

November 18th, 2024 Meeting Minutes

11:00 am - 1 pm EST

In-person: 50 Billerica Rd, Chelmsford, MA 01824

Virtual: <https://us06web.zoom.us/j/81915005434>

**Voting members in attendance:**

Kristel Bennett, Billerica

Donna Greenwood, Chelmsford

Shannon Gillis, Tewksbury (virtual)

Kerri Oun, Tyngsborough

**Non-voting members in attendance:**

Cynthia Baker, BME Strategies

Haleigh Schultz, BME Strategies

Darcy Beall, Chelmsford

## **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 Schultz called the meeting to order at 11:14 am.

**Approval of October Coalition Meeting minutes**

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

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Abstain

**Motion passed.**

## **Approval of October 24th Digitization Vote Meeting minutes**

Donna Greenwood motioned to approve the October 24th Digitization Vote Meeting minutes.

Kristel Bennett seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

## **II. Announcements & Reminders**

### **A. Data Solutions Project Participation**

OLRH is still looking for participants across various Data Solutions Project touchpoints, including 1:1 interviews, focus groups, prototype testing, etc. Participation is opt-in and flexible with your capacity. If interested, please complete the [interest survey](#).

### **B. Upcoming Training Dates**

The virtual Hoarding Training Series is scheduled for 1/14 and 1/21, from 9:00 am - 4:00 pm.

### **C. 2025 FPHS Review**

The FPHS Review process kicks off in early 2025. The review aims to assess delivery and access of public health services across Massachusetts, in alignment with the Foundational Public Health Services. The process is designed specifically for Local Public Health. Please hold 3:00 pm - 4:00 pm on January 14th for an informational meeting. The Hoarding Training Series schedule will adjust to accommodate the meeting.

## **III. Inspector JD Review**

### **A. 1.0 FTE Inspector**

Given recent staffing changes, the group reviewed an updated Regional Inspector job description for a 1.0 FTE position. The inspector will provide primary coverage for Tyngsborough and Tewksbury, with additional surge support upon request in Billerica and Chelmsford. The group reviewed the job description and edited the language together, updating the weekly commitment to reflect 40 hours, salary range based on experience, qualifications to include multiple inspection types, and job responsibilities to reflect more comprehensive language and expectations of the inspector. Upon review, the group voted to approve the job description.

## **Motion to approve the Regional Inspector job description**

Kerri Oun motioned to approve the Inspector job description. Kristel Bennett seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

To prepare for the hiring process, the group decided to post the job on the Tyngsborough town website, Indeed, and MHOA. The other towns will post a notice of the role, with instructions to apply through the Town of Tyngsborough posting.

Kerri Oun and Shannon Gillis volunteered to be a part of the Regional Inspector Hiring Subcommittee. Michele Grant, Tewksbury's inspector, might also participate. As more than two Health Directors would constitute a quorum, other non-Director coalition or staff members are encouraged to join.

## **Motion to approve the Inspector Hiring Subcommittee**

Kristel Bennett motioned to approve the hiring subcommittee consisting of Kerri Oun and Shannon Gillis, possibly a third seat if Michele Grant is willing; with the ability for Kerri or Shannon's spot to be filled by a NEPHA member if they are unavailable. Kerri seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

### **B. Contractor Statement of Work**

In addition to the full-time role for primary inspection coverage, the group reviewed a proposed Contractor Statement of Work to provide interim inspection coverage in Tyngsborough and Tewksbury. The group estimated 20 hours/week, with a primary focus on Food Protection inspections. Responsibilities include conducting inspections, reporting violations, and preparing order letters seeking enforcement of violations. Haleigh Schultz and Cynthia Baker will work with the Tyngsborough procurement team to issue an RFQ.

## **Motion to approve the contractor Statement of Work**

Donna Greenwood motioned to approve the contractor SOW, Shannon Gillis seconded.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

## IV. Maternal & Child Health Planning

### A. MCH Planning

In our workplan, the group committed to participating in the Maternal, Child, and Family Health Community of Practice. These communities of practice are meant to bring towns and SSAs who are working towards similar goals together to share information and resources. Our workplan commits to working with community partners to learn about barriers to MCH, working with the Greater Lowell Health Alliance Task Force to highlight existing community partnerships, working with an epidemiologist to assess needs and trends, establishing local partners such as the Welcome Family Program, and creating resource guides for pregnant people, new moms, and guardians.

### B. Meeting Highlights

The Community of Practice meeting highlighted resources, data dashboards, and existing programs that communities may partner with or leverage to support MCH goals. The Welcome Family program offers a one-time nurse home visit to all caregivers with newborns, typically within the first few weeks. The nurse assesses newborn and caregiver health, providing education, resources, and referrals. If folks are interested in exploring local MCH data, the dashboards included in the slides provide a helpful starting point.

### C. Group Exercise: Community Partnerships

Haleigh Schultz introduced a group exercise to better understand existing and potential Maternal, Child, and Family health partnerships across the coalition. The group decided to table the exercise and brainstorm independently before circling back at a later meeting. The group spent time reflecting on MCH goals. Darcy Beall noted that mental health is a huge aspect of Maternal and Child Health, including providing resources, screening, and support for Post-Partum Depression (PPD). She mentioned Dimagi, a reporting software that may be helpful for use in home visits and MCH screening.

## V. Budget Review

### A. Budget Modification Request

To prepare for a formal Budget Modification Request, the group reviewed proposed changes to the current FY25 NEPHA Budget. Proposed changes include:

- Shifting \$1,500 from Technology and \$1,000 from Travel to pad the Training allowance
- Further reducing the Technology Software line by \$7,000 to reflect updated Relavent coverage
- Shifting an additional \$10,204.18 into the Consultant line item to cover the remaining Digitization closeout
- Shifting \$36,461.44 from the Health Inspector and Fringe lines into Consultant, in order to cover interim Food Protection inspection services as the group back-fills the full-time role

## B. Options for Reallocating Additional Funding

Due to expected hiring delays, we expect additional funding to become available throughout the fiscal year. The group will continue to revisit priorities and spending status to optimize fund allocation and spend-down opportunities. Options proposed include increasing the Health Communications line item to cover additional translation services for the Community Resource Guide and continuing to pad Training.

## **Motion to approve the Budget Modification as proposed**

Kerri Oun motioned to approve the Budget Modification as outlined. Donna Greenwood seconded.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

## **VI. Review of FY24 Backup Documentation Audit**

### A. Summary of Individual Town Conversations

Based on conversations with individual towns, opportunities for improving inspection processes through backup documentation updates include creating a HACCP plan checklist or SOP, indicating specific prompts for sanitizers and pH, and leveraging a new Housing inspection template. Next steps include working with vendors to update templates and customize documentation to meet the needs of each community. Haleigh Schultz will submit a Technical Support request for further SME support from Robin Chappell to work on templatization efforts. The group also expressed interest in a sushi-specific HACCP Plan training refresher.

## **VII. Community Updates**

November 18th, 2024 Meeting Minutes

Coalition members provided updates on current town efforts and upcoming activities. December will be quiet in Chelmsford, though CBT training, support groups for BIT, and regular events are still ongoing. Tyngsborough has a busy season with food permitting and documentation. Tewksbury is also undergoing food permits. Billerica is in the process of permit renewals for everything except food. Siobhan LaFreniere's coat drive is upcoming, and both she and Ashley Pavlakos are also working on a BIT course. Siobhan will also lead community focus groups and survey development for opioid community feedback.

## **VIII. Adjournment**

The next regular coalition meeting will be held in-person in **Billerica** on Monday, December 16th 11AM-1PM.

### **Motion to adjourn the meeting**

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

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

**Meeting adjourned at 1:09 PM.**

### **Documents used by the public body during the meeting:**

NEPHA November Meeting Slides

Regional Inspector Job Description

NEPHA FY25 Budget Modification Request (November)

# Meeting Opening

---

# Agenda

---

- I. Opening
- II. Announcements & Reminders
- III. Inspector JD Review
- IV. Maternal & Child Health Planning
- V. Budget Review
- VI. Documentation Review
- VII. Community Updates
- VIII. Adjournment



Approval of October 2024 meeting  
minutes

Approval of Digitization Vote meeting  
minutes

# Announcements & Reminders

---

# Announcements & Reminders

---

## Data Solutions

- OLRH is still looking for volunteers to participate in the Data Solutions Project touchpoints
  - Please fill out [this form](#) if interested

## Upcoming Training Dates

- Hoarding Training Series scheduled for January 14th & January 21st
  - Virtual, 9am - 4pm

# Announcements & Reminders

---

## 2025 FPHS Review

- The FPHS Review process will kick off in early 2025 - more information to come!
  - Please hold the following window on your calendar: 3PM - 4PM on January 14th

## Relavent

- Town Agreements - any questions?

# Inspector JD Review

---

# Regional Inspector Role Development

---

## Revision & Review of Inspector Job Description

- 1.0 FTE Regional Inspector
- Job Description review and approval
- Hiring subcommittee determination

- Enforces state and local public health laws, rules, and regulations including but not limited to food service establishments, housing, nuisances (air, odor, trash, noise, etc.), tanning, swimming pools, bathing beaches, recreational camps for children, lodging houses, group homes, tobacco retailers, body arts establishments, bodywork establishments, marijuana retailers, lead paint, keepers of animals, and private drinking water wells.
- Inspects food service establishments and retail stores for compliance with state sanitary code; monitors food establishment test results. Conducts food establishment complaint and food borne illness investigations, contacts state officials, and consults with physicians and lawyers; submits required reports and final analysis to appropriate state and local departments or agencies.
- Performs comprehensive plan reviews for food establishments prior to opening, for renovations, or change of ownership.
- Performs plan reviews and inspections for all new construction and renovations of swimming pools.
- Conducts housing inspections to ensure properties conform to state sanitary code. Inspects rental units and properties subject to public complaints as part of routine sanitary code enforcement.
- Plans and conducts health and environmental investigations, including collecting recreational water samples for bacterial analysis. Initiates remedial and enforcement procedures as necessary.
- Prepares order letters seeking enforcement of violations. Prepares documents in support of public health hearings and department enforcement actions, hearings, legal actions as well as presentation of public health rationale for enforcement in court.
- Maintains knowledge and expertise in relevant areas of public health, housing and environmental issues in order to maintain required licenses and certifications and changes in pertinent public health laws and regulations as well as enforcement practices.
- Assists and participates in the organization and development of the department's emergency preparedness programs.
- Participates in public health programs in the community as required.
- Follow scripts, policies, and procedures provided by NEPHA.

## Scope of Work:

- Primary focus on food protection and housing?
- Additional responsibilities?



# Contractor Statement of Work

---

**Summary:** Provides inspection coverage in Tyngsborough and Tewksbury. Additional surge support in Billerica and Chelmsford upon request.

**Commitment:** Expected hours per week?

**Preferences:** Ability to use FCP and Relavent Softwares

## Scope of Work:

- Conducts food protection and housing inspections in accordance with State Sanitary Code, enforcing federal, state, and local laws and regulations pertaining to public health and safety.
- Reports violations of applicable regulations using a variety of reporting methods, such as inspection reports, court complaints, tickets, and order letters.
- Prepares order letters seeking enforcement of violations.

# Maternal & Child Health Planning

---

# MCH Planning

---

In our FY25 workplan, we committed to participating in the Maternal, Child and Family Health Community of Practice to build MCH partnerships and expand MCH resources and services.

- Work with community partners (Police, Fire, Community Health Centers, Schools) to learn about barriers
- Work with the Greater Lowell Health Alliance Task Force to highlight existing community partners
- Work with an epidemiologist or other staff to assess needs
- Establish local partners such as the Welcome Family Program
- Create Resource Guides for pregnant people, new moms, and guardians

*Racial equity consideration: Community Engagement*

# Community of Practice Highlights

---

## Welcome Family Program

- This program offers a one-time nurse home visit to all caregivers with newborns
  - Assesses newborn and caregiver health, providing resources, education, and referral to services as needed

## Data Dashboards

- [Bureau of Family Health and Nutrition Title V Dashboard](#)
- [Birth Outcomes Data of Massachusetts Residents](#)
- [Early Intervention Data and Reports](#)

# Group Exercise: Community Partnerships

---

- List the organizations and groups you work with, or hope to work with, to support maternal, child, and family health in your communities
- Identify the level of cooperation using the following definitions:
  - Networking: Information sharing (e.g., sharing flyers, informational meetings)
  - Linkage: Referrals, intake, interagency consultations, etc.
  - Collaboration: Specific formal agreement to accomplish common purposes
  - Integration: Formal horizontal or vertical affiliation or merger of agencies with resultant structural and leadership changes
- Review the levels of cooperation to learn more about current partnerships and brainstorm new partnerships
- Identify key partners to help you meet your maternal, child, and family health goals

# FY25 Budget Review

---

# Summary of Proposed Changes

Line Item	Original Amount	New Amount	Reason	Overall Budget Status
Tech Software	\$27,000	\$25,500	\$1,500 to Training	Within budget
Travel	\$3,500	\$2,000	\$1,000 to Training	
Training	\$6,079	\$8,579	Cover additional training oppt.	
Tech Software	\$25,500	\$18,500	Reduced Relavent redundancies	Under Budget
Consultant	\$80,000	\$90,204.18	Digitization closeout	Over Budget
Health Inspector	\$95,013.44	\$64,502.73	Shift to consultant	Within Budget
Fringe	\$48,491.53	\$39,338.62	Shift of funds	
Consultant	\$90,204.18	\$126,662.62	Maximum allowance for consultant line	

# Additional Options for FY25 Budgeting

---

If we hire by January, we can expect to reallocate an additional ~\$10,100. If we hire by February, we can expect to reallocate an additional ~\$19,750.

Options include:

- Increasing Health Communications by \$5,000 to cover the total anticipated cost of Community Resource Guide translation services
- Continue to pad Training
- Other ideas?



# Backup Documentation Review

---

# Documentation Audit: Follow-Up Conversations

---

Summary of conversations with individual towns:

- Leveraging a new template or checklist for HACCP Plans would be helpful
- Prompts for specific Food Protection indicators would be helpful
  - Testing sanitizers (sinks or buckets), pH meter calibration and measurement
- Leveraging a new template for Housing Complaints would be helpful

Next steps:

- Work with vendors and partners to propose a template updates
- Group review of new template opportunities
- Explore additional training options (for example, sushi-specific HACCP)

# Community Updates

---

# Meeting Adjournment

---

## **Next Meeting**

Thursday, December 12th

11AM-1PM

*Who would like to host?*