

North East Public Health Alliance

November 9th, 2023 Meeting Agenda

11:00 am -1pm EST

In-person: 365 Boston Rd # G03, Billerica, MA 01821

Voting members in attendance:

Kristel Bennett, Billerica

Donna Greenwood, Chelmsford

Ashley Pavlakos, Regional Public Health Nurse / Tyngsborough

Non-voting members in attendance:

Cynthia Baker, BME Strategies

Darcy Beall, Chelmsford

Arielle Castro, Regional Inspector

Shelagh Collins, Billerica

Voting members not in attendance:

Shannon Gillis, Tewksbury

Opening

The regular meeting of the NorthEast Public Health Alliance was called to order by Cynthia Baker at 11:16 AM on November 9th, 2023.

I. Welcome

II. Announcements & Reminders

BME shared updates regarding support resources for newly arrived families and opioid settlement fund expenditure reporting deadlines.

III. LanguageLine Next Steps

The group reviewed account setup for LanguageLine translation and interpretation portals. BME will share onboarding resources with the group once received.

IV. Training Hub Intro: Elsa Zhao

Elsa Zhao presented to the coalition and outlined the Training Hub's goals for FY24. She shared their contact information with the group for any training-related inquiries. The group also reviewed selected results from the first Capacity Assessment related to ongoing

North East Public Health Alliance

November 9th, 2023 Meeting Agenda

funding, training, and staffing needs throughout NEPHA communities.

V. Regional Public Health Specialist Follow-up

The group discussed the updated hiring timeline following the approval vote, and job posting locations. BME will follow up with individual NEPHA communities to have the position posted on their town websites.

VI. FY24 Work Plan Deliverables

BME presented the FY24 PHE Dashboard. The group discussed progress updates across FY24 work plan objectives. Coalition members reviewed MFE license requirements from all four communities and suggested some options for creating a resource guide related to food trucks across the region. The group also discussed other potential avenues for sharing of regional resources.

VII. Community Updates

Chelmsford shared their recent successes with varied community events including Sober Karaoke, the Depression & Anxiety Support Group, and Narcan training. The Regional Inspector will follow up with Chelmsford to explore hosting regional ServSafe training. Billerica shared information about their upcoming Veteran's Day event.

VIII. Regional Staff Updates

Regional staff shared recent updates regarding ServSafe training, the mammogram van program, and Youth Mental Health First Aid.

IX. Adjournment

The meeting was adjourned at 1:04 PM. The next coalition meeting is scheduled for Thursday, December 14th 11AM-1PM and will be hosted by Chelmsford.

NEPHA Coalition Meeting



November 9, 2023

Agenda

- I. Welcome
- II. Announcements & Reminders
- III. Training Hub Intro
- IV. LanguageLine Next Steps
- V. Regional Public Health Specialist Follow-up
- VI. FY24 Work Plan Deliverables
- VII. Community Updates
- VIII. Regional Staff Updates
- IX. Adjournment

Welcome!

Announcements

Additional Resources for Newly Arrived Families

- **Mass211:** method to connect people to programs for basic needs
 - Childcare, food, transportation, housing, utility assistance, support for those facing DV
- **HomeBASE:** benefit program to help unhoused families by providing up to \$45,000 over a three year period
 - Can cover rental assistance, moving costs, utilities
- **MassHire:** program to assist with work placement and work readiness
 - Fast track for work authorization and on-the-job training

Announcements

Municipal Opioid Expenditure Reporting Reminder - due November 10th

- Municipalities receiving or pooling funds greater than \$35,000 are required to submit the Expenditure report
 - Reporting must be completed even if your municipality did not spend any funds during FY23
- Expenditure reports are submitted through online survey process (we can share the registration link for anyone who did not receive!)
- Information gathered through the expenditure reports will be made publicly available through the Care Massachusetts website

LanguageLine Next Steps

Account Setup

- All communities should have received account activation emails from Kryss (interpretation) and Tiffany (translation)
- Client ID# and Authentication Code necessary for device setup
 - Can authorize up to 100 devices per community (!)

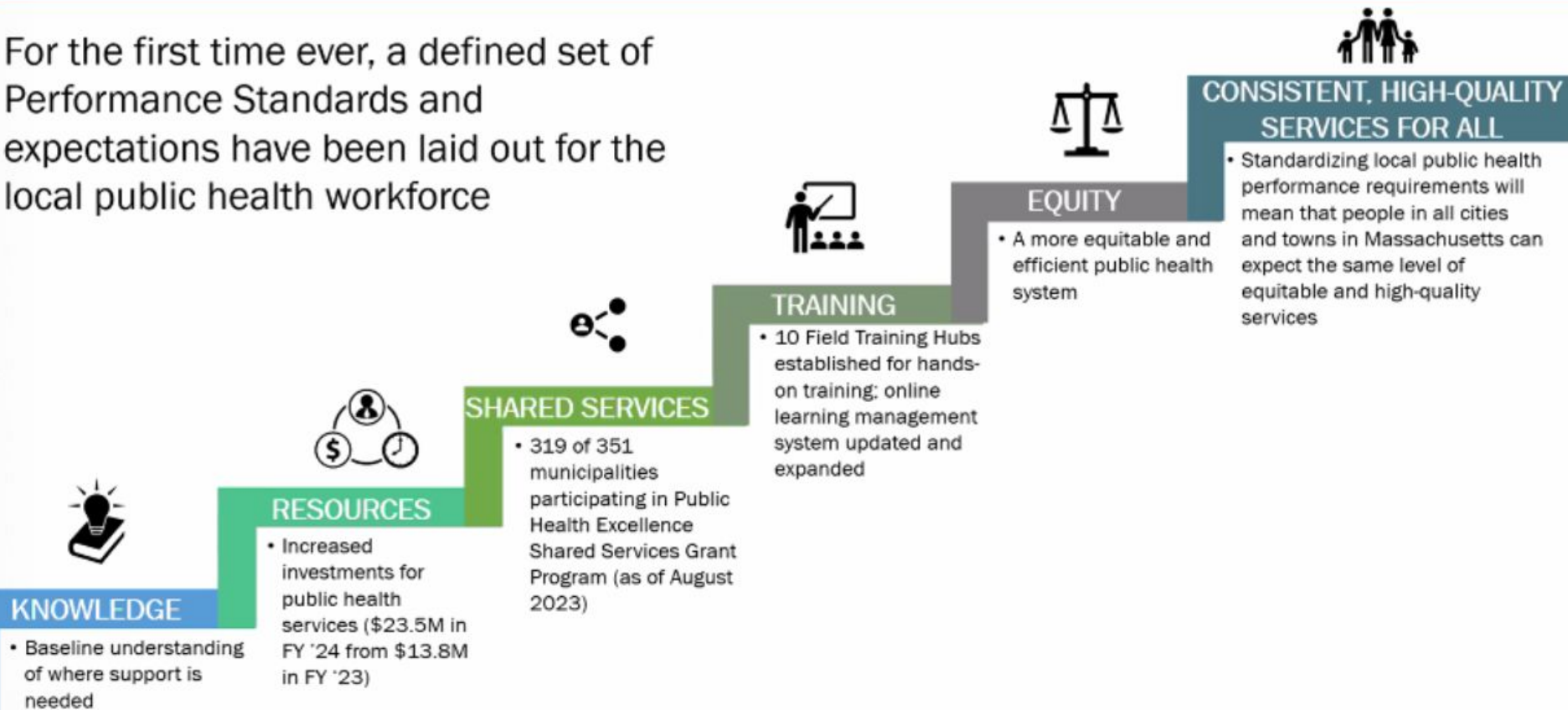
How can we support onboarding & training?

Training Hub Intro:

Elsa Zhao

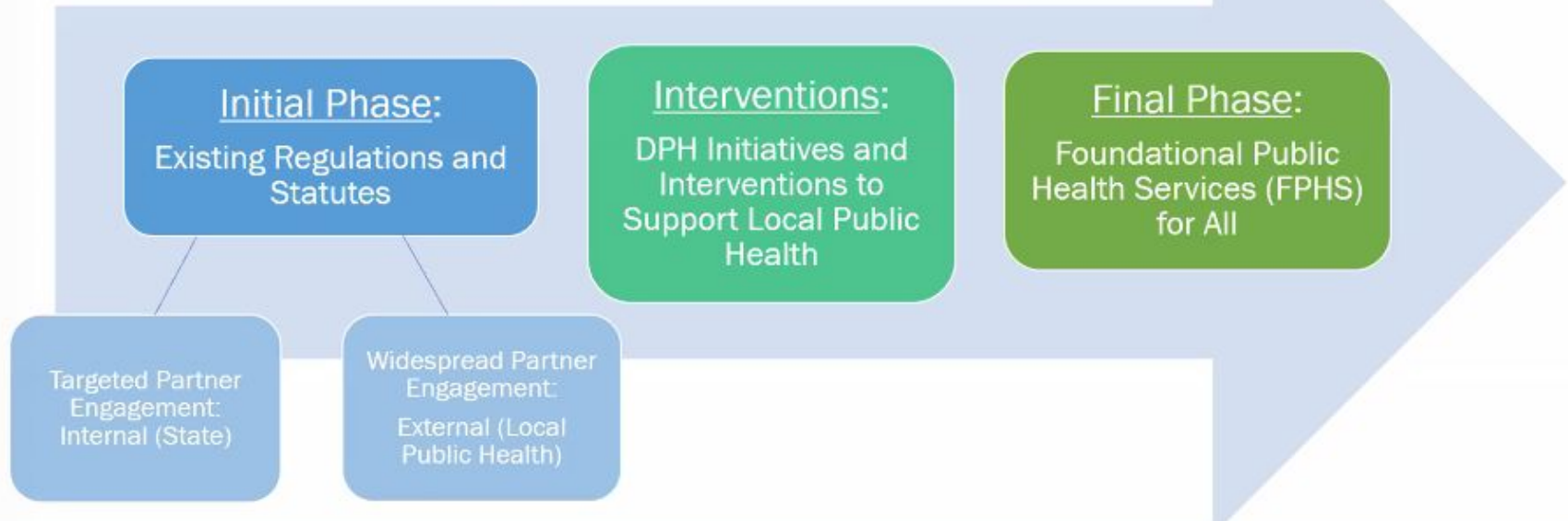
Trajectory of LPH in Massachusetts

For the first time ever, a defined set of Performance Standards and expectations have been laid out for the local public health workforce



Trajectory of LPH in Massachusetts

Ability for all of Massachusetts local public health to achieve all standards is critical for equitable delivery of health services



Funding, Training & Staffing Needs

Does your Health Department/Board of Health inspect all food establishments once every six months or on a risk-based schedule AND at least once per year for temporary or seasonal establishments? (2013 Merged Food Code)

3 communities reported needing staffing

In the last five years, for every request, did you perform a lead determination if the house was built before 1978 and there was a child under six living in the house? (105 CMR 460)

2 communities reported needing funding

Prior to enacting any regulation that impacts (i) farmers markets; (ii) farms; (iii) the non-commercial keeping of poultry, livestock or bees; or (iv) the non-commercial production of fruit, vegetables or horticultural plants, does your Health Department/Board of Health provide the municipal Agricultural Commission with a copy of the proposed regulation and a 45-day review period? (M.G.L. c. 111, s. 31)

2 communities reported needing training

Are sharps collection locations approved by your Health Department/Board of Health prior to operating? (105 CMR 480)

1 community reported needing funding, 1 community reported needing training

Regional Public Health Specialist Hiring Follow-up

Hiring Process Flow

Review candidate resumes (BME)
November



Initial phone screen/1st interview (BME)
November-December



Full panel/2nd interview (BME & Subcommittee)
December-January



Subcommittee recommends final candidate(s) to
coalition for vote and approval
January-February

RPHS Position Posting Locations

- LinkedIn
- Handshake
- MHOA Jobs Page
- NEPHA website
- Individual NEPHA community websites & platforms
- MPH program jobs boards

Other suggestions?

FY24 Deliverables

NorthEast Public Health Alliance

Public Health Excellence Grant	FY24	Q2
--------------------------------	------	----

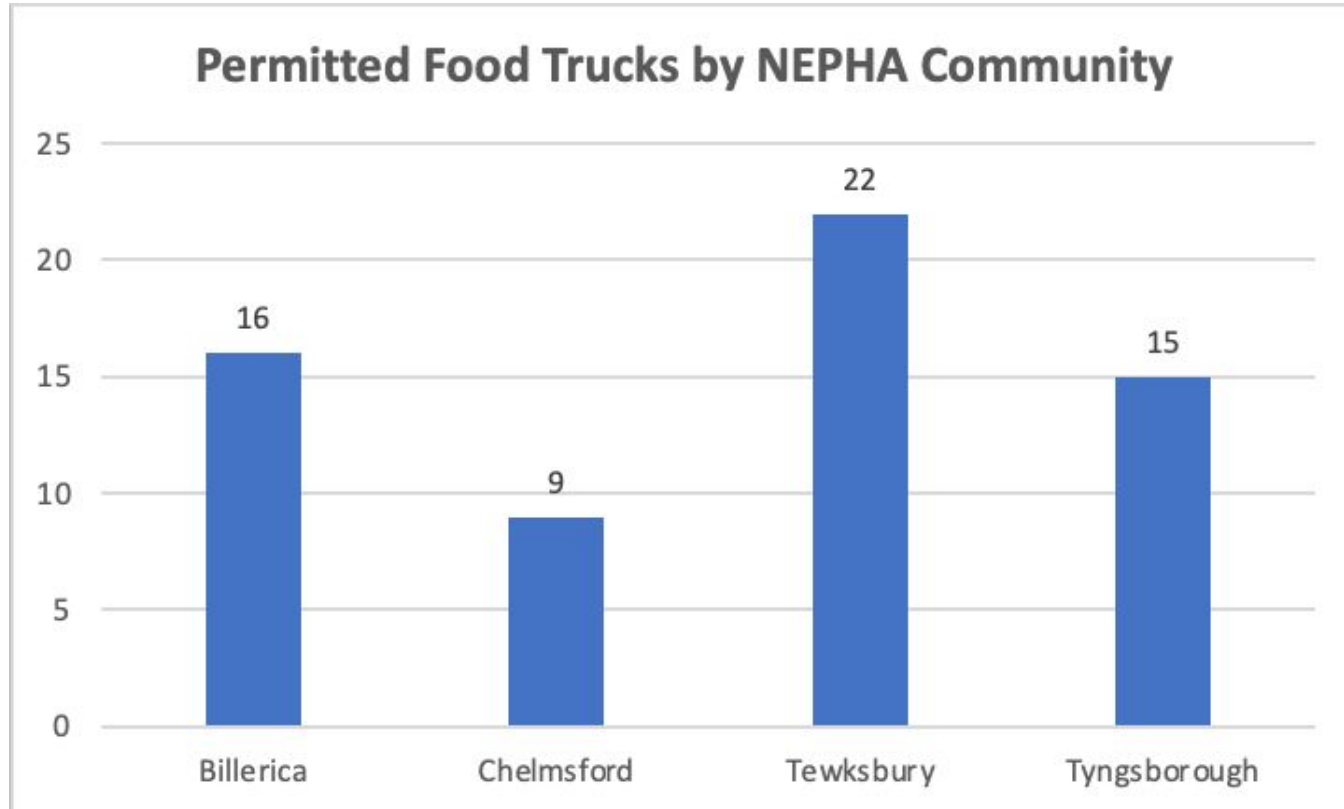
	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Next Steps	Due	Status
Hire Public Health Specialist				JD/Post Interview & Hire			Onboarding		Develop Community Resource Guide					Post JD and review incoming candidates	12/2	Delayed
Launch Regional Food Truck Program				Review MFEs	Plan		Convene stakeholders		Develop Case Management SOPs					Review community MFE data	11/9	Overdue
Conduct Inspectional Audit						Consult HRIA				Conduct Audit		Violation QI Strategy		Regroup with HRIA to discuss audit process?	12/31	On track
Develop EH Training Calendar				Survey		Review	Develop Calendar					Facilitate EH Training		Review results & design EH calendar format	12/31	On track
Hire FTE Shared Services Coordinator						Develop JD/Post		Interview & Hire				Onboarding			12/31	Not started



Risk	Mitigation	Next Steps	Due	Status
Delayed review of MFE data	Review with coalition in monthly meeting to brainstorm	Schedule meeting with Arielle to review feedback and develop proposal	12/4	On track

Budget	\$ 466,656.23
Spent	\$ 55,425.55
Allocated	\$ 466,656.23

Regional Food Truck Program



Regional Food Truck Program

<i>Licensed Trucks by Community</i>			
BILLERICA	CHELMSFORD	TEWKSBURY	TYNGSBOROUGH
Above the Clouds Catering	Augusta's Chicken on the Road I	A Seasoned Chef	Big Ts
Augusta's Chicken on the Road I	Donali Food Truck	Atrevete a Probar	Brub Guru
Augusta's Chicken on the Road II	Empanada Dada	Augusta's Chicken on the Road	Butter UR Biscuit
For the Kids, Inc. Kona Ice	Greatest BBQ of New England	Bird's Nest	Eggroll Café
Heavenly Dogs & Catering	Heavenly Dogs & Catering	Capeside Kitchen Beach Patrol	Empanada Dada
Mastorilli's Catering	Littletown Coffee	Chez Rafiki	Heavenly Dogs and Catering
Milk & Sugar	Tacos y Burritos	CJ Foods LLC	Holly's Kona Ice
Polish Prince Pierogi	The Whoopie Wagon	Cousins Maine Lobster	Lix Ice Cream
Sam's Ice Cream	Urban Nut Roasters	Cupcake City	Milk & Sugar
Shawsheen Valley Tech, High School		Eggroll Café	Northeast Smokehouse
Sportagraphic Inc. d/b/a Shishkaberrys of NE		Empanada Dada	Shirshkaberrys of NE
The Whoopie Wagon		Indian Street Cravings	The Roadside Diner
Tony's Ice Cream		Kona Ice	The Whoopie Wagon
Twelve Step Education Program		North American Catering Co	Thwaites Market
Uncle Joey's Cannoli		North Shore Beefy Boys	Wicked Tasty
What the Fork Catering		Northeast Smokehouse	
		Potato Potato	
		Rocco's Doughnut Co.	
		The Yolkswagen	
		Thwaites Food Truck	
		What the Fork Catering	
		The Whoopie Wagon	

Regional Food Truck Program

Discussion Questions

- After reviewing the data, does the group see any immediate opportunities to streamline or collaborate inspection processes?
- Would it be a value-add to have all the same Mobile Food Establishments operating in all 4 NEPHA communities?
- Ideal state: how could we reimagine the food truck inspection process to make it more efficient?

Environmental Health Training Audit & Calendar

- 5 respondents to survey so far - would love to have more!

Key Takeaways:

- Survey confirms lack of training availability for certain topics
 - Title 5 in particular
- Specific training requests & needs to date (beyond MA PHIT courses):
 - RS review and recertification options
 - In-person trainings for inspections

HRiA TA Session Follow-up

- Thoughts or feedback from the meeting?

Ideas:

- **1) Set incoming hire up for success:**
 - Direct initial projects towards 3 focus areas
 - What are 3 topics you'd like to see the incoming hire focus on?
 - How can we use this to drive our onboarding process?
- **2) Incorporate equity into our interview and hiring process:**
 - Blind candidate name and alma mater/education in initial resume screening step
- HRiA Racial Equity 101 Training: 11/30 at 10AM (virtual)

Community Updates

Regional Staff Updates

Meeting Adjournment

Next Meeting

- Scheduled for December 14th at 11AM
- Who would like to host?