

North East Public Health Alliance

March 12th, 2024 Meeting Minutes

11:00 am -1pm EST

In-person: 50 Billerica Rd, Chelmsford MA 01824

Voting members in attendance:

Kristel Bennett, Billerica

Sue Rosa, Chelmsford

Donna Greenwood, Chelmsford

Shannon Gillis, Tewksbury

Kerri Oun, Tyngsborough

Non-voting members in attendance:

Shelagh Collins, Billerica

Cynthia Baker, BME Strategies

Darcy Beall, Chelmsford

Opening

The regular meeting of the NorthEast Public Health Alliance was called to order by Cynthia Baker at 11:12AM on March 12th, 2024.

I. Welcome

Approval of February meeting minutes

Donna Greenwood made a motion to approve the previous meeting minutes. Kristel Bennett seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

Motion passes.

II. Announcements & Reminders

BME provided an overview of upcoming training opportunities, including the Municipal Opioid Abatement Conference, the Annual MAPHN Conference, the Annual Massachusetts Adult Immunization Conference, the MAHB Certificate Program series, an upcoming MMA webinar on digitization of municipal records, and Certified Pool Officer training through Pool Operations Management. BME will follow up with Chelmsford and Billerica respectively to coordinate potential funding of staff registration

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for the Immunization conference and CPO training. BME will also poll the group to collect a tally for attendance at the 4/20 MAHB certificate session.

III. FY254 Opportunities and Next Steps Recommendation

BME provided information on updated allowable expenses for FY24 and reviewed progress updates on digitization, technology hardware and health communications expense requests.

The coalition reviewed a request to add 1 each additional FoodCode Pro and 1 HousingCode Pro Inspector licenses for Billerica. Sue Rosa motioned to approve the additional licensure request. Shannon Gillis seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

Motion passes.

The group also reviewed the possibility of adding PoolCode Pro licenses for the remainder of this fiscal year and into FY25. The group discussed setting up a demo and/or training with Relavent before deciding to proceed. Kristel Bennett motioned to conditionally approve the addition of 6 PoolCode Pro licenses pending demonstration from Relavent. Kerri Oun seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

Motion passes.

IV. Regional Hiring Updates

The Regional Public Health Specialist subcommittee presented their next candidate choice: Siobhan LaFreniere. The subcommittee identified the remaining candidate as

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their next choice but clarified they would prefer to meet with her once more before proceeding with discussion of an offer.

Kristel Bennett motioned to approve presentation of an offer to the subcommittee's recommended candidate, and follow-up with the second candidate as described above if necessary. Shannon Gillis seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

Motion passes.

V. FY24 & FY25 Work Plan

The group reviewed work plan progress to date and discussed timelines for completion of deliverables for FY24.

BME prompted the coalition to review the 2022 Capacity Assessment recommendations as a starting point for discussion of FY25 work plan development. The group discussed Food Protection specifically, and considered whether there was a need to add inspectional capacity in FY25 to meet the performance standards.

The group also discussed the Performance Standards self-assessment tool in advance of its official release at the LBOH special topic webinar. BME recommended NEPHA complete the self-assessment tool to assist with FY25 work planning.

VI. Community Updates

Community Updates were not discussed due to timing constraints.

VII. Regional Staff Updates

Regional Staff Updates were not discussed due to timing constraints.

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VIII. Adjournment

Billerica will host the next monthly meeting on Thursday, April 11th 11AM-1PM.

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

Billerica: Y

Chelmsford: Y

Tewksbury: -

Tyngsborough: Y

Motion passes.

The meeting adjourned at 1:50 PM.

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

NEPHA March Coalition Meeting Presentation

NEPHA Coalition Meeting



March 12th, 2024

Welcome!

Agenda

- I. Welcome
- II. Announcements & Reminders
- III. Regional Position Hiring Updates
- IV. PHE Opportunities Updates and Next Steps
- V. FY24 & FY25 Work Plans
- VI. Community Updates
- VII. Regional Staff Updates
- VIII. Adjournment

Approval of February 2024 meeting minutes

Announcements and Reminders

Conference Opportunities

Massachusetts Municipal Opioid Abatement Virtual Conference

March 19-20, 2024



**FREE to
register &
attend!**

Intended for municipalities receiving **opioid abatement** funding

Announcements and Reminders

Conference Opportunities

2024 Annual MAPHN Conference

In person

May 8-9, 2024

Hilton 2 Forbes Rd

Woburn, MA

Prices vary



Please let us know if you would like to request PHE funds to send your nurse to the MAPHN Conference! (as long as it does not supplant municipal funding)

Announcements and Reminders

Conference Opportunities

2024: Confidence & Compassion In A Complex Vaccine World



2024 Annual Massachusetts Adult Immunization Conference

In person

Tuesday, April 2 8AM-4:30PM

Boston Marriott, Newton MA

\$150 registration fee

Announcements and Reminders

Training & Continuing Education Opportunities

MAHB Certificate Program Sessions

3/16 @ Delaney House, Holyoke, MA

4/20 @ Marlborough Marriott Courtyard

4/27 @ Taunton Clarion Hotel

Intended Audience

All Elected/Appointed BOH members

Health Department staff

PHE Shared staff

Registration: \$100

Topics/Programs

Board of Health Authority

Public Records

Open Meeting

How to deal with disruptions

Nuisance Actions (Case Study)

PFAS/Environmental Issues

Opioid Settlement Funds

BOH & Tobacco Enforcement

Other Emerging Issues

PHE Program

Housing Issues

And more!!

Announcements and Reminders

Training & Continuing Education Opportunities

MMA Webinar: *Digitizing Municipal Records: Guidelines for Getting Started (virtual)*

Tuesday, March 19th 12-1:15PM

FREE to register via Zoom

Topics:

- Difference between digitized records and ‘born-digital’ records
- How to prepare files for digitization
- Best practices for digitization in compliance with Records Conservation Board requirements
- Lessons learned from other municipalities

Announcements & Reminders

Pool Operation Management Training Locations & Dates

March 14-15, 2024	Lowell, MA
March 21-22, 2024	Worcester, MA
April 13-14, 2024	Norwood, MA
April 27-28, 2024	Peabody, MA
May 18-19, 2024	Lowell, MA
June 12-13, 2024	Norwood, MA



Early Bird Rate:
\$380
Late Registration:
\$405

FY24 Opportunities & Next Steps

- Updated Allowable Expenses
- Digitization Next Steps
- Technology Hardware
- Health Communications
- Technology Software

FY24 Opportunities

Additional Updated Guidance for FY24 PHE Allowable Expenses

1. Consultants for opioid abatement funding strategic planning
2. CPR training equipment (mannequin and AED training)
3. Full plotter/scanner
 - a. For example: to scan septic plans, with the intention it would be used region-wide
4. Nursing supplies

Plotter & Scanner Examples

Epson SureColor T5270D 36" Printer



\$5,795

Contex HD Ultra X 4250 42" Large Format
Scanner



\$9,387

Digitization Next Steps

Recommended Approach: issue Invitation For Bid (IFB)

Next Steps:

- Receive OLRH approval to move forward
- Coordinate with Tyngsborough procurement

Technology Hardware

- Pending: approval for Billerica & Tewksbury iPad and tech supplies

Health Communications

- Pending approval for purchase of:
 - Outdoor monitors
 - Trail kiosks

Technology Software

Relavent

- Additional Inspector licenses for Billerica (2)
- Interest in PoolCode Pro as we enter pool inspection season?

4/1/2024 Start Date				
License	N	Yearly Rate	Adjusted FY24 Remainder	FY24 Total
FCP (Insp)	1	\$1,650.00	\$412.50	\$412.50
HCP (Insp)	1	\$1,650.00	\$412.50	\$412.50
PCP (Insp)	7	825	206.25	1443.75
			Total	\$2,268.75

Technology Software

FY25 Software Projections (with PoolCode Pro)

FY25 Pricing			
FCP (Insp)	\$1,650.00	7	\$11,550.00
FCP (OO)	\$300.00	3	\$900.00
HCP (Insp)	\$1,650.00	5	\$8,250.00
HCP (OO)	\$300.00	2	\$600.00
PCP (Insp)	\$825.00	7	\$5,775.00
PCP (OO)	\$300.00	3	\$900.00
		Total	\$27,975.00

Regional Staff Hiring Updates

Regional Public Health Specialist

Shared Services Coordinator

Hiring Process Timeline (adjusted)

Review candidate resumes (BME)
March



Initial phone screen/1st interview (BME)
March-April



Full panel/2nd interview (BME, Subcommittee &
Tyngsborough HR)
April



Subcommittee recommends final candidate(s) to
coalition for vote and approval
May

FY24 Work Plan

NorthEast Public Health Alliance

Public Health Excellence Grant	FY24	Q3
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	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Next Steps & Suggestions	Due	Status
Hire Public Health Specialist				JD/Post Interview & Hire			Onboarding		Develop Community Resource Guide					Work with Tyngsborough HR to initiate candidate offer	4/1	Delayed
Launch Regional Food Truck Program				Review MFEs	Plan	Convene stakeholders			Develop Case Management SOPs					Refocus on internal resource; region-wide plan is not viable at this time	-	Remove
Conduct Inspectional Audit					Consult HRIA					Conduct Audit		Violations QI Strategy		Awaiting digitization approval & Relevant survey updates; requested SME assistance for documentation audit	3/31/	On track
Develop EH Training Calendar				Survey		Review	Develop Calendar							Work with each community to complete baseline trainings	6/30	On track
Hire FTE Shared Services Coordinator					Develop JD/Post			Interview & Hire			Onboarding			Continue to advertise, conduct phone screen interviews	4/1	Delayed



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Risk	Mitigation	Next Steps	Due	Status
Hiring delays compromise completion of deliverables	Integrate focus of onboarding plan for RPHS to meet objectives for FY24; reach out to DPH for SME coordination for audit	Hire RPHS and work with SME (once paired) to facilitate backup documentation audit	3/31/24	On track

Budget	\$ 466,656.23
Spent	\$126,724.75
Allocated	\$ 466,656.23

Training Audits & Calendar

Individual Training Plans

- Feedback on suggested due dates for available trainings

Next Steps

- Work with inspectors to enroll in or complete co-requisites for next round of MA PHIT Food Protection, Housing courses

Documentation Audit

Requested SME Assistance for audit

- Met with Steve Ward for an initial conversation about what a documentation audit might entail
 - Topics identified in the CART and work plan:
 - Food Protection, Housing, Recreational Camps, Tobacco Use Prevention
- Waiting to hear back from DPH re: next steps

Community Resource Guide

*Priority Project for Regional Public Health Specialist

- Included as key 60-90 target output for new hire

Case Management SOPs

*Priority Project for Regional Public Health Specialist

- Included as key 60-90 target output for new hire

FY25 Work Plan

1

Training - Environmental Protection & Administration

In the next fiscal year, consider investing in training for staff related to Environmental Protection and Administration.

**Training Calendars**

2

Shared Staffing - Food Protection

In the next fiscal year, consider sharing existing or hiring shared staff to expand your SSA's ability to meet more Standards in the Food Protection category. Consider hiring personnel that are reflective of your SSA's demographics.

Area of Opportunity

3

Contracted Services

In the next fiscal year, consider expanding staffing capacity and/or consider consolidating contractors for the Environmental Health and Disease Control & Prevention categories to increase efficiency, consistency, and ease of management.

Area of Opportunity

4

Backup Documentation

In the next fiscal year, investigate if all subject area-related backup documentation needs improvement due to a training or capacity issue (specifically Food Protection, Housing, Recreational Camps for Children, & Tobacco Use Prevention) as there is an opportunity to improve the quality of these documents.

In the next fiscal year, increase staffing to improve infectious disease response time in MAVEN.

**Documentation Audit****Existing Contractual Requirements**

5

IMA In the next six months, finalize your SSA's IMA.

Completed ✓

6

Shared Services

In the next fiscal year, integrate shared services more to achieve the Performance Standards.

Area of Opportunity

Goals for Next Year

How might we use PHE to fuel growth and capacity-building in FY25?

Domains (outlined by 2022 CART)

- Backup Documentation
- Shared Staffing: Food Protection
- Contracted Services: Environmental Health, Disease Control & Prevention
- Shared Services Integration

Other Ideas?

Self-Paced Capacity Assessment

Capacity Assessment 2.0 has been pushed back to Fall 2025

- OLRH is releasing a self-paced version for SSAs to conduct their own assessment of progress against the performance standards and statutory requirements since Capacity Assessment 1.0
- [Special webinar scheduled for later this afternoon, 3-4PM](#) (will share the link!)

Discussion

- Leverage self-assessment to charter progress, develop FY25 work plan
- Pending more information, does each community have the bandwidth to complete this?

Regional Staff Updates

Community Updates

Meeting Adjournment

Next Meeting

Thursday, April 11th

11AM-1PM