

February 13, 2025 Meeting Minutes

11:00 am - 1:00 pm EST

Virtual: <https://us06web.zoom.us/j/87533291697>

Voting members in attendance:

Kristel Bennett, Billerica (virtual)
Donna Greenwood, Chelmsford
Shannon Gillis, Tewksbury (virtual)
Kerri Oun, Tyngsborough

Non-voting members in attendance:

Shelagh Collins, Billerica (virtual)
Christine West, Billerica (virtual)
Haleigh Schultz, BME Strategies
Darcy Beall, Chelmsford
Parnika Koppa, Chelmsford
Ashley Pavlakos, Regional Public Health Nurse
Siobhan LaFreniere, Regional Public Health Specialist

Non-member attendees:

Meg Dlusnieuski, North Shore Mother Visiting Partnership
Laura Nash, North Shore Mother Visiting Partnership

I. Opening

4/4 voting members present, quorum was met.

Motion to start the meeting

Kerri Oun made a motion to start the meeting. Donna Greenwood seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

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

Motion to table the approval of outstanding meeting minutes

Donna Greenwood motioned to table the approval of the January 6th NEPHA Hiring Discussion

minutes, the January 9th Coalition Meeting minutes, and the January 15th Inspection Quote Review minutes. Kerri Oun seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

II. Announcements & Reminders

A. MEHA Title 5 Seminar

The MEHA Title 5 seminar will take place on March 5th, from 8:30 am to 4:00 pm in Taunton. Registration is now open.

B. MassDEP/MHOA Seminar

The 2025 MassDEP/MHOA seminar is now open for registration. The same training will be offered in three different ways:

- In-person in Holyoke on February 25th
- In-person in Boylston on March 11th
- Offered as a two-day virtual seminar on February 26th and March 12th

Agenda Items include an asbestos refresher, drinking water review, Title 5 and ADU updates, Title 5 plan review, and MassDEP 2025 priorities and updates. For any training or seminar, coalition members and Health Department staff are encouraged to register and submit a Spending & Reimbursement Request to health@tyngsboroughma.gov with Haleigh Schultz on cc.

C. NEHA Body Art Facility Inspector Training

NEHA is offering foundational training for risk-based Body Art Facility inspections. The training will be offered virtually as a two-part series.. There are two upcoming spring sessions:

- i. April 22nd and 26th
- ii. May 13th and 15th

Registration is not yet open. Haleigh Schultz will circulate information and registration details as soon as it becomes available.

D. MAPHN Annual Conference

The 2025 MAPHN Conference will take place in Wakefield on May 14th and 15th. Registration and exhibitor information coming soon! As a reminder, in addition to covering registration fees, so long as it doesn't supplant municipal funding, the PHE grant can also cover travel and accommodation costs up to the Federal GSA rate.

III. FPHS Review Check-In

A. FPHS 1:1 check-in with Janice

Haleigh Schultz confirmed that everyone who requested access to the FPHS Review Tools received access to the relevant SharePoint folder. Shannon Gillis confirmed that she has started the Shared Services Delivery Tool for Tewksbury. Donna Greenwood asked whether providing a referral to external services, or the ability to provide the correct information, counts as the “capacity” to provide the service in the Tool. Haleigh will confirm with Janice Chen and get back to the group. Shannon asked whether it’s bad if towns answer ‘no’ across the Service Delivery Tool. Haleigh reiterated that the review is not meant to be an assessment or punitive in any way, it’s meant as an information gathering tool. The State is not expecting there to be full coverage and capacity across all FPHS Foundational Areas and Capabilities.

B. Resources Available to You

In addition to the notes, slides, and recordings from the three FPHS introductory webinars, the SharePoint also contains a folder titled ‘Technical Assistance Resources,’ which can be accessed through the same link as the Tools. In addition to the materials that Haleigh circulated via email, the folder contains Tool-specific instructions and cheat sheets.

C. FPHS Timeline and Request for Meeting

For municipal Tool completion, the Cost tool is due on March 14th, followed by the Service Delivery Tool on April 18th. Haleigh reiterated the importance of getting started on the tools early to provide ample time to request assistance and support if necessary ahead of the deadline. In addition to Shared Services Coordinators, assistance can be requested from Program Coordinators, BME Point of Contacts, and MHOA Subject Matter Experts.

Haleigh will reach out via email to schedule a meeting to review the SSA-wide Service Delivery Tool, which is due at the end of February.

D. Service Delivery Tool & Cost Tool Overviews

For the group's reference, there are additional slides containing a high-level overview of the purpose of each tool, as well as the information necessary to complete each tool. The slides were not reviewed during the meeting but will remain available.

IV. Hoarding Training Series Debrief

A. Feedback from the coalition:

Those who attended the Hoarding Training Series with Marnie Matthews provided feedback and key takeaways from their experience. In the future, the coalition will work to continue integrating the knowledge and materials shared through the training across project areas.

V. FY25 Planning

A. NEPHA Inspectional Coverage Updates

The MoJin Solutions contract is now in the final review stage in Tyngsborough. Once approved by town management, it will be circulated to MoJin for final signature and execution. Given some department and staffing changes, the coalition is now requesting additional coverage in Chelmsford. Before finalizing the contract, Haleigh Schultz and Katharine Foster confirmed MoJin's capacity to cover the additional inspections, as well as the expected expenditure over the course of the contract duration. In the event that the total expenditure nears \$50,000, the group will have to reassess contract options given the procurement limitations of an RFQ.

To expedite the process and get everyone set up with MoJin Solutions, Haleigh Schultz proposed a coalition-wide Meet & Greet meeting with Trevor Lee and his team next week. The group aligned their schedules and proposed 1:30PM on Tuesday, February 18th. Haleigh will confirm with Trevor and place a calendar hold in the meantime.

B. Regional Health Inspector Hiring

Haleigh will continue to monitor incoming Regional Health Inspector applications. To prepare for the hiring process, Kerri Oun and Donna Greenwood volunteered to participate in the Hiring Subcommittee. Shannon Gillis suggested that Siobhan LaFreniere represent Tewksbury depending on availability.

C. FY25 Spend Down Planning

To prepare for FY25 spending and plan appropriately over the next several months, the BME team is working hard to critically assess spending risk and opportunities. In the coming weeks, Haleigh and Cynthia Baker will check in with each town to better understand the current state of inspectional supplies, nursing supplies, technology hardware, and additional needs across each municipality. At a future meeting, the group will walk through a more detailed breakdown of spending options. In the meantime, Haleigh requested that towns begin to think about spending opportunities and needs in their respective communities.

One option for spending is the translation of the NEPHA Community Resource Guide into additional languages, as originally proposed. The Guide is currently translated into Spanish. Siobhan suggested that translation may not be the best use of funds, given that the Community Resource Guide needs to be updated often. It would need to be updated before a second round of translation. The group opted to hold off on approving additional translation for the time being.

VI. Maternal & Child Health Planning with Meg & Laura

A. Presentation by the North Shore Mother Visiting Partnership

The coalition was fortunate to be joined by Meg Dlusniewski and Laura Nash from the North Shore Mother Visiting Partnership (NS MVP), who shared more about their experience with a maternal post-partum visiting program, provided resources and information, and answered the coalition's questions about the launch of a home visiting program. In addition to the questions answered in the slides, Meg and Laura addressed the following questions and concerns:

- **Q:** Has the program been covered by insurance? **A:** Not yet, but no insurance is required to participate. Hopefully in the future.
- **Q:** Are there nurses who speak languages other than English? **A:** Not at the moment, but NS MVP partners with LanguageLine for interpretation and translation services.
- **Q:** Can you provide an example of a visit? **A:** A recent visit was for a two-week old. The visit required interpretation, which took a total of two hours. NS MVP's Community Health Worker was present for assistance. The visit resulted in a referral for a crib, clothing, and diapers.
- **Q:** What does the Community Health Worker do for the group? **A:** Provides assistance in all programmatic areas – supports during visits, makes referrals, manages community partnerships, etc. This is the go-to person for coordinating translation and interpretation services.
- **Q:** For liability insurance, would each town cover the nurses, or would coverage be regional (through PHE funds)? **A:** Only the fiscal lead would need to provide coverage. Many nurses also have independent insurance.
- **Q:** During the referral process, how can nurses ensure they aren't unfairly favoring one business or provider over another? **A:** NS MVP lists nonprofits more often than not. This has not been an issue so far. For some services, such as lactation consultants and therapists, providers are private.
- **Q:** Is there anything requiring town clerks to provide birth data? **A:** Yes, there is a MGL that allows the sharing of this information.
- **Q:** How much time and effort do each of you (Meg & Laura) put into this work each week? **A:** Laura: It differs, but is growing. Depending on uptake and number of visits, we're putting together reports and analyzing visit data. Meg: Varies week to week - mainly focused on promotion, articles, meeting facilitation, etc.
- **Q:** Has there been any sort of cost assessment done? To justify the launch of this type of program (and the time and resources that staff must input to make it happen)? **A:** Not yet in Massachusetts, but that's a really great suggestion. Some companies that provide similar programs have done this in other states.
- **Q:** How has the program satisfaction been? **A:** Really good! Out of 21 respondents, all but one gave 5 stars across the board. Participants said it was beneficial and helpful for new parents and their children.

- **Q:** How many nurses are covering the 15 communities? **A:** One part-time regional PHN covers regionally, but most communities are covered by their municipal PHNs.

VII. Community Updates

- A. Siobhan LaFreniere reminded the group of the upcoming NAMI basics course at the Tewksbury library. The course is taught by two parents who took the class based on experience with their own children, then joined the team. The class is in high demand – some people drive an hour to get to the courses. Siobhan will circulate the informational flyer to the coalition.
- B. Kerri Oun highlighted Tyngsborough's first rabies clinic, which is open to all residents. \$20 per vaccine, with options for 3 year or 1 year coverage.
- C. Parnika Koppa has been working on postpartum visiting research to assess existing programs in Massachusetts and the type of coverage that extends to various communities.

VIII. Adjournment

The next regular coalition meeting will be held in-person in **Tyngsborough on Tuesday, March 11th, from 11AM-1PM.**

Motion to adjourn the meeting

Kerri Oun motioned to adjourn the meeting. Donna Greenwood seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

Meeting adjourned at 1:07 PM.

Documents used by the public body during the meeting:

NEPHA February Meeting Slides

NS MVP Presentation Slides and Materials

NEPHA Coalition Meeting



February 13th, 2025



BME STRATEGIES

Meeting Opening

Agenda

- I. Opening
- II. Announcements & Reminders
- III. FPHS Review Check-In
- IV. Hoarding Training Debrief
- V. FY25 Planning
- VI. Maternal & Child Health Planning
- VII. Community Updates
- VIII. Adjournment

Meeting Minute Approval

- January 6th: NEPHA regional hiring discussion
- January 9th: NEPHA coalition meeting
- January 15th: MoJin Solutions quote review

Announcements & Reminders

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MEHA Title 5 Seminar:

- The MEHA Title 5 Seminar will take place on March 5th, from 8:30AM - 4PM in Taunton
- Registration is open!

MassDEP/MHOA Seminar:

- The 2025 MassDEP/MHOA Seminar is now open for registration!
- The seminar is offered one of three ways:
 - In-person in Holyoke: Tuesday, February 25th
 - In-person in Boylston: Tuesday, March 11th
 - Two-part virtual seminar: Wednesday, February 26th & Wednesday, March 12th

** If you register, please submit an Spending Request and Reimbursement form to health@tyngsboroughma.gov (with Haleigh on cc)*

Announcements & Reminders

Body Art Facility Inspector Training

- NEHA is offering foundational training for risk-based Body Art Facility inspections
- The training takes place as a two-part virtual series, with registration opening on 2/17.

Dates include:

- April 22nd & April 26th
- May 13th & May 15th

MAPHN Annual Conference

- The 2025 MAPHN Conference will take place in Wakefield on May 14th & May 15th
- Registration and exhibitor information coming soon!

FPHS Review Process Check-In

FPHS 1:1 Check-In with Janice

Thank you all for your time and participation in NEPHA's 1:1 check-in with Janice!

- Has everyone who requested access received access to the Tools?
- Has anyone started?
- Any questions so far?

As a reminder, Haleigh also circulated:

- FPHS Plain Language Overview
- FPHS Letter to Municipal Leadership

Resources Available to You

In your FPHS SharePoint folder, you will find slides and recordings from the following webinars:

- January 14th: Intro to the FPHS Shared Services Review Process
- January 21st: Intro to FPHS Service Delivery Tool
- January 28th: Intro to FPHS Cost Tool

Additionally, you will find:

- Tool instructions documents
- Tool cheat sheets

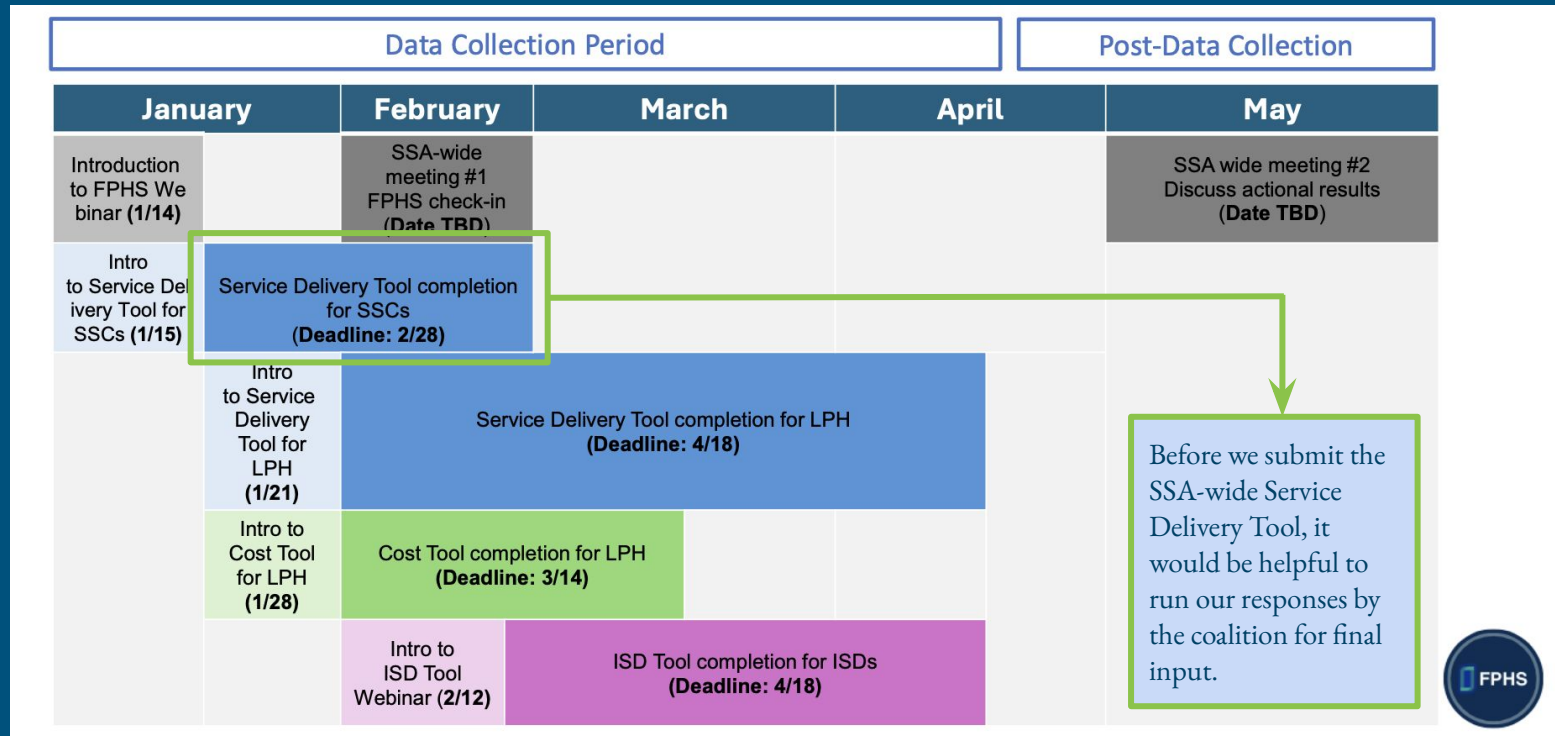
Cost Tool Due:

March 14th

Service Delivery
Tool Due:

April 18th

FPHS Review Timeline & Request for Meeting



Additional FPHS Support Available

BME Point of Contact

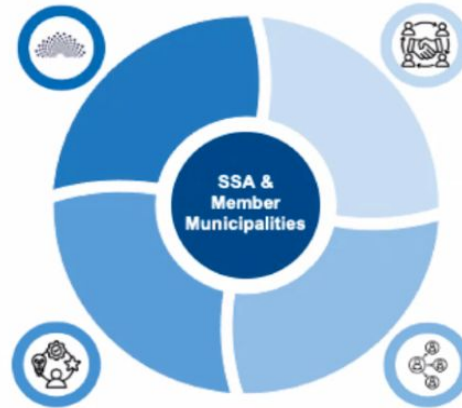
Host webinars, meetings, and SSA meetings, Monitor tool completions and Respond to and triage requests for assistance.

Janice Chen

jchen@bmestrategies.com

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.

Tool Overview: Service Delivery Tool

- Each town will have their own data entry tab within their SSA's Service Delivery Tool
 - Municipalities will respond to 5 questions for each Headline Responsibility
- The tool collects information to assess Local Public Health's:
 - Service sharing
 - Percent share
 - Capacity
 - Expertise
 - Service delivery fulfillment
- The tool is not intended to assess or evaluate municipal or SSA-level performance
- The FPHS Framework may not cover every single responsibility of your municipality

Tool Overview: Cost Tool

- The Cost Tool will be used to estimate current local public health spending across Massachusetts
- Each town will have access to their own Cost Tool, consisting of two parts:
 - Part 1: Financial Reporting
 - FY24 revenue
 - FY24 labor FTE and costs
 - FY24 contracts and subawards
 - FY24 operational costs
 - Part 2: FPHS Allocation
- FPHS allocation of resources are estimations and the municipality's best professional judgement about the types and amounts of labor and non-labor resources devoted to each FPHS area in FY24

Hoarding Training Debrief

Hoarding Training Series Debrief

Thank you all for attending and participating in the Hoarding Training Series with Marnie Matthews!

- What were the main takeaways from the training?
- How can we continue to strengthen hoarding-related public health response within municipalities and the coalition?
- Were there resources or pieces of the training that were especially helpful?

FY25 Planning

NEPHA Inspectional Coverage Updates

MoJin Solutions

Thank you all for submitting the MoJin Onboarding Questionnaires! As Kat continues to work with Trevor on contracting, we will meet with Trevor for a Meet & Greet:

- Preferences for the meeting – as a coalition, or with each individual town?
- Meeting scheduling

Regional Health Inspector Hiring

- We've received 9 applications to date – Haleigh is monitoring incoming resumes
- Hiring subcommittee election

Spend-Down Planning

Haleigh and Cynthia are working hard to assess the budget and spending risk for the remainder of the fiscal year. In the coming meeting cycles, the coalition will:

- Assess current technology hardware, inspection supplies, nursing supplies, and health communication material needs
- Assess membership registrations, renewals, and training opportunities for all coalition and municipal staff
- Explore options for long-term coalition investment, such as strategic planning initiatives

In the meantime, we have the flexibility to approve spending in areas that were originally tight, such as Health Communications...

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

	Original FY25 Budget
Health Communication	\$5,000

Maternal & Child Health Planning

Welcome Laura & Meg from the North Shore Mother
Visiting Partnership!

Community Updates

Meeting Adjournment

Next Meeting

Tuesday, March 11th

11AM-1PM

Volunteer to host?