BME STRATEGIES

North East Public Health Alliance

July 9th, 2026 Meeting Minutes

11:00 am - 1:00 pm EST
Virtual Meeting: https://us06web.zoom.us/j/81544303915

Voting members in attendance:
Kristel Bennett, Billerica
Donna Greenwood, Chelmsford
Siobhan LaFreniere, Tewksbury
Kerri Oun, Tyngsborough

Non-voting members in attendance:
Manizeh Afridi, BME Strategies
Kerri Sands, Regional Inspector
Bethany Slack, Regional Public Health Specialist
Ashley Pavlakos, Regional Public Health Nurse
Taryn Angel, Chelmsford
Darcy Beall, Chelmsford
Elise Pierce, Chelmsford
Allison Archambault, Chelmsford

Voting members absent:
Shannon Gillis, Tewksbury (Absent)

I. Opening

4/4 voting members present, quorum was met.

Motion to start the meeting
Kerri Oun made a motion to start the meeting. Kristel Bennett seconded the motion.

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

Manizeh Afridi called the meeting to order at 11:09 AM.

II. Approval of Meeting Minutes

Motion to approve June meeting minutes

North East Public Health Alliance

July 9th, 2026 Meeting Minutes

Kerri Oun motioned to approve June meeting minutes. Kristel Bennett seconded the motion.

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

III. Announcements

Upcoming Training Opportunities:

- **FDA Training FD215: Managing Retail Food Safety**
  July 13-17 (Virtual)
  This course explores how risk-based inspections can be applied in retail and food service establishments. Topics include the "process approach" to HACCP, applications of HACCP principles in routine inspection work, and assessing active managerial control of risk factors by operators through a HACCP system or other established food safety systems. While the process approach is new to many regulators, it is better designed for use in retail and food service settings than traditional HACCP approaches because it eliminates lengthy flow charting and hazard analysis for every type of food product.

- **Grant Writing Basics**
  Self-paced (Virtual)
  This one-hour training session from the New England Public Health Training Center explores the function of grants in bolstering public health efforts. Participants will learn to locate suitable funding opportunities and develop foundational logic models to streamline the grant preparation process.

- **Vector-Borne Disease Informational Session**
  July 14, 10:00 AM – 11:00 AM (Virtual)
  Presented by the Bay State Public Health Training Hub, this session features Priscilla Matton, Superintendent of the Bristol County Mosquito Control Project. The presentation covers the biological life cycle and habitats of mosquitoes, EEE and West Nile Virus risks, and effective mitigation strategies. Please refer to the provided flyer for additional details.

- **Climate Adaptation: Utilizing the CDC BRACE Framework**
  July 21, 1:00 PM – 2:00 PM (Virtual)
  NEHA is hosting a one-hour webinar on the Building Resilience Against Climate Effects (BRACE) framework, a vital resource for environmental health specialists managing the impacts of climate change. The session will detail the framework's core components and

offer practical examples of community partnerships focused on assessing and mitigating climate-related health risks.

- **Public Health Program Management: From Theory to Practice**
  July 29, 1:00 PM – 2:00 PM (Virtual)
  Additional details and registration information will be available soon.

- **Nuisance Complaints and Animal Welfare**
  August 5, 2:00 PM – 3:00 PM (Virtual)
  Representatives from the MDAR Division of Animal Health will discuss regulatory responses to nuisance complaints involving livestock and farming operations. The session will clarify exemptions within nuisance law and identify the authorities responsible for enforcing animal welfare and cruelty standards.
- **Budgeting Strategies for Local Health Departments**
  August 13, 1:00 PM – 2:00 PM (Virtual)
  Additional registration details and informational materials will be provided in the near future.

- **Lead Determination Training**
  Date TBD (Virtual)
  Interested participants may register for the waitlist via the provided link. Please note that a confirmed date has yet to be established, and submission of the interest form does not ensure enrollment in the program.

IV. NEPHA Updates:

1. NEPHA Strategic Plan

The group reviewed the final draft of the NEPHA Strategic Plan and voted on approving it for use.

Motion to approve the final draft of the NEPHA Strategic Plan.
Donna Greenwood motioned to approve the final draft of the NEPHA Strategic Plan. Kerri Oun seconded the motion.

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

2. Draft Scope of Work for Title 5 Inspectional Support

North East Public Health Alliance

July 9th, 2026 Meeting Minutes

The group reviewed the draft scope of work for the Title 5 contractor position. Advisory board members provided edits and suggestions. The group decided that they would vote on final wording of the scope of work at the next coalition meeting.

V. Community Baby Shower Recap

Discussion focused on group highlights of the NEPHA Community Baby Shower that took place this past June. The group discussed successes, challenges, and the logistical steps required to plan and host additional regional events. The group then reviewed the data from the Post-Event survey and data from the Vendor Feedback Survey.

VI. Adjournment

The group decided to cancel the August coalition meeting. The next regular coalition meeting will be held in-person on Thursday, September 10th in Billerica.

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.

The meeting adjourned at 12:23PM.

Documents used by the public body during the meeting:

- NEPHA July 9th Meeting Slides
- Draft Strategic Plan
- Draft Scope of Work for Title 5 Inspector