HD staff with Workforce Standards overlap
- Any other LPH users are encouraged to sign up starting January 2024
- Transition time from LPHI to TRAIN MA: Jan-April 2024
 - After April 1st, LPHI will no longer be accessible
 - Download your certificates of completion prior to 4/1!

Announcements & Reminders

LanguageLine Account Setup

- Forwarded account activation instructions and community info packets from Krys (interpretation) and Tiffany (translation)
- Client ID# and Authentication Code necessary for device setup
 - Can authorize up to 100 devices per community (!)

How are folks doing with this?

How can we facilitate training or additional support?

Regional Public Health Specialist Hiring Updates

Subcommittee Reconfiguration

- Needs to be less than a quorum of Advisory Board voting members
 - Keeps hiring materials off public record; protects privacy of candidates until final recommendation is made to entire coalition in an open meeting
- Requesting 2 voting members (additional staff who do not perform as alternates are also welcome)

Hiring Process Timeline (adjusted)

Review candidate resumes (BME)
Now!



Initial phone screen/1st interview (BME)
December-January



Full panel/2nd interview (BME & Subcommittee)
January



Subcommittee recommends final candidate(s) to
coalition for vote and approval
January-February

Shared Services Coordinator Transition

Hiring Subcommittee

- Needs to be less than a quorum of Advisory Board voting members
 - Ideally 2 different voting members (additional staff who are not alternate voting members also welcome)

Draft Job Description

- Thoughts & feedback
- Open items:
 - Confirm host community & reporting structure
 - Salary

Hiring Process Timeline (adjusted)

Review candidate resumes (BME)
Jan-February



Initial phone screen/1st interview (BME)
February



Full panel/2nd interview (BME & Subcommittee)
March



Subcommittee recommends final candidate(s) to
coalition for vote and approval
March-April

FY24 Deliverables

NorthEast Public Health Alliance

Public Health Excellence Grant	FY24	Q2
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	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Next Steps	Due	Status
Hire Public Health Specialist				JD/Post Interview & Hire			Onboarding	Develop Community Resource Guide	Develop Case Management SOPs					Review incoming candidates and schedule screening calls	12/15	Delayed
Launch Regional Food Truck Program				Review MFEs Plan			Convene stakeholders	Finalize & launch	Violation QI Strategy					Regroup on program structure/opportunities	11/9	Overdue
Conduct Inspectional Audit							Consult HRIA	Conduct Audit	QI Plan					Regroup with HRIA to discuss audit process?	1/31	On track
Develop EH Training Calendar				Survey		Review	Develop Calendar	Facilitate EH Training						Continue collating Workforce Standards data; build out calendar format	1/31	On track
Hire FTE Shared Services Coordinator						Develop JD/Post	Interview & Hire	Onboarding						Review JD as a group	12/31	On track



Risk	Mitigation	Next Steps	Due	Status
Lack of alignment on food truck program	Propose options to coalition in December monthly meeting	Schedule meeting with Arielle to review proposals	12/7	On track

Budget	\$ 466,656.23
Spent	\$ 55,425.55
Allocated	\$ 466,656.23

Community Resource Guide

Key FY24 deliverable for Regional Public Health Specialist

Discussion Questions

- Are there certain topics of specific importance to your community you'd like to see the Specialist focus on?
- Does each community already keep a log of community organizations they partner with, have connected with, or referred residents to?
- What format(s) would ensure community members can access the Resource Guide?

Regional Food Truck Program

Pilot Proposal

- All-community annual food truck permit (\$525)
 - *All communities keep current annual permit fees*
 - One inspection (for annual permit)
 - Adopt highest standards across the group
 - Requires: commissary agreement, recent inspection reports, picture of truck layout, commissary permit, recent commissary inspection, insurance & registration for truck, menu
 - *As needed: hawker & peddler license, ice cream permit*

Regional Food Truck Program

Opportunities

Risks

Environmental Health Training Audit & Calendar

- Scope of task expanded to encompass audit of all Workforce Standards for current NEPHA community staff
- Developed a central document to track credentials for entire group
- Next step: create a training calendar (integrating all workforce standards)

Key Questions

- How might we regularly collect and audit Workforce Standards data across NEPHA without creating administrative burden?
- How might we format our training calendar to keep NEPHA staff (regional and municipal) engaged in its use?

CART Review: Community Sanitation



- Does your BOH/HD require a parent-signed request prior to conducting a lead determination?
- Do you get your sodium sulfide from the state?
- Has your BOH/HD issued orders for complete lead inspections if lead determination was positive within the last five years?
- Does your BOH/HD submit quarterly reports to the Bureau of Environmental Health summarizing all corrected and uncorrected lead violations plus any legal action taken?



- Does your BOH/HD inspect Farm Labor Camps and file an annual report with DPH?
- Does your BOH/HD forward any written complaints regarding violations of sanitary code for Farm Labor Camps to DPH?
- Does your BOH/HD use the DPH prescribed form, send notice to DPH within 30 days, and issue valid corrective orders for inspections annually prior to opening Farm Labor Camps?



- In the last five years, has your BOH/HD provided burial permits for a human body that has not been buried?
- Does your BOH/HD conduct annual site inspections to ensure compliance with 105 CMR 440.000 (covering water, sewage, camp sites, safari fields, eating/drinking establishments, showers, swimming pools and bathing beaches)?
- In the last five years, has your BOH/HD granted variances or conducted hearings to modify or withdraw an order for suspension or revoked a license to operate?
- Does your BOH/HD notify DPH when it grants or renews licenses for recreational camps, overnight camps or cabins, motels or manufactured housing communities?

CART Review: Food Protection



- Does your BOH/HD appoint an inspector of milk AND a collector of milk samples?
- Does your BOH/HD inspect and license milk pasteurization establishments?



- Does your BOH/HD permit facilities manufacturing or bottling non-alcoholic beverages?
- Does your BOH/HD license establishments for breaking or canning eggs?
- Has your BOH/HD inspected all cold storage and refrigerating warehouses, and their entry/receiving procedures, in the past 5 years?
- Does your BOH/HD license establishments to manufacture frozen desserts and/or frozen dessert mixes annually every February?
- Does your BOH/HD inspect seafood retail dealers in your municipality?



- Does your BOH/HD enforce statutes and regulations regarding adulterated or misbranded food?
- Does your BOH/HD take samples of food believed to be adulterated or misbranded?

Community Updates

Regional Staff Updates

Meeting Adjournment

Next Meeting

- Scheduled for January 11th at 11AM
- Fiscal overview to kick off calendar year
 - Solicit ideas for spending proposals
- Who would like to host?



NEPHA Shared Services Coordinator

Title: Shared Services Coordinator

Location: NorthEast Public Health Alliance - Billerica, Chelmsford, Tewksbury, and Tyngsborough

Reports To: Health Director, Tyngsborough

Caveat: This position is grant-funded and is subject to appropriation under the Massachusetts Public Health Excellence Grant for Shared Services, Department of Public Health

Hours: 35 per week

Salary: TBD

Background Information:

Public Health Excellence for Shared Services Grant Program

In 2020, the Massachusetts Department of Public Health initiated a grant program to increase cross-jurisdictional sharing of public health services to strengthen the service delivery capacities of local public health departments. This grant provides funding to develop the sustainability of shared services business models, strengthen the local public health workforce, and expand public health service delivery across the Commonwealth.

Position Purpose:

The Town of Tyngsborough, in collaboration with the NorthEast Public Health Alliance (NEPHA), seeks a Shared Services Coordinator to support the towns of Billerica, Chelmsford, Tewksbury and Tyngsborough. The Coordinator will be responsible for overseeing the day-to-day operations under the Public Health Excellence grant, acting as the main point of contact for the Office of Local and Regional Health (OLRH) communications, and serving as a resource for participating municipalities. They will host monthly meetings to update regional directors on activities designed to strengthen essential local public health services and promote healthier communities throughout the region.

The Coordinator will be based in the Town of Tyngsborough's Board of Health and will have a reporting line to the NEPHA Shared Services' Advisory Board. This board consists of the Public Health Directors from each participating municipality. The Coordinator's primary focus will be on coordinating, supporting, and delivering shared services while also leading efforts to secure resources for the ongoing success of this shared initiative.

Scope and Judgment: The Shared Service Coordinator guides the effort to provide public health services and support the communities of Billerica, Chelmsford, Tewksbury, and Tyngsborough. Performs varied and responsible functions requiring a specialized and working knowledge of community and local public health operations. Exercise of judgment and initiative, willingness to help develop and define new procedures. This position will also plan and support implementation of regional-level initiatives and programs.

Supervision Received: Works under the general administrative direction of the Health Directors of NEPHA in accordance with applicable provisions of the Massachusetts General Laws, Board of Health regulations, and town bylaws, state, and federal regulations.

Job Environment

- This position will be remote, with some activities completed in person across NEPHA communities as core responsibilities dictate.
- This position requires comfort working across different public health and human services stakeholders to ensure effective coordination and project management.
- Operates telephones, computers, and all other standard office equipment.
- Constant contact with community organizations, town residents, town department employees, vendors, and state and federal agencies. Contacts are made by phone, in person, by email, or by written correspondence.

Physical Requirements

While performing the duties of this job, the employee is required to communicate, talk and hear. Frequently the employee is expected to attend in-person meetings, transit between NEPHA communities on a project-dependent basis, and interact with members of the public. The employee must be able to handle, or feel objects, tools, or controls. Occasionally, work may require lifting and carrying objects. Vision and hearing at or correctable to normal ranges is required to read documents and analyze data. This position requires the ability to operate a keyboard at efficient speed.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Oversee the day-to-day responsibilities of the PHE grant program.
- Serve as the primary liaison between the Office of Local and Regional Health (OLRH), participating municipalities, and other stakeholders to ensure timely communication and coordination of activities, and represent the grant program at public meetings and conferences.
- Support and coordinate regional staff, including but not limited to public health nurses and health inspectors serving NEPHA, and health department employees, in consistent achievement of the Performance Standards for local public health.
- Develop and execute a comprehensive strategy for the expansion of shared services, including identifying new opportunities for cross-jurisdictional sharing of public health services, collaborating with other grant recipients and stakeholders, and building consensus among participating municipalities.
- Collaborate with public health leaders to manage the shared service structure efficiently.
- Implement a framework to request and allocate staff hours based on evolving priorities.
- Attend state meetings and mandated PHE grantee trainings as required.
- Plan and lead regional monthly meetings to track progress on annual deliverables, share project updates, and facilitate discussion of all key issues relevant to continued management of the PHE grant.
- Facilitate and support community data collection efforts, and leverage results to inform programmatic proposals to strengthen regional public health service delivery.
- Address disparities in healthcare information access among individuals with diverse language backgrounds by implementing focused outreach efforts.

- Ensure timely submission of annual work plan and quarterly reports in accordance with OLRH requirements and with input of all partners.
- Develop and manage the grant budget, including preparing financial reports, forecasting expenditures, and reviewing payroll for grant staff.
- Seek additional grant opportunities on behalf of the coalition. Prepare and submit grant proposals with collaboration from municipal and regional partners.
- Provides support for public health programming across the coalition as needed.
- Supports coalition and individual municipal advertising and social media efforts as requested.
- Provide excellent customer service with cultural sensitivity, and discretion.
- Contribute to creating a collaborative work culture that appreciates diverse perspectives and approaches matters with flexibility and cultural relevance.
- Update the website to reflect health guidelines and current events.
- Perform other assigned duties.

Qualifications

- Bachelor's degree in sciences, public/environmental health, or related field required.
- Master's degree in public health or related field preferred, or equivalent experience.
- Three years' experience in public health or an equivalent combination of education and experience.
- Minimum 2 years supervisory experience preferred.
- Proven track record of successful team and project management.
- Experience in, or knowledge of, local public health or government administration preferred.
- Grant writing experience is preferred.
- Proficiency in Microsoft Windows applications.
- Valid MA Driver's License.
- Strong verbal and written communication skills.
- Ability to maintain confidentiality.
- Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach.
- Adaptability and appreciation for diverse viewpoints.

We are made up of people with different strengths, experiences and backgrounds. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. These varied points of view are key to our success, and inclusion is everyone's responsibility.

Qualified individuals should send a completed resume and cover letter to careers@bmestrategies.com. Please include 'NEPHA Shared Services Coordinator' in the subject line.