

North East Public Health Alliance

June 10th, 2024 Meeting Agenda

11:00 am -1 pm EST

In-person: 25 Bryant Lane, Tyngsborough MA 01879



Voting members in attendance:

Kristel Bennett, Billerica
Sue Rosa, Chelmsford
Shannon Gillis, Tewksbury
Kerri Oun, Tyngsborough

Non-voting members in attendance:

Shelagh Collins, Billerica
Cynthia Baker, BME Strategies
Donna Greenwood, Chelmsford
Arielle Castro, Regional Inspector
Siobhan LaFreniere, Regional Public Health Specialist
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. Sue Rosa seconded the motion.

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

All in favor.

Cynthia Baker called the meeting to order at 11:08AM.

Approval of previous meeting minutes

Sue Rosa motioned to approve the May 2024 Coalition Meeting minutes and the FY25 Workplan and Budget Meeting minutes. Kristel Bennett seconded the motion.

Billerica: Y
Chelmsford: Y
Tewksbury: Y

Tyngsborough: Y

All in favor.

II. Announcements & Reminders

A. Key FY25 PHE Deadlines & Dates

The coalition reviewed key upcoming dates relevant to submission and approval of FY25 materials.

B. 2024 MHOA Conference

BME shared updated guidance from OLRH allowing the use of FY24 funds for early, early bird registration for the MHOA Conference. Registration is \$540 per person. The coalition will explore this as an option to leverage additional spending down of funds should there be any unanticipated remainder from the digitization contract. Cynthia Baker requested that each community tally their planned participants in this year's conference and share back names and headcount by June 21st in the event some registration will be supported with FY24 funding.

III. FY24 Spend-down Review

The coalition reviewed the NEPHA FY24 Spending Ideas and Tracker with final item counts for each community. After refining estimates against the end of FY24 sunk costs (ex., staffing and fringe, remaining BME line item, additional purchases), the coalition has \$18,034.02 in remaining funds. The coalition's total current requests combined total \$17,515.98, leaving an estimated \$518.04 remaining for FY24.

The coalition also clarified recipients for (4) previously approved trail kiosks under the health communications line item. Chelmsford does not need the kiosk allocated for them. Billerica and Tewksbury will each take (1). Tyngsborough will take the remaining (2). Tyngsborough will evaluate shipping costs to evaluate efficiencies for purchasing to conserve remaining funds.

Motion to approve remaining FY24 purchase requests

Kerri Oun motioned to approve the projected purchases as enumerated on the NEPHA FY24 Spending Ideas and Tracker. Shannon Gillis seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

IV. FY25 Work Plan Review & Vote

The coalition reviewed the NEPHA FY25 Workplan Draft and reviewed each Objective. SSA-specific objectives and corresponding activities are listed as follows:

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1. Performance Standard 1: Enhance staff capacity to effectively meet mandated inspectional requirements and enforce regulations in Food Protection
 - Racial Equity Consideration: **Workforce Diversity**
 - Create NEPHA SOP including procedures for securing approval at both the SSA and municipal levels, drafting and approving job descriptions, posting mechanics, selecting final candidates, salary expectations, incorporating workforce regulations, addressing future education and training needs, **and ensuring fair and equitable hiring practices.**
 - Develop job description for a 0.5 FTE or contractor to support Food Protection, Recreational Camps, and Tobacco inspections across the SSA. **Ensure job posting leverages inclusive language.**
 - Advertise the job opening in diverse posting locations to attract a wide range of talents and backgrounds.
 - Carry out hiring plan following procedures, set timelines, budget limits, **and ensuring representative diversity.**
 - Onboard 0.5 FTE inspector to SSA including focus on completing Workforce Standard requirements and enrolling in applicable Training Hub courses as available. **Include foundational trainings in racial and health equity as part of the onboarding process.**
 - Organize mentorship and shadowing opportunities for incoming 0.5 FTE inspector with current Regional Inspector and other SSA inspectional staff to provide foundational training and familiarity with Food Protection, Recreational Camps, and Tobacco Control inspections.
 - Leverage existing and new Regional Inspection staff to ensure timely completion of all required Food Protection inspections in accordance with state requirements.
2. Performance Standard 2: Facilitate targeted training opportunities for staff members to address gaps in meeting Performance Standards for Local Public Health in Housing
 - Racial Equity Consideration: Linguistic Justice
 - Source housing court training support for SSA inspectional staff to increase confidence and competence in taking housing complaints to court.
 - Source and provide hoarding training with a SDOH focus for SSA inspectional and support staff to increase confidence and competence addressing hoarding and cluttering cases among community members.
 - Design regional SOP to provide individual case management, follow-up, and resource connection for community members with hoarding and cluttering behaviors. Work with individual community hoarding task forces to integrate best practices across the SSA.
 - **Integrate translation and interpretation SOP into the case**

management and resource referral plan to ensure service continuity to limited English-proficient residents in the SSA.

3. Performance Standard 3: Identify areas for improvement in inspection processes and provide targeted training to enhance the effectiveness and consistency of inspections across all participating municipalities in Food Protection & Housing.
 - Racial Equity Consideration: Linguistic Justice
 - Leverage results of FY24 SME documentation audit to review inspections and ensure use of the most up-to-date standardized Food Protection and Housing inspection templates and formats.
 - Review inspection forms and associated follow-up documentation for each member for municipality best practices and areas for improvement.
 - Work with inspection software platform vendors to update Food Protection and Housing inspection interfaces and checklists to meet best practice recommendations for inspection documentation.
 - Leverage internal file-sharing system to share updated checklists and supporting documentation with all member municipalities to assess for best practices.
 - **Develop supporting inspection follow-up and guidance documents for operators and residents in multiple languages as reflects the demographics of the SSA.**
4. Sustainability Objective 1: Communication and Engagement - Develop a framework for communication and engagement to optimize operational efficiency and effectiveness
 - Develop standardized protocols for inter-municipal communication and collaboration including document-sharing, guidelines for response times, and conflict resolution.
 - Initiative monthly meetings with SSA shared staff to check-in about workplan activity progress and collaborate on SSA communications plan deliverables.
 - Set up feedback mechanisms to gather input from municipalities and shared staff on the effectiveness of the communication and collaboration framework to identify best practices and areas for improvement.
 - Develop streamlined process for municipalities to access and request regional staff to enhance resource-sharing and programmatic support.
5. Elective Objective 1: Maternal, Child and Family Health: Support caregivers and newborns
 - Racial Equity Consideration: Community Engagement
 - Participate in a Community of Practice meeting with OLRH and other DPH staff (including Bureau of Family Health and Nutrition Staff) once quarterly.
 - Work with community partners (Police, Fire, Community Health Centers, Schools) to learn about barriers, historical consideration, and other resources.

Work with Greater Lowell Health Alliance Task Force to highlight existing community partners and collaborators.

- Leverage an epidemiologist or other staff to assess needs including STI rates, infant mortality rates, monthly birth rates by community, birthing hospitals, and other local data.
- Establish local partners to support this work.
- **Create resource guides for pregnant people, new moms, and guardians in multiple languages as appropriate for NC-8 community demographics. Ensure materials are made available in multiple languages as applicable to the SSA's demographics, and multiple formats and locations for accessibility among different populations.**

Motion to approve current draft of the FY25 workplan

Shannon Gillis motioned to approve the workplan for submission to OLRH pending small adjustments to complete items such as the Summary and Staffing pages. Kerri Oun seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

V. FY25 Budget Review & Vote

The coalition reviewed the current draft of the NEPHA FY25 Budget.

Arielle Castro asked if there would be sufficient funds in FY25 for additional monitors for the Regional Inspector and the Regional Public Health Specialist. Cynthia Baker adjusted the draft FY25 budget to allocate additional funds towards Technology Hardware. However, if there are unspent funds at the end of FY24, additional monitors can be leveraged as a FY24 expense.

No other updates or edits were requested.

Motion to approve the FY25 budget

Kristel Bennett motioned to approve the current draft of the budget. Kerri Oun seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

VI. Regional Staff Updates

Arielle Castro shared a brief summary of recent activities, including providing additional support for camp inspections.

VII. Community Updates

Tewksbury recently hosted its health fair. Chelmsford is relaunching its after-school support group in September for middle-school aged students. Billerica posted their head clerk position to backfill following their previous clerk's retirement. Tyngsborough is planning another health & safety fair, HHW day, and the town's first vigil.

Donna Greenwood confirmed that June 26th will be Sue Rosa's last day.

VIII. Adjournment

The next regular coalition meeting will be held in-person in Tyngsborough on Thursday, July 25th.

The coalition agreed to a calendar hold for Tuesday, July 2nd in the event additional review of or vote on the work plan or budget is required. Invitation to follow.

Motion to adjourn the meeting

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

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

Meeting adjourned at 1:02PM.

Documents used by the public body during the meeting:

NEPHA June Coalition Meeting Slides

NEPHA FY24 Spending Ideas and Tracker

NEPHA FY25 Workplan Draft

NEPHA FY25 Budget Draft

NEPHA Coalition Meeting



June 10th, 2024



BME STRATEGIES

Meeting Opening

Agenda

- I. Opening**
- II. Announcements & Reminders**
- III. FY24 Spend-down Review**
- IV. FY25 Work Plan Review & Vote**
- V. FY25 Budget Review & Vote**
- VI. Regional Staff Updates**
- VII. Community Updates**
- VIII. Adjournment**

Approval of previous meeting minutes

- May 2024 Coalition Meeting
- FY25 Work Plan and Budget Meeting

Announcements and Reminders

Key FY25 PHE Deadlines & Dates

- **June 14th: FY25 Work Plan & Budget Due Date to OLRH**
- **June 17th -June 28th: Work Plan & Budget Review and Response Period**
- **July 15th: Final Approved Work Plan & Budget Due**

Announcements and Reminders

2024 MHOA Conference (Springfield, MA)

Early (early) bird registration: \$540 per person

Permissible use of FY24 funds // registration deadline 6/30

****Any registration requested after the early early bird cutoff will be processed with FY25 funds****

FY24 Spend Down Review

FY25 Work Plan Review & Vote

FY25 PHE Work Plan Review

Performance Standard 1: Enhance staff capacity to effectively meet mandated inspectional requirements and enforce regulations

Category: Food Protection

Racial Equity Consideration: Workforce Diversity

- Create NEPHA SOP including procedures for securing approval at both the SSA and municipal levels, drafting and approving job descriptions, posting mechanics, selecting final candidates, salary expectations, incorporating workforce regulations, addressing future education and training needs, **and ensuring fair and equitable hiring practices.**
- Develop job description for a 0.5 FTE or contractor to support Food Protection, Recreational Camps, and Tobacco inspections across the SSA. **Ensure job posting leverages inclusive language.**
- Advertise the job opening in diverse posting locations to attract a wide range of talents and backgrounds.
- Carry out hiring plan following procedures, set timelines, budget limits, **and ensuring representative diversity.**
- Onboard 0.5 FTE inspector to SSA including focus on completing Workforce Standard requirements and enrolling in applicable Training Hub courses as available. **Include foundational trainings in racial and health equity as part of the onboarding process.**
- Organize mentorship and shadowing opportunities for incoming 0.5 FTE inspector with current Regional Inspector and other SSA inspectional staff to provide foundational training and familiarity with Food Protection, Recreational Camps, and Tobacco Control inspections.

FY25 PHE Work Plan Review

Performance Standard 2: Facilitate targeted training opportunities for staff members to address gaps in meeting Performance Standards for Local Public Health.

Category: Housing

Racial Equity Consideration: Linguistic Justice

- Source housing court training support for SSA inspectional staff to increase confidence and competence in taking housing complaints to court.
- Source and provide hoarding training with a SDOH focus for SSA inspectional and support staff to increase confidence and competence addressing hoarding and cluttering cases among community members.
- Design regional SOP to provide individual case management, follow-up, and resource connection for community members with hoarding and cluttering behaviors. *Work with individual community hoarding task forces to integrate best practices across the SSA.**
- **Integrate translation and interpretation SOP into the case management and resource referral plan to ensure service continuity to limited English-proficient residents in the SSA.**

FY25 PHE Work Plan Review

Performance Standard 3: Identify Areas for improvement in inspection processes and provide targeted training to enhance the effectiveness and consistency of inspections across all participating municipalities.

Topic Area: Food Protection/Housing
Racial Equity Consideration: Linguistic Justice

- Leverage results of FY24 SME documentation audit to review inspections and ensure use of the most up-to-date standardized Food Protection and Housing inspection templates and formats.
- Review inspection forms and associated follow-up documentation for each member for municipality best practices and areas for improvement.
- Work with inspection software platform vendors to update Food Protection and Housing inspection interfaces and checklists to meet best practice recommendations for inspection documentation.
- Leverage internal file-sharing system to share updated checklists and supporting documentation with all member municipalities to assess for best practices.
- **Develop supporting inspection follow-up and guidance documents for operators and residents in multiple languages as reflects the demographics of the SSA.**

FY25 PHE Work Plan Review

Sustainability Objective: Communication & Engagement - Develop a framework for communication and engagement to optimize operational efficiency and effectiveness

- Develop standardized protocols for inter-municipal communication and collaboration including document-sharing, guidelines for response times, and conflict resolution.
- Initiative monthly meetings with SSA shared staff to check-in about workplan activity progress and collaborate on SSA communications plan deliverables.
- Set up feedback mechanisms to gather input from municipalities and shared staff on the effectiveness of the communication and collaboration framework to identify best practices and areas for improvement.
- Develop streamlined process for municipalities to access and request regional staff to enhance resource-sharing and programmatic support.

FY25 PHE Work Plan Review

Elective Objective: Maternal, Child and Family Health: Support caregivers and newborns
Racial Equity Consideration: Community Engagement

- Conduct outreach to GHLA MCH Task Force to get to know local organizations and resources. Participate in a Community of Practice meeting with OLRH and other DPH staff (including Bureau of Family Health and Nutrition Staff) once quarterly.
- Work with community partners (e.g. Police, Fire, Community Health Center, Schools) to learn about barriers, historical consideration, and other resources.
- Leverage to assess needs including STI rates, infant mortality rates, monthly birth rates by community, birthing hospitals, and other local data.
- Establish local partners to support this work.
- **Create resource guides for pregnant people, new moms, and guardians in multiple languages as appropriate for NC-8 community demographics. Ensure materials are made available in multiple languages as applicable to the SSA's demographics, and multiple formats and locations for accessibility among different populations.**

FY25 Budget Review and Vote

Regional Staff Updates

Community Updates

Meeting Adjournment

Next Meeting

July 2024 - first of fiscal year

Proposed date:

Tuesday, July 2nd

11AM-1PM