

# North East Public Health Alliance

February 15th, 2024 Meeting Minutes

11:00 am -1pm EST

In-person: 1009 Main Street, Tewksbury MA 01876

## **Voting members in attendance:**

Kristel Bennett, Billerica  
Donna Greenwood, Chelmsford  
Kerri Oun, Tyngsborough

## **Non-voting members in attendance:**

Cynthia Baker, BME Strategies  
Darcy Beall, Chelmsford  
Ashley Pavlakos, NEPHA Regional Public Health Nurse  
Arielle Castro, NEPHA Regional Inspector  
Angela Lemire, Tyngsborough

## **Voting members absent:**

Shannon Gillis, Tewksbury

## **Opening**

The regular meeting of the NorthEast Public Health Alliance was called to order by Cynthia Baker at 11:09AM on February 15th, 2023.

### **I. Welcome**

#### Approval of January meeting minutes

Kristel Bennet made a motion to approve the previous meeting minutes. Kerri Oun seconded the motion.

**Billerica:** Y

**Chelmsford:** Y

**Tewksbury:** -

**Tyngsborough:** Y

*Motion passes.*

#### Approval of NEPHA Position Approval meeting minutes

Kristel Bennet made a motion to approve the previous meeting minutes. Kerri Oun seconded the motion.

**Billerica:** Y

# North East Public Health Alliance

February 15th, 2024 Meeting Minutes

**Chelmsford:** Y

**Tewksbury:** -

**Tyngsborough:** Y

*Motion passes.*

## II. Announcements & Reminders

BME provided an overview of upcoming training opportunities, updated FY24 allowable expenditure guidance, and shared clarification about the Public Health Law prerequisite for Certified Health Officer applications.

## III. Regional Public Health Specialist Hiring: Subcommittee

### Recommendation

The hiring subcommittee shared their final candidate nomination: Marissa Cameron. Kerri Oun motioned to officially move forward with an offer for the selected candidate. Kristel Bennett seconded the motion.

**Billerica:** Y

**Chelmsford:** abstained

**Tewksbury:** -

**Tyngsborough:** Y

*Motion passes.*

## IV. Shared Services Coordinator: JD Approval Vote

The coalition reviewed the Shared Services Coordinator job description. The posting will be updated to advertise a salary range of \$65,000-\$85,000 annually, commensurate with experience.

Kristel Bennett motioned to approve the job description to post pending the salary update. Donna Greenwood seconded the motion.

**Billerica:** Y

**Chelmsford:** Y

**Tewksbury:** -

**Tyngsborough:** Y

*Motion passes.*

## V. PHE Opportunities Review

The coalition reviewed projected expenditures by budget category, including digitization, health communications, inspectional supplies, and technology supplies for incoming regional hires. The group decided to take next steps to post an IFB for digitization records for the communities of Billerica, Tewksbury, and Tyngsborough. BME will coordinate with the three communities to define a scope of work.

## VI. FY24 Work Plan

The group reviewed work plan progress to date. The regional food truck permitting project will be updated to an internal tracking framework. The group also discussed working with Relavent to install an automated report feature to view the top 3 food code violations in each municipality, to enable the coalition to meet their objective of developing a quality improvement strategy for repeat violations. The group also discussed leveraging digitization as a strategy to set up the coalition for a thorough backup documentation audit. The group discussed deliverables associated with the impending Regional Public Health Specialist hire. Finally, the group reviewed individual NEPHA staff training calendars to set timelines for completion of requirements and pre-requisites for upcoming MA PHIT courses.

## VII. Community Updates

Chelmsford shared updates about their mental health programming and support series 'Let's Talk About Mental Health,' and upcoming Youth Mental Health First Aid trainings. Tyngsborough announced their upcoming health fair 'Jump into Spring' scheduled for the first weekend of May.

## VIII. Regional Staff Updates

The Regional Public Health Nurse shared updates about upcoming cholesterol clinics and Buried in Treasure classes.

## IX. Next Steps

Chelmsford will host the next coalition meeting on March 14th, 2024.

## **X. Adjournment**

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 1:33 PM.

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

NEPHA February Coalition Meeting Presentation

Shared Services Coordinator Job Description

Regional Public Health Specialist Onboarding Documents

# NEPHA Coalition Meeting

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February 15th, 2024

# Agenda

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- I. Welcome**
- II. Announcements & Reminders**
- III. Regional Public Health Specialist Hiring: Subcommittee**  
**Recommendation**
- IV. Shared Services Coordinator: JD Approval Vote**
- V. FY24 Opportunities Review**
- VI. FY24 Work Plan Updates**
- VII. Community Updates**
- VIII. Regional Staff Updates**
- IX. Adjournment**

# Welcome!

# **Approval of January 2024 and NEPHA Position Approval meeting minutes**

# Announcements & Reminders

## Training & CE Opportunities

### MEHA Title 5 Seminar

February 21st, 8:30AM-4PM

\$100 for members, \$150 for non-members

### FDA National Retail Food Regulatory Program Standards Self Assessment and Verification Audit (SAVA) Workshop

April 2-4, Waltham, MA (in person)

\$150 registration fee

Registration deadline: [TOMORROW!](#) February 16th, 2024 - **5 tickets left**

### MassDEP - MHOA 2024 In-Person and Virtual Seminars

Tuesday, February 27th - Virtual Day 1 (without Title 5)

Thursday, February 29th - In-person at Devens Common

Tuesday, March 5th - Virtual Day 2 (with Title 5)

Thursday, March 7th - In-person at Delaney House in Holyoke

#### In-Person Fees:

\$65.00 for MHOA members includes continental breakfast and lunch

\$85.00 for Non-members, includes continental breakfast and lunch

#### Virtual Seminar Fees:

\$25 for members per day; \$40 for non-members per day

# Announcements & Reminders

## Updated Guidance on Certified Health Officer prerequisites:

Two interim courses that can be taken while the Public Health Law course is being developed -

- **Public Health Law and Legal Issues in MA (60 minutes)**  
*Available via TRAIN MA and LPHI*
- **Practical Law for Public Health Officials (90 minutes)**  
*Hosted by Northwestern (we will provide the link with the meeting minutes)*

After you take the trainings, download your Certificates as you will need to upload them into the RS.CHO Health Professional License e-licensing system when you are ready to apply for your CHO credential.

# Announcements & Reminders

## Pool Operation Management Training Locations & Dates

February 22-23rd, 2024	Worcester MA
March 12-13, 2024	Norwood, MA
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**

# Announcements & Reminders

## Updated Guidance for FY24 PHE Allowable Expenses

1. Upfront purchase of COVID-19, flu, and Adult Hep-A vaccines (FY24 only)\*
2. Travel to training - extended to cover up to \$1500 per shared services FTE
3. EA Emergency response plan assistance
  - a. Reimbursement for response activities not covered by other sources, ex., transportation, diapers. *This does not include education or school-related expenses.*
4. Strategic Planning
5. Digitization of records
6. Health Equity
  - a. Ex., translation services

# **Regional Public Health Specialist: Hiring Subcommittee Recommendations**

# **Regional Public Health Specialist**

## **Draft of Onboarding Guide & Structure**

- Basic, high-level introduction to NEPHA, PHE Grant, required Workforce Standards
- Emphasis on rotation through communities and initial relationship-building with municipal staff and partners
- Outlines specific goals for completion within a flexible time period

**Please review and provide feedback & suggestions by Friday, 2/23**

# **Shared Services Coordinator JD Approval Vote**

## **Next Steps**

- Approve to post the job opening
- Schedule kickoff meeting with subcommittee
  - Review interview guide
  - Establish timeline

# 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*

# PHE Opportunities Overview

## Anticipated Available Funds

Staffing and Fringe: \$26,796.88

Technology Hardware: \$7,000.00

Travel: \$8,000.00

Training: \$12,767.52

Nursing Supplies: \$15,000.00

Health Communication: \$25,000.00

Technology Software: \$2,707.50

Inspection Supplies: \$12,000.00

Total: \$109,271.90

# PHE Opportunities Overview

<b>Est. Unallocated Funds</b>		<b>\$109,271.90</b>
<b>Expenditure Categories</b>	<b>Item Notes</b>	<b>Est. Cost</b>
Digitization	Targeted document conversion for 4 communities	\$50,000.00
Technology Hardware	iPads, Apple Pens, etc for Regional and NEPHA staff	\$3,722.00
Inspectional Supplies	Pool kits, inspectional uniforms	\$629.87
Health Communications	Health fair supplies, outdoor kiosks and monitor	\$25,000.00
Training	Billerica RS Practice Exam	\$269.00
		<b>\$79,620.87</b>

# Digitization Initiative

## Recommended Approach: issue Invitation For Bid (IFB)

### Next Steps:

- Define scope of work
- Assign a timeline for completion
- Select naming conventions for files
- Name/appoint point of contact for each community
- Determine file delivery - FTP site?

# Digitization Initiative

## Current Estimates (by Community)

Billerica	Chelmsford	Tewksbury	Tyngsborough	Type of Container	Conversion	Est. Pages to Scan
162				Standard Archive Boxes	2000	324,000
				Large Archive Boxes	3250	0
				Large Binders	300	0
				Transfer Boxes	400	0
				Box Files/Document Cases	600	0
		1		Vertical File Drawers 18"	2400	2,400
4				Vertical File Drawers 24"	3250	13,000
4		2	20	Horizontal File Drawers 36"	4850	126,100
	1	5		Horizontal File Drawers 48"	6500	39,000
						504,500

# Digitization Initiative

## Scope of Work: Sample Outline

- Pick-up and packaging of boxes, and large format documents in drawers and tubes; transportation of documents to scanning facility.
- Document preparation for scanning.
- Quality control; rescanning where necessary; removal of blank pages.
- Searchable PDF capabilities for scanned documents.
- Delivery of PDF files to protected FTP site or other storage mechanism as determined by individual community.
- Organization and return of designated original documents to each community; secure shredding and destruction of remaining, un-designated documents.

# **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		Develop Case Management SOPs		Work with Tyngsborough HR to initiate candidate offer	3/1	Delayed
Launch Regional Food Truck Program				Review MFEs	Plan		Convene stakeholders		Finalize & launch		Violation QI Strategy			Refocus on internal resource; region-wide plan is not viable at this time	-	Remove
Conduct Inspectional Audit					Consult HRIA				Conduct Audit		QI Plan			Refocus on digitization to set up a successful audit for next fiscal year; review food code violations in Relavent platform and develop mitigation strategy & approach	2/29	On track
Develop EH Training Calendar				Survey	Review	Develop Calendar			Facilitate EH Training					Share individual training calendars and assign due dates for NEPHA staff	2/15	On track
Hire FTE Shared Services Coordinator					Develop JD/Post		Interview & Hire		Onboarding					Approve and post JD	2/15	Delayed



Risk	Mitigation	Next Steps	Due	Status
Hiring delays compromise completion of deliverables	Integrate focus of onboarding plan for RPHS to meet objectives for FY24	Coalition reviews onboarding plan and provides feedback; group organizes to support incoming hire with completion of deliverables	2/23/24	On track

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

# Training Audits & Calendar

## Individual Training Plans

- Developed draft training plans for each NEPHA shared & municipal employee (for which we have training information)
  - Lists individual training courses with links where applicable
  - Update regularly as additional training standards and co-requisites for MA PHIT courses roll out

## Requested Next Steps

- Review content
- Validate timelines
- Work with your staff to complete trainings

# Community Updates

# **Regional Staff Updates**

# Meeting Adjournment

## Next Meeting

- Scheduled for March, 14th, 2024
- Who would like to host?



## NEPHA Shared Services Coordinator

**Title:** Shared Services Coordinator

**Location:** NorthEast Public Health Alliance - Billerica, Chelmsford, Tewksbury, and Tyngsborough

**Reports To:** Health Director, Tyngsborough

**Caveat:** This position is grant-funded and is subject to appropriation under the Massachusetts Public Health Excellence Grant for Shared Services, Department of Public Health

**Hours:** 35 per week

**Salary:** \$65,000-\$85,000 commensurate with experience

### Background Information:

#### Public Health Excellence for Shared Services Grant Program

In 2020, the Massachusetts Department of Public Health initiated a grant program to increase cross-jurisdictional sharing of public health services to strengthen the service delivery capacities of local public health departments. This grant provides funding to develop the sustainability of shared services business models, strengthen the local public health workforce, and expand public health service delivery across the Commonwealth.

### Position Purpose:

The Town of Tyngsborough, in collaboration with the NorthEast Public Health Alliance (NEPHA), seeks a Shared Services Coordinator to support the towns of Billerica, Chelmsford, Tewksbury and Tyngsborough. The Coordinator will be responsible for overseeing the day-to-day operations under the Public Health Excellence grant, acting as the main point of contact for the Office of Local and Regional Health (OLRH) communications, and serving as a resource for participating municipalities. They will host monthly meetings to update regional directors on activities designed to strengthen essential local public health services and promote healthier communities throughout the region.

The Coordinator will be based in the Town of Tyngsborough's Board of Health and will have a reporting line to the NEPHA Shared Services' Advisory Board. This board consists of the Public Health Directors from each participating municipality. The Coordinator's primary focus will be on coordinating, supporting, and delivering shared services while also leading efforts to secure resources for the ongoing success of this shared initiative.

**Scope and Judgment:** The Shared Service Coordinator guides the effort to provide public health services and support the communities of Billerica, Chelmsford, Tewksbury, and Tyngsborough. Performs varied and responsible functions requiring a specialized and working knowledge of community and local public health operations. Exercise of judgment and initiative, willingness to help develop and define new procedures. This position will also plan and support implementation of regional-level initiatives and programs.

**Supervision Received:** Works under the general administrative direction of the Health Directors of NEPHA in accordance with applicable provisions of the Massachusetts General Laws, Board of Health regulations, and town bylaws, state, and federal regulations.

### **Job Environment**

- This position will be remote, with some activities completed in person across NEPHA communities as core responsibilities dictate.
- This position requires comfort working across different public health and human services stakeholders to ensure effective coordination and project management.
- Operates telephones, computers, and all other standard office equipment.
- Constant contact with community organizations, town residents, town department employees, vendors, and state and federal agencies. Contacts are made by phone, in person, by email, or by written correspondence.

### **Physical Requirements**

While performing the duties of this job, the employee is required to communicate, talk and hear. Frequently the employee is expected to attend in-person meetings, transit between NEPHA communities on a project-dependent basis, and interact with members of the public. The employee must be able to handle, or feel objects, tools, or controls. Occasionally, work may require lifting and carrying objects. Vision and hearing at or correctable to normal ranges is required to read documents and analyze data. This position requires the ability to operate a keyboard at efficient speed.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Oversee the day-to-day responsibilities of the PHE grant program.
- Serve as the primary liaison between the Office of Local and Regional Health (OLRH), participating municipalities, and other stakeholders to ensure timely communication and coordination of activities, and represent the grant program at public meetings and conferences.
- Support and coordinate regional staff, including but not limited to public health nurses and health inspectors serving NEPHA, and health department employees, in consistent achievement of the Performance Standards for local public health.
- Develop and execute a comprehensive strategy for the expansion of shared services, including identifying new opportunities for cross-jurisdictional sharing of public health services, collaborating with other grant recipients and stakeholders, and building consensus among participating municipalities.
- Collaborate with public health leaders to manage the shared service structure efficiently.
- Implement a framework to request and allocate staff hours based on evolving priorities.
- Attend state meetings and mandated PHE grantee trainings as required.
- Plan and lead regional monthly meetings to track progress on annual deliverables, share project updates, and facilitate discussion of all key issues relevant to continued management of the PHE grant.
- Facilitate and support community data collection efforts, and leverage results to inform programmatic proposals to strengthen regional public health service delivery.
- Address disparities in healthcare information access among individuals with diverse language backgrounds by implementing focused outreach efforts.

- Ensure timely submission of annual work plan and quarterly reports in accordance with OLRH requirements and with input of all partners.
- Develop and manage the grant budget, including preparing financial reports, forecasting expenditures, and reviewing payroll for grant staff.
- Seek additional grant opportunities on behalf of the coalition. Prepare and submit grant proposals with collaboration from municipal and regional partners.
- Provides support for public health programming across the coalition as needed.
- Supports coalition and individual municipal advertising and social media efforts as requested.
- Provide excellent customer service with cultural sensitivity, and discretion.
- Contribute to creating a collaborative work culture that appreciates diverse perspectives and approaches matters with flexibility and cultural relevance.
- Update the website to reflect health guidelines and current events.
- Perform other assigned duties.

## **Qualifications**

- Bachelor's degree in sciences, public/environmental health, or related field required.
- Master's degree in public health or related field preferred, or equivalent experience.
- Three years' experience in public health or an equivalent combination of education and experience.
- Minimum 2 years supervisory experience preferred.
- Proven track record of successful team and project management.
- Experience in, or knowledge of, local public health or government administration preferred.
- Grant writing experience is preferred.
- Proficiency in Microsoft Windows applications.
- Valid MA Driver's License.
- Strong verbal and written communication skills.
- Ability to maintain confidentiality.
- Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach.
- Adaptability and appreciation for diverse viewpoints.

We are made up of people with different strengths, experiences and backgrounds. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. These varied points of view are key to our success, and inclusion is everyone's responsibility.

Qualified individuals should send a completed resume and cover letter to [careers@bmestrategies.com](mailto:careers@bmestrategies.com). Please include 'NEPHA Shared Services Coordinator' in the subject line.



# **Regional Public Health Specialist Introduction**

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Welcome to the NorthEast Public Health Alliance!

# Overview of the NorthEast Public Health Alliance (NEPHA)

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The NorthEast Public Health Alliance (NEPHA) is comprised of the Boards of Health/Health Departments in Billerica, Chelmsford, Tewksbury, and Tyngsborough.

The group (originally named the Tri-Community Coalition (TCC) was established in 2021. Shortly thereafter Chelmsford joined the group. The shared services arrangement (SSA), now recognized as NEPHA, is supported by BME Strategies consultants.

NEPHA meets monthly in order to share information, resources, develop policies, and work towards collective achievement of the Performance Standards. The group is funded through the Public Health Excellence (PHE) grant, which aims to promote public health service delivery standards and provide resources for shared services arrangements throughout the Commonwealth.

A photograph showing a group of diverse individuals from various ethnicities and ages holding hands in a circle. The hands are clasped together in the center, symbolizing unity, teamwork, and collaboration. The background is bright and slightly blurred.

# NEPHA Stakeholders

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**Department of Public Health (DPH)  
Office of Local and Regional Health (OLRH)**

Provides Public Health Excellence (PHE) grant oversight and funding

Collaborates on regional expansion of public health services

NEPHA Coalition Participants

NEPHA Shared Staff

**NorthEast Public Health Alliance (NEPHA)**  
Public Health Excellence Shared Services Arrangement (SSA)  
Lead Municipality: Tyngsborough

Billerica

Chelmsford

Tewksbury

Tyngsboro

Kristel Bennett,  
Health Director

Donna Greenwood,  
Asst. Health  
Director

Shannon Gillis,  
Health Director

Kerri Oun,  
Health Director

Shelagh Collins,  
Inspector

Darcy Beall, Public  
Health Nurse

Michele Grant,  
Sanitarian

Angela Lemire,  
Administrative  
Assistant

Ashley Pavlakos,  
Regional Public Health  
Nurse

You!  
Regional Public Health  
Specialist

Arielle Castro,  
Regional Inspector



Your Role

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Community



Develop, implement, and evaluate strategic programs and coalition projects including quality improvement and community engagement.



Coordinate and provide resources to individuals and families impacted by community health issues; provide case management assistance and referrals for community residents.



Regularly assess community health needs to target education programs and community intervention services.



Develop and maintain a regional resource guide.



Build relationships and drive collaboration opportunities with community organizations throughout the coalition.



Research grant opportunities to expand NEPHA services and capacity, compile and submit grant applications on behalf of the coalition.



Collaborate with NEPHA municipal and shared staff to generate and deliver public health programming for all NEPHA residents.

# Priority Deliverables

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- 1) Develop a regional Community Resource Guide
- 2) Design a case management and resource referral framework to support NEPHA residents when social needs surface during inspections or disease case follow-up

# Topics of Focus



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- Mental Health Programs & Support Resources
- Basic Needs & Assistance
- Hoarding and Compulsive Acquiring
- Substance Use Disorder and Prevention
- Health & Racial Equity

# Trainings

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# Required Trainings & Certifications

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## 1. ICS 100 and NIMS 700

*Required within 1 year of hire*

**What is it?** ICS 100 and NIMS are introductions to the Incident Command System and National Incident Management System. Each course provides the foundation for higher level training, and describe the history, features and principles, and organizational structure of each system. These foundational competencies are deemed essential for employees working in public health and municipal government. Estimated training time: 5.5 hours (combined)

**Access Incident Command System and National Incident Management System trainings [HERE](#)**

## 2. Foundations for Local Public Health Practice

*Required within 18 months of hire*

**What is it?** The Foundations course provides a comprehensive introduction to the basic history and principles of public health, and covers general concepts related to legal and administrative matters, environmental health, community health and population health.

Estimated training time: 36 hours

**Access Foundations for Local Public Health Practice through the TRAIN MA platform [HERE](#)**

# Selected Trainings and Resources

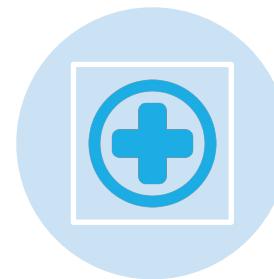
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- **OLRH Racial Equity 101 Training**
  - Hosted by [Health Resources in Action](#)
  - Offered intermittently - please check HRiA website for schedule & announcements
- **Motivational Interviewing Training Series**
  - Developed by [Center for Public Health Practice \(Colorado School of Public Health\)](#)
  - On your time, free & web-based training
  - Offers multiple tiers, from introductory to refreshers
- **SNAP Outreach Partnership/SNAP 101 Training**
  - Offered by [the Department of Transitional Assistance](#) (DTA)
  - Supports local outreach partners to better serve SNAP clients
- **Intro to Immigration**
  - Offered by [the Massachusetts Immigrant and Refugee Advocacy Coalition](#) (MIRA)
  - Four part series providing an introduction to relevant issues around immigration in MA
  - Offered intermittently throughout the year - check MIRA website for schedule & announcements
- **Monthly Local Boards of Health (LBOH) Webinars**
  - Offered by the Office of Local and Regional Health (OLRH)
  - [Registration link here](#)

# Other Resources



[Massachusetts Health Officers Association \(MHOA\)](#)



[MHOA Local Public Health Guide](#)



[Office of Local and Regional Health \(OLRH\)](#)



[Massachusetts Department of Public Health \(DPH\)](#)

This document is intended to provide a self-paced, high-level orientation guide to your role as the Regional Public Health Specialist for the NorthEast Public Health Alliance. Below is a list of key documents and links organized by content area. Hyperlinked items will direct you to the indicated resource; unlinked items can be found in the *Regional Public Health Specialist (RPHS) Onboarding folder*. These mini-modules are ordered to build context as you work through them, but feel free to skip around as best supports your learning.

*[Please fill in the table as you complete this guide by: checking the box next to the reviewed item, providing a completion date and trainee initials]*

<b>I. Background on NEPHA and the Public Health Excellence Grant</b>		
Resource	Date Completed	Initials
<input type="checkbox"/> Introduction (PPT)		
<input type="checkbox"/> Blueprint for Public Health Excellence ( <u>skim</u> )		
<input type="checkbox"/> Performance Standards One Pager		
<input type="checkbox"/> Performance Standards FAQ		
<input type="checkbox"/> Capacity Assessment Summary Report ( <u>skim</u> )		
<input type="checkbox"/> <a href="#">NEPHA Website</a>		

<b>II. NorthEast Public Health Alliance Communities</b>		
Resource	Date Completed	Initials
<input type="checkbox"/> Tyngsborough Personnel Handbook		
<input type="checkbox"/> NEPHA Census Data ( <i>to be developed</i> )		
<i>Add any materials provided by other communities</i>		

<b>III. Required Trainings</b>			
<i>**download and save your certificate of completion as a pdf in the <a href="#">Completed Trainings</a> folder.</i>			
Resource	Due Date	Date Completed	Initials
<input type="checkbox"/> <a href="#">Incident Command System 100</a>			

<input type="checkbox"/> <a href="#">National Incident Management System 700</a>			
<b><a href="#">Foundations for Local Public Health Practice</a></b>			
<i>Required Courses</i>			
<input type="checkbox"/> <a href="#">Health Promotion and Health Equity</a>			
<input type="checkbox"/> <a href="#">Orientation to Local Public Health in Massachusetts</a>			
<input type="checkbox"/> Strategies for Funding Board of Health Programs			
<input type="checkbox"/> Safety: Practical Strategies While Doing Field Work			
<input type="checkbox"/> <a href="#">Public Health Law and Legal Issues in Massachusetts</a>			
<input type="checkbox"/> <a href="#">How to Hold a Public Hearing in Massachusetts</a>			
<input type="checkbox"/> Wastewater and Title 5 Programs in Massachusetts			
<input type="checkbox"/> Recreational Waters: Swimming Pools			
<input type="checkbox"/> Nuisance Control Abatement and Removal			
<input type="checkbox"/> Hazardous Materials and Waste in Massachusetts			
<input type="checkbox"/> Food Protection Programs for Regulators			
<input type="checkbox"/> Drinking Water and Private Wells in Massachusetts			
<input type="checkbox"/> Surveillance of Infectious Diseases			

<input type="checkbox"/> Recreational Camps for Children Programs for Regulators			
<input type="checkbox"/> Opioid Epidemic and Substance Use Disorder: Local Public Health In Action			
<input type="checkbox"/> Isolation and Quarantine for Local Public Health in Massachusetts			
<input type="checkbox"/> Infectious Disease Case Management			
<input type="checkbox"/> Body Art Programs for Regulators			
<input type="checkbox"/> The 10 Essential Public Health Services in Action			
<input type="checkbox"/> Marketing Public Health			
<input type="checkbox"/> Final Topics: Foundations for Local Public Health Practice			
<b>Additional Courses: Complete <u>one</u> of the following from each category</b>			
<i>Environmental Health</i>			
<input type="checkbox"/> Tanning Facilities for Regulators and Operators			
<input type="checkbox"/> Solid Waste and Recycling Programs in Massachusetts			
<input type="checkbox"/> Recreational Waters: Bathing Beach Programs for Regulators			
<input type="checkbox"/> Medical or Biological Waste Programs for Regulators			
<i>Community &amp; Population Health</i>			
<input type="checkbox"/> Tickborne Disease Surveillance and Prevention			

<input type="checkbox"/> Opioid Epidemic and Substance Use Disorder: A Primer for MA Boards of Health			
<input type="checkbox"/> Immunizations and Vaccine Management in Massachusetts			

Regional Public Health Specialist Onboarding Checklist				
Timeframe	Location	Activity	Date of Completion	Notes
Week 1	Tyngsborough	Set up Tyngsborough municipal email for HR		
	Tyngsborough	Review of Tyngsborough employee handbook		
	Tyngsborough	Meet & greet with Kerri and Tyngsborough staff		
	Anywhere	Shared Services onboarding & overview with BME		
	Anywhere	Register on TRAIN MA		
	Anywhere	Register on FEMA website		
	Anywhere	Set up shared calendar		
	Billerica	Set up Billerica email account*		
	Billerica	Meet & greet with Kristel & Billerica staff		
	Billerica	Orientation to Billerica Health Department		
Month 1	Billerica	Sign up for local outreach staff Zoom call and mailing list		
	Variable	Schedule biweekly meeting with BME SSC to review progress and ID opportunities for support		
	Anywhere	Begin Foundations coursework on TRAIN MA		
	Anywhere	Begin ICS/NIMS on FEMA learning portal		
	Variable	Complete 1 day of shadowing with each of the following NEPHA staff and stakeholders:		
		<i>Kristel Bennett, Billerica Health Director</i>		
		<i>Donna Greenwood, Chelmsford Assistant Health Director</i>		
		<i>Shannon Gillis, Tewksbury Health Director</i>		
		<i>Kerri Oun, Tyngsborough Health Director</i>		
		<i>Ashley Pavlakos, Regional Public Health Nurse</i>		
Month 2		<i>Arielle Castro, Regional Inspector</i>		
		<i>Bethany Slack, Billerica Community Services Coordinator</i>		
		<i>Christine West, Billerica Public Health Nurse</i>		
		<i>Darcy Beall, Chelmsford Public Health Nurse</i>		
	Variable	Complete informational interview with COA in each NEPHA community:		
		<i>Billerica COA</i>		
		<i>Chelmsford COA</i>		
		<i>Tewksbury COA</i>		
		<i>Tyngsborough COA</i>		
	Anywhere	Review Billerica Community Resource Guide		
Month 2	Variable	Identify at least (1) organization in each NEPHA community supporting residents with the following:		
		<i>Mental health support</i>		
		<i>Housing assistance</i>		
		<i>Substance use prevention, support for individuals with substance use disorder or in recovery</i>		
		<i>Food assistance</i>		
		<i>Hoarding &amp; compulsive acquiring</i>		
		Develop list of NEPHA community faith-based organizations and local churches		
		Develop initial draft of an outreach plan to the above identified organizations in each NEPHA community		
	Variable	Schedule informational interviews with NEPHA municipal inspectors to inform initial case management process development		
	Variable	Collaborate with NEPHA coalition and BME to develop 1 Objective for FY25 PHE work plan		
Month 2	Variable	Start initial draft of support framework outline for case management and resource referrals that includes: 1) a brief summary of types of referral cases 2) documentation SOP 3) cadence for follow-up with referral organizations and partners to ensure individual's needs were addressed		
	Variable	Develop initial draft of NEPHA Community Resource Guide (CRG)		

	Variable	Present initial draft of NEPHA CRG to the coalition at a monthly coalition meeting*		
	Variable	Develop formatting recommendations to maximize CRG accessibility (ex., translation, digital formatting, printing, locations)		
	Variable	Develop recommendations for ongoing maintenance of NEPHA Community Resource Guide		
	Variable	Conduct outreach to identified organizations at least (1) previously identified community organization in each NEPHA municipality to assess needs, priorities, connections to local population, and opportunities for future collaboration		
<b>Month 3</b>	Variable	Complete Foundations in Public Health coursework on TRAIN MA		
	Variable	Complete ICS 100/NIMS 700 on FEMA portal		
	Variable	Identify at least (1) priority project in each NEPHA community		
	Variable	Identify at least (1) opportunity for regional programming development to benefit all NEPHA communities		
	Variable	Facilitate initial launch of Community Resource Guide on NEPHA website and other identified locations		
	Variable	Collaborate with BME and NEPHA stakeholders to develop outline of annual evaluation plan, including SMART goals and deliverables		