

11:00 - 1:30 pm EST

Virtual: <https://us06web.zoom.us/j/83648593628?jst=2>

Voting members in attendance:

Kristel Bennett, Billerica
Darcy Beall, Chelmsford
Siobhan LaFreniere, Tewksbury
Kerri Oun, Tyngsborough

Non-voting members in attendance:

Shelagh Collins, Billerica
Haleigh Schultz, BME Strategies
Elise Pierce, Regional Health Inspector
Ashley Pavlakos, Regional Public Health Nurse

Voting members absent:

Donna Greenwood, Chelmsford
Shannon Gillis, Tewksbury

Non-Member Attendees:

Janice Chen, BME Strategies
Cassandra Andersen, Office of Local & Regional Health
Katie Roane, Office of Local & Regional Health
Sue Rosa, Massachusetts Health Officers Association

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 Schultz called the meeting to order at 11:04 am.

II. Foundational Public Health Services (FPHS) Data to Action

Presented by Janice Chen and Office of Local and Regional Health partners

A. Summary of the FPHS Review and Preliminary Results

Janice Chen provided an overview of the FPHS Shared Services Review, the definitions of Foundational Areas and Foundational Capabilities, and a summary of the forthcoming presentation. She walked through the total Shared Services Arrangement (SSA) spending, spending on FPHS-related services, and staff capacity and time across the different FPHS areas. She provided an overview of the areas in which the coalition demonstrated the highest and lowest capacity in. Janice then provided a deep-dive into the coalition's data on the following Foundational Areas and Capabilities: Maternal, Child, and Family Health; Policy, Development, and Support; and Environmental Public Health.

Along with the preliminary results, the State will be providing a Data-to-Action Toolkit and additional resources to guide FY26 planning and future programming. Cassandra Andersen recommended reviewing the data in depth and using the tools to guide ongoing coalition discussions. Cynthia Baker also noted that a lot of areas that are met are mandated areas, such as inspections that fall within Environmental Public Health. In addition to bolstering ongoing services, the coalition also has the opportunity to leverage these results to build additional expertise and capacity in areas that haven't been a primary focus historically.

Haleigh Schultz will circulate the full FPHS Data-to-Action PowerPoint along with the meeting minutes and follow-up materials.

III. Fiscal Year 2026 (FY26) Planning

A. Welcome, Elise!

Elise, NEPHA's new Regional Inspector, started this week. The coalition went through a quick round of introductions and welcomed Elise to the coalition.

B. Reflections on the Data-to-Action Meeting

The group spent time discussing the presentation and results of the FPHS Shared Services Review. Multiple coalition members appreciated the format and data included in the presentation, and noted that the group will need time to digest and understand the themes. Ashley Pavlakos called out the potential for guiding Regional Staff programming in the coming year, with strategic investments in program areas and training to increase capacity and expertise.

C. FY26 Planning Timeline, Goals, and Next Steps

Haleigh Schultz provided an overview of the upcoming FY26 workplanning session. Today's meeting aims to introduce the FY26 workplan content and regroup on priorities for the upcoming year. All materials are due to OLRH by June 23rd. The group will review and approve the workplan and budget at the June 12th coalition meeting.

Before discussing FY26 programming, Haleigh walked the group through an update on FY25 programming and workplan activities. The group has demonstrated immense progress in many workplan areas, while some have been impacted by staff turnover and changing priorities. FY25 progress updates include:

- Sustainability Objective 1: Communication & Engagement - Develop a framework for communication and engagement to optimize operational efficiency and effectiveness.
 - Status: Ongoing
- Performance Standard 1: Enhance staff capacity to effectively meet mandated inspectional requirements and enforce regulations, in alignment with the Performance Standards for Local Public Health.
 - Status: Ongoing
- Performance Standard 2: Facilitate targeted training opportunities for staff members to address gaps in meeting the Performance Standards for Local Public Health.
 - Status: On track to complete
- Performance Standard 3 & 4: Identify areas for improvement in inspection processes and provide targeted training to enhance the effectiveness and consistency of inspections across all participating municipalities.
 - Status: On track to complete
- Elective Objective 1: Maternal, Child, and Family Health - Support caregivers and newborns.
 - Status: On track

Haleigh introduced the FY26 Workplan content, including PHE Requirements, Sustainability Objectives, Performance Standards Objectives, and Elective Objectives. She noted that all required components are the same as FY25, with the addition of SAPHE 2.0 Reporting and METRIK onboarding. The group spent some time reviewing the Workplan Content Menu and discussion priorities for the upcoming fiscal year. The group expressed interest in the following areas:

- Communication & Engagement (Sustainability)
- Expanded Sharing of Internal Services (Sustainability)
- Diversification of Funding (Sustainability)
- Improve Inspection Processes (Performance Standards)
- Tobacco Use Prevention (Performance Standards)
- Expanded Vaccine Access (Elective)
- Maternal, Child, and Family Health (Elective)

To continue planning efforts and allow time for everyone to review and digest the Content Menu, Haleigh introduced the FY26 Workplan Content Survey. All coalition members are asked to complete the survey by EOD, June 6th. Haleigh will then meet 1:1 with regional staff to review the workplan activities and put together a full draft. The coalition will review the draft and discuss during the June 12th meeting. Following approval, Haleigh will submit all materials to OLRH by the required deadline.

D. FY25 Planning

The group checked in on spend-down and the decision for full disbursement of Payment #3. Given the end of the fiscal year and expense forecasting, all supply, training, and spending requests must be submitted to Haleigh Schultz and the Tyngsborough team for review and approval.

The group confirmed early-bird registrations for the 2025 MEHA and MHOA conferences. The MEHA Conference will take place September 10th - 12th in Plymouth, followed by the MHOA conference November 5th - 7th in Springfield. While early-bird registrations can come out of FY25 funding, all travel reimbursements will come out of FY26 funds.

IV. Adjournment

The next meeting will be held virtually on June 12th, from 11AM - 1PM.

Motion to adjourn the meeting

Kerri Oun motioned to adjourn the meeting. Siobhan LaFreniere seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

Meeting adjourned at 1:33 PM.

Documents referenced by the public body during the meeting:

- FPHS Review Data to Action Slides
- May 29th NEPHA Meeting Slides
- FY26 Workplan Content Menu
- FY26 Workplan Content Survey - NEPHA

NEPHA Coalition Meeting



May 29th, 2025



BME STRATEGIES

Meeting Opening

Agenda

- I. Opening
- II. FPHS Data to Action
- III. FY26 Planning
- IV. Adjournment

FPHS Data to Action

Presented by Janice Chen & OLRH Partners

Welcome, Elise!



FY26 Planning

FY26 Planning Timeline

1

May 21st

FY26 Workplan instructions and template launch at the PHE Grantee meeting

2

May 29th

FPHS Data to Action meeting and initial coalition-wide Workplan planning session

3

June 12th

June coalition meeting, final collaborative session and Workplan & Budget approval

4

June 23rd

FY26 Workplan and Budget due to OLRH

Today's Collaborative Session

The goal of today's meeting is to:

- Critically evaluate FY25 workplan progress
- Review the workplan content menu options for FY26
- Introduce the FY26 Workplan Content Survey
- Better understand priorities and programming direction for FY26

Coalition Review
of Materials:

June 12th

Workplan &
Budget due:

June 23rd

FY25 Workplan Progress

Sustainability Objective 1	<p>Communication & Engagement: Develop a framework for communication and engagement to optimize operational efficiency and effectiveness.</p> <ul style="list-style-type: none">• Create a regional Communications Guide• Set up regional staff feedback mechanisms for improved staff management
Performance Standard 1	<p>Enhance staff capacity to effectively meet mandated inspectional requirements and enforce regulations, in alignment with the Performance Standards for Local Public Health.</p> <ul style="list-style-type: none">• Hire a Regional Inspector to support Food Protection and enhance inspectional capacity
Performance Standard 2	<p>Facilitate targeted training opportunities for staff members to address gaps in meeting the Performance Standards for Local Public Health.</p> <ul style="list-style-type: none">• Source Housing Court & Hoarding trainings• Develop a regional Case Management SOP with a focus in hoarding and cluttering behaviors
Performance Standard 3 & 4	<p>Identify areas for improvement in inspection processes and provide targeted training to enhance the effectiveness and consistency of inspections across all participating municipalities.</p> <ul style="list-style-type: none">• Leverage FY24 Backup Documentation Audit to improve and update inspectional forms
Elective Objective	<p>Maternal, Child & Family Health: Support caregivers and newborns.</p> <ul style="list-style-type: none">• Participate in a Community of Practice• Work with community partners and epis to understand regional challenges and opportunities

FY26 Workplan Components

Similar to last year, our FY26 workplan must include the following:

- **PHE Requirements:** Grant Administration, Governance, FPHS Review, SAPHE 2.0 Reporting, METRIK
- **Sustainability Objectives:** 2 required
- **Performance Standards Objectives:** 2 required
- **Elective Objectives:** Optional
- **Racial Equity Themes:** Integrated into all Sustainability, Performance Standards, and Elective Objectives

PHE Requirements

The following items are required for our FY26 workplan:

- **Grant Administration:** Complete/perform all PHE Grant Program contractual requirements for the upcoming fiscal year
- **Governance:** Execute and maintain IMA or equivalent
- **Foundational Public Health Services (FPHS) Review:** Review and utilize the data from the FPHS Shared Services Review
- **SAPHE 2.0 Reporting:** Ensure each participating municipality (LPH Entity) completes the Annual SAPHE 2.0 reporting requirements
- **METRIK:** Participate in the onboarding process to METRIK

Sustainability Objectives (2 Required)

#1 - Communication & Engagement: Raise community awareness of shared services and benefits to residents.

#2 - Improved Sharing of Resources: Develop a framework to optimize operational efficiency and effectiveness.

#3 - Expanded Sharing of Internal Services: Explore opportunities for expanded sharing of services.

#4 - Community Partnership Development: Complete a process to identify new partners and expand partnerships to fill gaps/build capacity.

#5 - Diversification of Funding: Grants.

Performance Standards Objectives

- #1 - Enhance staff capacity to effectively meet mandated inspectional requirements and enforce regulations, in alignment with the Performance Standards for Local Public Health.
- #2 - Identify areas for improvement in inspection processes and provide targeted training to enhance the effectiveness and consistency of inspections across all participating municipalities.
- #3 - Facilitate targeted training opportunities for staff members to address gaps in meeting the Performance Standards.
- #4 - **Disease Control and Prevention:** Ensure adherence to infectious disease case investigation requirements, while enhancing staff training, capacity, and quality improvement initiatives.
- #5 - **Tobacco Use Prevention:** Create and implement a plan for meeting tobacco control and prevention needs.

Elective Objectives (Optional)

#1 - Organizational Competencies: Pool Municipal Opioid Abatement funds.

#2 - Communicable Disease Control: Expand vaccine access.

#3 - Maternal, Child & Family Health: Support caregivers and newborns.

#4 - Chronic Disease and Injury Prevention: Cardiovascular screening vulnerable populations.

#5 - Chronic Disease and Injury Prevention: Harm reduction prevention.

#6 - Access to & Linkage with Clinical Care: Improve and maintain continuous, coordinated care.

#7 - Education, Training, and Credentialing: Assess and plan for all staff to work towards meeting the Workforce Standards.

#8 - Assessment & Surveillance: Use data to inform public health programming to maximize health outcomes.

#9 - Inventory Management: Establish an inventory management system to streamline procurement processes and accurately monitor all purchases.

Next Steps

- 1) Coalition members to complete the [FY26 Workplan Content Survey](#) by **EOD, Friday, June 6th**
- 2) Haleigh to meet 1:1 with regional staff and practice area groups to discuss workplan activities
- 3) Haleigh to draft FY26 Workplan, circulate for review ahead of the June 12th meeting
- 4) Coalition to provide additional feedback and discussion
- 5) Approval of FY26 Workplan and Budget
- 6) Haleigh to submit FY26 materials to OLRH

FY25 Planning

Updates & Reminders

FY25 Spend-Down:

- We requested the full disbursement of Payment #3!
- Based on current forecasting, we're getting close to full allocation of funds - please be mindful of supply and training requests for the remainder of the year
- Please direct all requests to Kerri, Angela, and Haleigh

Remaining FY25 Meetings:

- June 12th: final review and approval of FY26 Workplan & Budget

MEHA & MHOA Registration

MEHA: September 10th - 12th in Plymouth

- Kerri
- Siobhan
- Elise
- Mark

MHOA: November 5th - 7th in Springfield

- Siobhan
- Elise
- Ashley
- Darcy
- Taryn
- Donna

All travel reimbursements for Fall 2025 conferences will come out of FY26 funds.

Meeting Adjournment

Next Meeting

Thursday, June 12th

11AM-1PM

Virtual Meeting