

March 12th, 2026 Meeting Minutes

11:00 am - 1:00 pm EST

Hybrid Meeting

In-Person: Tyngsborough Old Town Hall

Virtual: <https://us06web.zoom.us/j/89275119753>

**Voting members in attendance:**

Shannon Gillis, Tewksbury

Donna Greenwood, Chelmsford (Virtual)

Kerri Oun, Tyngsborough

**Non-voting members in attendance:**

Shelagh Collins, Billerica

Christine West, Billerica

Siobhan LaFreniere, Tewksbury

Manizeh Afridi, BME Strategies

Darcy Beall, Chelmsford (Virtual)

Taryn Angel, Chelmsford (Virtual)

Ashley Pavlakos, Regional Public Health Nurse

Phavy Pheng, Billerica

**Voting members absent:**

Kristel Bennett, Billerica

## I. Opening

3/4 voting members present, quorum was met.

### Motion to start the meeting

Kerri Oun made a motion to start the meeting. Shannon Gillis seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

Manizeh Afridi called the meeting to order at 11:06AM.

## II. Approval of Meeting Minutes

**Motion to approve December meeting minutes**

March 12th, 2026 Meeting Minutes

Kerri Oun motioned to approve December meeting minutes. Shannon Gillis seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

### **Motion to approve February meeting minutes.**

Kerri Oun motioned to approve February meeting minutes. Donna Greenwood seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

## **III. Announcements**

### **A. FY26 SAPHE 2.0 Reporting for Local Public Health**

#### **Workforce Standards Survey is live!**

**Link:** <https://redcap.ehs.mass.gov/redcap/surveys/?s=94RRFL78PTFL7JFM>

The Workforce Survey assesses the resources needed for the MA LPH workforce to achieve the standards from the Blueprint for Public Health Excellence.

- Every local public health staff person, contractor, and LBOH completes a survey.
- This **anonymous** survey will include:
  - Workforce job categories, titles, and job functions performed
  - Workforce standards: education, certifications and licensures, trainings completing, and future training needs
  - Workforce composition: job experience, areas of expertise, demographic information
- **Timeline:**
  - **The survey is due by April 10th.**
- **Outcome:**
  - Data will be aggregated to understand statewide capacity, estimate the cost of meeting standards, and inform future resources, training, and technical assistance
- **Questions?**

March 12th, 2026 Meeting Minutes

- For questions on how to access the survey, please reach out to Christina Moore ([christina.moore3@mass.gov](mailto:christina.moore3@mass.gov))

## Performance Standards Survey is live!

As of Monday, March 9th, each municipality should have received their own link.

This survey will collect current (July 1, 2025 - June 30, 2026) local capacity to meet Performance Standards.

- The survey includes 5 domains and 24 topic areas. The Domains: Administration, Environmental Health, Disease Control, Tobacco, FPHS
- **Technical Support Available:**
- **Timeline:**
  - **Survey due April 30th.**
- **Technical Support Available:**
  - Office hours and 1-1 support

## Questions?

- For questions, please reach out to [performancestandards@mass.gov](mailto:performancestandards@mass.gov)

## SAPHE 2.0 Reporting Overview

Why SAPHE 2.0 Reporting Matters:

- a. Annual reporting is required under SAPHE 2.0
- b. The data collected will allow ongoing monitoring to improve understanding of local public health capacity
- c. The annual data collection process will provide a consistent, standardized, and integrated reporting system
- d. The reporting surveys and results have been designed to support system improvement

### **B. Upcoming Training Opportunities**

- **MAHB 2026 Annual Certificate Program**

Registration link: <https://www.mahb.org/register-for-the-2026-annual-mahb-certificate-program/>

**For all Elected/Appointed Board of Health Members, Health Department Staff and Public Health**

### **Excellence Collaboratives**

- Saturday, March 14, 2026 – Delaney House, Holyoke
- Saturday, March 21, 2026 – 1620 Hotel, Plymouth
- Saturday April 11, 2026 – Marriott Courtyard, Marlborough
- Saturday May 2, 2026 – DoubleTree Hotel, Danvers

*Time: 8:30 am to 4:00 pm – All programs include full breakfast and lunch*

*Cost: \$100 per person*

March 12th, 2026 Meeting Minutes

- **Totally Title 5 (Wastewater) (\$\$\$)**  
March 24, 8am-4pm (In-person; Holyoke, MA)  
WMPHA presents the annual Totally Title 5 conference at the Log Cabin in Holyoke. Hear from industry experts, local public health, and MA DEP staff. Topics include Title 5 basics, private wells, Metrik, and more! Register by March 17.
- **Massachusetts Title 5 Soil Evaluator Class (\$\$\$)**  
April 7, 14, 23 (In-person; TBD location)  
April 28 (In-person Exam; TBD location)  
April 21, May 5, 12 (Field; TBD location)  
May 27 (Field Exam; TBD location)  
Registration is not yet open but mark your calendars. Seats fill up quickly, so NEIWGCC recommends you prepare your completed application and send it as soon as registration opens. See the attached flyer for more information.

## IV. NEPHA Updates

- Regional Inspector Hiring Discussion:** The discussion centered on the hiring of the candidate for the regional inspector role, as recommended by the hiring subcommittee.
- Next Steps:**  
A consensus was reached by the group to proceed with making an offer to the candidate.

### **Motion to move forward with sending an offer letter to the candidate for the Regional Inspector position.**

Kerri Oun motioned to approve to move forward with sending an offer letter to the candidate. Shannon Gillis seconded the motion.

Chelmsford: Y  
Tewksbury: Y  
Tyngsborough: Y  
**All in favor.**

## V. Community Baby Shower Updates

The NEPHA MCH Working Group holds monthly meetings focused on the planning and logistics of the upcoming community baby shower. Recent progress includes securing a GLHA mini-grant, contacting vendors for sponsorship and tabling opportunities, and placing donation boxes throughout the communities.

The group's immediate next steps are centered on event logistics, such as:

March 12th, 2026 Meeting Minutes

- **Promotion:** Developing a strategy for event promotion.
- **RSVPs & Needs Assessment:** Managing RSVPs to determine attendance and participant needs.
- **Sponsor Tables:** Planning the layout and logistics for sponsor tables.
- **Educational Materials:** Creating supporting educational content.
- **Donations & Giveaways:** Establishing a strategy for donation storage and organizing the giveaway process.

## VI. NEPHA Spend Down Discussion

The central focus of the discussion was strategic brainstorming on how to allocate the existing funds across several key categories: nursing training and supplies, inspectional training and supplies, technology, NEPHA uniforms, and additional educational materials to enhance programming.

## VII. Community Updates

- **Billerica:** Continues planning for the Fall Billerica Health and Wellness Fair.
- **Chelmsford:** The Chelmsford Health and Wellness Fair, scheduled for this fall, is specifically designed to attract families and children. Chelmsford shared their engagement strategy for this upcoming event, which features fun activities such as princess shows, face painting, and balloon animals, in addition to having food trucks.
- **Tewksbury:** Recently held their first Tewksbury Health Fair since 2016.
- **Tyngsborough:** No updates.

## VIII. Adjournment

The next regular coalition meeting will be held on Thursday, April 9th, from 11AM-1PM in Chelmsford, with a virtual option available for those with conflicts.

### Motion to adjourn the meeting

Kerri Oun motioned to adjourn the meeting. Shannon Gillis seconded the motion.

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

**All in favor.**

The meeting adjourned at 12:47PM.

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

- NEPHA March 12th Meeting Slides