

North East Public Health Alliance

January 9th, 2025 Meeting Minutes

11:00 am - 1:00 pm EST

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

Voting members in attendance:

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

Non-voting members in attendance:

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

I. Opening

4/4 voting members present, quorum was met.

Motion to start the meeting

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

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

Haleigh called the meeting to order at 11:20 am.

Approval of December Coalition Meeting minutes

Donna Greenwood motioned to approve the December 2024 Coalition Meeting minutes. Kristel Bennett seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

II. Announcements & Reminders

A. Local Public Health Internship Program

DPH is offering funding and support for the Local Public Health Summer Internship Program, which aims to provide undergraduate and graduate students with important exposure to Local Public Health in Massachusetts. Individual towns and SSAs are invited to apply by submitting a project proposal no later than February 7th. The internship pays \$20/hour for undergraduate students and \$25/hour for graduate and PhD students. If any towns are interested, please reach out to Haleigh.

B. Digitization

Morgan Records was recently acquired by Vital Records Control (VRC). Cynthia Baker and Kat Foster are working with the vendor to clarify the expected timeline.

C. MCH Planning

Haleigh Schultz is working to schedule a collaborative meeting with the North Shore Mother Visiting Partnership (NSMVP). If they are unable to attend the February coalition meeting, Haleigh will propose a different date for any interested attendees.

The next Community of Practice meeting is scheduled for Wednesday, February 2nd, from 12PM - 1:30PM. Anyone interested in attending should reach out to Haleigh for the meeting link and information.

D. MHOA 2025 Annual Conference

The 2025 MHOA Conference has been announced. The conference will take place in Springfield from November 5th to 7th. Haleigh Schultz reminded the group that PHE funds can cover registration costs, so long as the funds do not supplant municipal budget allocations. Similarly, PHE funds can cover travel and accommodations up to the Federal GSA rate. Towns are asked to reach out to Haleigh if PHE coverage is requested for any attendees.

E. Hoarding Training Series

As a reminder, the Hoarding Training Series is scheduled for Tuesday, January 14th, and Tuesday, January 21st. The January 21st schedule will be abbreviated to accommodate the FPHS Webinar in the afternoon, with a 9AM - 3PM schedule. Please continue to circulate the informational flyer to folks who work with hoarding cases. To register, participants will need to email Haleigh Schultz.

Session 1 on January 14th will provide an overview and foundation for hoarding and hoarding-related cases, focusing on misinformation, misunderstanding, and stigmas; epidemiology; DSM 5; mental health and comorbidities; processing issues; and biopsychosocial effects. Session 2 on January 21st will focus on community-based care.

III. FPHS Review Check-In

A. Upcoming FPHS Information Sessions

Haleigh Schultz provided an overview of upcoming webinars and information sessions relating to the Foundational Public Health Services (FPHS) Review. Upcoming webinars include:

- January 14th, 3PM - 4PM: Intro to FPHS Shared Services Review
- January 21st, 3PM - 4PM: Intro to FPHS Service Delivery Tool
- January 28th, 3PM - 4PM: Intro to FPHS Cost Tool

The webinars will take place on Zoom, at the same link as the DPH Local Public Health Monthly Webinars. These upcoming webinars are mandatory for Health Directors and recommended for anyone who may participate in the FPHS Review process.

The group reported no FPHS-related questions in the meantime.

B. FPHS Timeline

The FPHS Review officially kicks off at the January 14th information session. The data collection process, via the Service Delivery Tool and Cost Tool, will begin in January and run through the next couple of months. As a reminder, Shared Services Coordinators will be completing the Service Delivery Tool on behalf of the coalition, alongside each town's individual completion. Once the collection process is complete, the coalition will meet with DPH in May to review the results of the Service Delivery Tool.

C. Planning for SS5 x BME FPHS Check-In Meeting

Each SSA is assigned one BME Contact to provide additional guidance and support throughout the FPHS Review process. The BME Contacts are providing 1:1 meetings with each SSA to discuss data collection and the Tools. NEPHA's BME contact is Janice Chen. The group aligned calendars to select a date that worked for everyone.

NEPHA will meet with Janice from 12:00PM - 1:00PM on Tuesday, February 4th.

IV. FY25 Planning

A. Hiring Updates

Haleigh Schultz provided a quick hiring update. The Health Directors will meet the week of 1/13 to review all inspection quotes received from the contacted vendors.

B. Backup Documentation Updates

The Technical Assistance process for additional backup documentation and template updating support has officially kicked off! Upon submitting the request, Robin Chapell and Paul Halfmann both volunteered to work with NEPHA and continue supporting inspection-related improvements across the coalition's documents. The plan of action includes the following:

- The coalition will work directly with Relavent and Permit Eyes to propose changes to inspection templates. Paul and Robin will provide additional feedback and guidance as needed.
- Robin will work with NEPHA to propose and adopt a HACCP plan template and/or Standard Operating Procedure. She will provide guidance documents to help the coalition get started.

Haleigh Schultz walked the group through the three documents received from Robin.

The Guidance Document for Retail Sushi HACCP was put together by the CRF Council III Retail Sushi HACCP Standardization Committee. It provides resources and materials to support sushi-related HACCP work, including operations-related references and associated Food Codes, operation procedures, and the seven guiding principles of a sushi rice HACCP plan, as outlined in the slides.

The Sushi Operation Inspection Form provides an overview checklist for sushi inspections. The document ensures that the inspector reviews the checklist with the permit holder at the time of inspection. Donna Greenwood suggested updating the format to provide checkboxes. Kerri Oun and Kristel Bennett suggested adding in a prompt for buffer solution expiration compliance, as well as overall HACCP Plan compliance.

The Supplemental Form for Sushi Applications was created to provide a checklist for reviewing applications for new restaurants with a sushi component, or for restaurants or retail who would like to add a sushi component. The group echoed the formatting feedback from the Sushi Operation Inspection Form and would like to see check boxes. Kerri suggested adding specifications as indicated in the appropriate Food Code, such as the temperature and duration needed for parasite destruction. Kristel agreed, suggesting that clearer Food Code requirements would limit the back and forth between the Health Department and applicants.

Haleigh will work with Robin to continue updating these documents and making the requested changes.

C. FY25 Spend-Down Planning

The group briefly touched base on spend-down planning for FY25. In addition to supporting additional trainings and credentialing opportunities, areas that the group can anticipate leftover funding include Inspectional Supplies, Nursing Supplies, and Health Communication. If folks have bigger-ticket items that they would like to request, such as technology hardware, please reach out. Kerri Oun recommended an extendable flashlight for use during inspections. Kristel Bennett expressed interest in purchasing an additional Owl Conference Camera.

V. **Community Updates**

No community updates provided.

VI. **Adjournment**

The next regular coalition meeting will be held in-person in Chelmsford on Thursday, February 13th, from 11AM-1PM.

Motion to adjourn the meeting

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

Billerica:

Chelmsford:

Tewksbury:

Tyngsborough:

All in favor.

Meeting adjourned at 1:02 PM.

Documents used by the public body during the meeting:

NEPHA January Meeting Slides

Guidance Document for Retail Sushi HACCP

Sushi Operation Inspection Form

Sushi Application Supplemental Form

NEPHA Coalition Meeting



January 9th, 2025



BME STRATEGIES

Meeting Opening

Agenda

- I. Opening
- II. Announcements & Reminders
- III. FPHS Review Check-In
- IV. FY25 Planning
 - A. Hiring Updates
 - B. Backup Documentation Updates
 - C. Spend-Down Planning
- V. Community Updates
- VI. Adjournment

Approval of December 2024 meeting
minutes

Announcements & Reminders

Announcements & Reminders

Local Public Health Summer Internship Program

Both towns and SSAs are invited to host summer undergraduate and graduate student interns. The internship opportunity is paid, offering professional development and local public health opportunities to budding public health professionals.

- If interested, host [applications](#) and project proposals are due to DPH by February 7th
- The internship is expected to run from June 2nd until August 15th
- MDPH will pay students for 160 hours of work (\$20/hour for undergraduate students, \$25/hour for graduate)

Announcements & Reminders

Digitization Update

Current status.

Maternal & Child Health Planning

We are working on scheduling a time for the coalition to meet with representatives from the North Shore Mother Visiting Partnership. Stay tuned!

The next Community of Practice meeting is scheduled for Wednesday, February 12th, from 12:00PM - 1:30PM. Please reach out to Haleigh if you would like to attend.

Announcements & Reminders

Mark Your Calendars! MHOA 2025 Annual Conference

- The 2025 MHOA Conference will take place in Springfield from November 5th to 7th

Preliminary interest?

Hoarding Training Series (Virtual)

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

All towns are encouraged to circulate the informational flyer to folks who work on or engage with hoarding-related matters. Please note the participant cap is 50.

Hoarding Training Series: Objectives

Session 1: January 14th

- Misinformation, Misunderstanding, and Stigmas
- Epidemiology
- DSM V
- Mental Health - Comorbidities
- Processing Issues
- Biopsychosocial Effects

Session 2: January 21st

Community-Based Care

- Provide
- Identify
- Demonstrate
- Review
- Test

FPHS Review Process Check-In

Upcoming FPHS Informational Webinars

Upcoming FPHS Webinars include:

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

The webinars will take place at the standard DPH Local Public Health Monthly Webinars [link](#). These upcoming meetings are mandatory for Health Directors/Health Agents.

Any FPHS-related questions in the meantime?

FPHS Review Timeline

Data Collection Period				Post-Data Collection
January	February	March	April	May
Introduction to FPHS Webinar (1/14)	SSA-wide meeting #1 FPHS check-in (Date TBD)			SSA wide meeting #2 Discuss actional results (Date TBD)
Intro to Service Delivery Tool for SSCs (1/15)	Service Delivery Tool completion for SSCs (Deadline: 2/28)			
	Intro to Service Delivery Tool for LPH (1/21)	Service Delivery Tool completion for LPH (Deadline: 4/18)		
	Intro to Cost Tool for LPH (1/28)	Cost Tool completion for LPH (Deadline: 3/14)		
	Intro to ISD Tool Webinar (2/12)	ISD Tool completion for ISDs (Deadline: 4/18)		



1:1 BME x NEPHA Meeting

The FPHS BME Contacts are providing 1:1 meetings with each SSA to discuss data collection tools and address any questions or concerns we may have.



BME STRATEGIES

BME Contact:

Janice Chen

jchen@bmestrategies.com

Meeting [scheduling](#) - this meeting is intended for the entire SSA.

FY25 Planning

Hiring Updates

Inspectional Contractors - RFQ Updates

The following three vendors were contacted with an invite to provide quotes for contracted inspectional services, with a quote due date of Friday, January 10th:

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

Review timeline:

- Initial review of quotes week of 1/13
- Hopeful contract execution by February

Backup Documentation Updates

Backup Documentation Technical Assistance

The Technical Assistance process has officially kicked off! Upon submitting a request for additional support to update inspection templates and continue to improve internal processes, Robin Chapell and Paul Halfmann opted to continue working with us.

Moving forward, we hope to:

- Work directly with Relavent and Permit Eyes to update our templates to include the prompt opportunities identified during the Backup Documentation Review process
 - Paul and Robin will serve in an advisory role to review our proposed changes and updated documentation
- Work directly with Robin to review and adopt HACCP Plan procedures to support sushi-related inspections and provide guidance documentation

Guidance Document for Retail Sushi HACCP

This document was put together by the CRF Council III Retail Sushi HACCP Standardization Committee. It outlines:

- What should be a part of the review for Sushi HACCP plans
- Important sushi operations-related references and associated Food Codes for Parasite Destruction, Cooling, Temperature Control, and Consumer Advisory
- Operations procedures and associated Food Codes for Date Marking, Time as a Public Health Control, Special Process (Acidification), and Labeling
- The contents of a sushi rice HACCP plan

Sushi HACCP Plan Contents

The HACCP Plan should address the following seven principles:

- 1) Hazard analysis
- 2) Determining critical control points
- 3) Establishing critical limits
- 4) Establishing monitoring procedures
- 5) Establishing corrective actions
- 6) Verification
- 7) Record Keeping

Additional items outlined in a HACCP Plan include:

- General information
- Recipe(s)
- Flow diagram or chart - visually explain the process of preparing the sushi rice
- Sample log forms
- Standard Operating Procedures

Sushi Operation Inspection Form

This document ensures that the inspector reviews the checklist with the permit holder during each inspection.

Form components include:

- Establishment information
- Pass / Fail determination
- Inspection checklist
- Follow-up disclosure for violations

Group Review of Form

Supplemental Form - Sushi Applications

This document provides a checklist for reviewing applications for new restaurants with a sushi component, or if a restaurant or retail wants to add a sushi component.

The form includes:

- Establishment information
- A checklist of items that the HACCP application must include
- A Yes / No determination of the application approval

Group Review of Form

Other Types of HACCP/Variance Review

For other types of HACCP/variance review, the applicant must write a letter to the BOH/Health Department asking for a variance and reason for request.

- For example, if they are using Time as a Public Health Control, they have to say if they will throw the food out after 4 hours and how they will monitor the timing (by keeping a log and keeping time).

It is important for the Health Department to know how actions are tracked and supported by public health best practices, which establishments have variances, and how routine inspections can help support public safety.

Spend Down Planning

Spend-Down Planning

Based on current forecasting, we are expecting to have funds leftover at the end of the fiscal year. To avoid last-minute spending and prepare accordingly, we can begin to brainstorm potential spending opportunities.

Following our approved budget modification, we have spending capacity in the following areas:

- Inspectional Supplies - \$2,500 remaining
- Nursing Supplies - \$2,983.81 remaining
- Health Communications - \$5,000 remaining

We will likely have additional funding to flex as needed, including in the Training line.

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

Community Updates

Meeting Adjournment

Next Meeting

Thursday, February 13th

11AM-1PM

Volunteer to host?