

President

Rae Dick, CP-FS
Westford



Treasurer

Sigalle Reiss, MPA
Brookline

Vice President

Timothy Muir McDonald, MPA
Needham

Secretary

Melissa Ranieri, RS, SE, SI
Walpole

MHOA Board Meeting
February 9, 2023 - 10:00 am
Via Zoom

<https://us02web.zoom.us/j/82840602619?pwd=elpFbXRkK1BFSjJ5ZGRjNE1Nc284Zz09>

- Introductions
- Updates from DPH/DEP
- Approve Minutes from January 12, 2023
- Membership Update - *Vote to Approve New Members*
- Tobacco Update
- Program Specialist Update
- APHC Update
- Executive Director's Report
- President's Report
- Strategic Plan
- Committees
- LPHI
- Non-Medical Vaccine Exemption Bill
- Other

MASSACHUSETTS HEALTH OFFICERS ASSOCIATION

Board Meeting Minutes

January 12, 2023

Woods Hill Table, West Concord, MA and Via Zoom

Board Members Present: Rae Dick (President); Timothy McDonald (Vice President); Melissa Ranieri (Secretary); Sigalle Reiss (Treasurer); Erin Hightower (Region 2); Laura Vlasuk (Region 3); Felix Garcia (Region 4A); Joanne Belanger (At-Large); Brian LaGrasse (At-Large); Amy Donovan-Palmer (At-Large); Amy Ewing (At-Large *Via Zoom*); Rike Sterrett (At-Large); Merridith O'Leary (At-Large *Via Zoom*); Roberto Santamaria (At-Large *Via Zoom*); David Naparstek (Ex Officio); Ruth Clay (Ex Officio); Tom Carbone (Ex Officio)

Guests: Aimee Petrosky (MDPH); Derek Fullerton (Mayflower and Topsail Recovery) and Winni Bakshi (LPHI)

Staff Present: Teresa Kett (Executive Director); Doug Halley (Member Services Coordinator); Sarah McColgan (Tobacco Control Director *Via Zoom*); Jennifer Tsoi (Program Specialist); Tali Schiller (APHC Program Manager); Parker Sweet (APHC Program Coordinator); Savannah Lorenc (APHC Operations Assistant *Via Zoom*); Charlotte Breef-Pilz (APHC Operations Assistant) and Lisa Pacella (Administrative Assistant)

Meeting Called to Order: 10:03 a.m.

Welcome and Introductions: See Above for attendees.

Item/Committee/Report	Report	Action
DPH	Aimee Petrosky was present and gave the following updates: • RS CHO online e-licensing portal is now live. Most have renewed licenses already. If permits are not renewed by 1/15, there will be a late fee. Proposed new RS CHO regulations were presented to PH Council and public hearing is tomorrow. • Color software access is through 2027 fy end and working on contract extension. • FEAC (Food Advisory Committee) will be resumed soon. • Thank you to MHOA for organizing the housing trainings. • Two senior food safety training positions were posted on MA Careers and will be posted on MHOA's website.	

	It was suggested by R. Dick DPH present at a future MHOA quarterly meeting about training hubs (e.g. what they will look like, what training will be provided, etc.)	
DEP	90 spots for SE training for this year. Andrea Briggs will work on that registration link coming from NEIWPC.	
Minutes	Motion to Approve Board Minutes from December 15, 2022: Timothy McDonald Second: Tom Carbone Vote: Unanimous	
Treasurer	No update.	
Member Services	Doug Halley was present and gave the following update: Health departments are able to register their entire staff for membership all at once. Below are the totals for 2022 membership. Total 667 - 507 regular members, 56 retired, 17 students, 16 emeritus, 9 employees and 62 associate members. New members were listed. Motion to accept new members: Timothy McDonald Second: Melissa Ranieri Vote: Unanimous	
Tobacco Control	Sarah McColgan was present and gave the following update: - Patti Henley, Director of MTCP for the past 10 years is retiring at the end of April and they are actively recruiting for that position. - Training for retail stores and managers is available on MHOA website in both English and Spanish. - Developing training for owners and managers covering new state law and products that have been problematic. Developing for Waltham now and then make it available to tailor to other communities. - RFR will be released in the next month and existing programs funded through previous RFR do not need to reapply, but some of the programs that were funded through a notice of opp will need to apply so they become official programs. MHOA will send notice once that is out and	S. McColgan to check with lawyers about J. Belanger's permit question.

	Commbuys will show what the requirements are. It was suggested if you are not part of a funded program to consider that because this will not be available to communities not part of the funded program. • Model tobacco regulation is being tweaked. Regulation will be color coded to identify new changes which she explained. She will inquire with Cheryl Sbarra and Lisa Goodnight to see if they are ok with her sharing model 2023 regulation. ○ J. Belanger asked if it has been written into regulations retailers who have city/town permits must be in compliance with the state. She indicated the state will not enforce it. S. McColgan will check with the lawyers and get back to J. Belanger.	
Program Specialist Update	Jen Tsoi was present and gave the following report: • CLPH MDPH housing code program registration opened earlier this week. • DEP seminar series will be a hybrid model - one full day in person and two half days on Zoom. In person is scheduled for 3/9 at Devens Commons, 3/7 and 3/21 Via Zoom and registration will open soon. • QM will take place on 3/16 at Cyprian Keyes. The program is about the Attorney General's Neighborhood Renewal Division, formerly the Abandoned Housing Initiative. During that program there will be a MHOA and training hub update and APHC presentation. Please send J. Tsoi specific questions for the speaker to address to tailor the program and training to meet your needs. It was suggested to review a case study. • The Education Committee meeting is scheduled for 1/27. Strategic plan has a fair amount of work dedicated to that committee. She would like to start to set some expectations and scope of work and priority work. • J. Tsoi will be visiting UMass Amherst on 1/25 to see the conference center site and also MassMutual in Springfield for the 2024 conference. It was mentioned the Cape Cod	

	conference center in Hyannis reopened and may have space.	
Education	Covered briefly under Program Specialist update.	
APHC	Tali Schiller and Parker Sweet were present and gave the following updates: • Parker explained some of the present corps members are members of MHOA and this is a good trend. • Please reach out with projects. Interns are available for work. • T. Schiller worked on a project to install Samboxes in Cambridge and the APHC would be a really good resource for any towns that want to participate and doing data and communications work. • DEP and MHOA are working together on a project that she presented a while back with WPI students and they want to do model regulations for PFAS, specifically bylaws focused around well water. Students have to conduct interviews. ◦ R. Dick commented the financial impact is pricey. R. Santamaria stated he can connect regarding his town's experience with PFAS. • Strategic plan included going to career fairs. MHOA signed up for three and is looking for one local health staff person attend. UMass Amherst is scheduled for 3/1 and M. O'Leary can send someone from Northampton. BU Grad school is on 2/15 and Tufts 3/3.	
Executive Director	Teresa Kett was present and gave the following report: • Org Chart will be sent out. • Retirement package for staff investment and management companies more to come in a couple of weeks. • The newsletter will be sent out Thursdays each week with summary and links for more information on the website. • It was agreed T. Kett will purchase an Owl for \$1200 with an additional microphone.	T. Kett will check if the retirement package can be made retroactive to January 1st? T. Kett to purchase Owl.

Committees	The list was sent to the Board. NACCHO funds were received to fund the mentorship committee. Looking for a variety of volunteers of different career stages. Please get back to Teresa. R. Dick appointed Felix Garcia and Amy Donovan Palmer to the Bylaw Committee.	
President	Rae Dick was present and state MEHA MA PHIT programs and work on food or housing as training hubs come together to work together. Asked for regular meetings with MEHA to develop a relationship. Reached out to DPH about food protection, FEAC and food code. Mike Moore stated FEAC meetings will be started soon. Communities have to be within the last two food codes for standard one (still in compliance for two years). R. Clay has been advising communities to monitor for this year and if no movement with DPH at end of the year, next year, 2024, adopt locally. DPH will be presenting CLPH action plan at QM in March.	
Nominations	No update.	
Regional Reps	No update.	
LPHI	Winni Bakshi was present and gave the following update. Working with OPEM on updated trainings which she explained. Newsletter coming out soon with these updates.	
CLPH	Covered briefly during President's Report.	
LSAC	No update.	
IPP	No update.	
Finance/Revenue Development	Cricket Genest, MHOA's bookkeeper was present. Board reports are provided before each board meeting. The first two pages with the summary explains how to read financial reports. Restricted funds are money donated to organization for specific purposes. Profit and loss by department and by fiscal year. Budget to actual operations explains what was budgeted and what was spent. This is done for APHC and technical assistance as well. Balance sheet is the history of the organization.	
Technology	No update.	
SACCHO/NACCHO	No update.	

Other	Derek Fullerton of Mayflower and Topsail Recovery was present. He would like MHOA as a partner in the Sambox Initiative. MHOA seems to be the lead on initiatives. Statistics show reduction in overdose death is attributed to Narcan distribution to lay people. He displayed the box and communities can use opioid settlement funding to purchase the Narcan. MHOA can have a spot on website with Narcan videos and Good Samaritan Law. DPH has a Naloxon purchasing program. The Medical Reserve Corps wants to partner with communities and will assist with restocking issues. A. Palmer commented on needing assistance surrounding stigma. Derek will work with web designer and Jason (MHOA IT) to push this out. Northampton has been outfitting businesses and city buildings since 2018. Samboxes registered with the police department with a sign off – how to hang, where to hang, etc. Motion MHOA partner with the Sambox Initiative: Amy Donovan-Palmer Second: Ruth Clay Vote: Unanimous	
Materials Distributed	January 12, 2023 Meeting Agenda, December 15, 2022 Board Meeting Minutes, December 2022 Membership Report, December 2022 Tobacco Control Report, Four City Satellite Program updates, December 2022 Tobacco Control Metrics, Program Specialist December 2022 Update, APHC December 2022, January 2023 Update, Executive Director's Summary for January 12, 2023, Board Reports dated December 31, 2023	
Meeting Adjournment	Motion to adjourn at 11:45 AM Timothy McDonald Second: Rike Sterrett Vote: Unanimous	

Respectfully submitted by Lisa Pacella, MHOA Administrative Assistant

President

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**Treasurer**

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January Membership Report

New Members -

Akeem McDougal	Lexington
Michalla DaSilva	Attleboro
Jose Lopez	Leominster
Samuel Fontaine	Westford
Virginia Chacon-Lopez	Needham

amcdougal@lexingtonma.gov

deputyhealthagent@cityofattleboro.us

jlopez@leominster-ma.gov

sfontaine93@gmail.com

vchacon-lopez@needhamma.gov

Region 4b – Regular

Region 5 – Regular

Region 2 – Regular

Region 3 – Regular

Region 4b – Regular

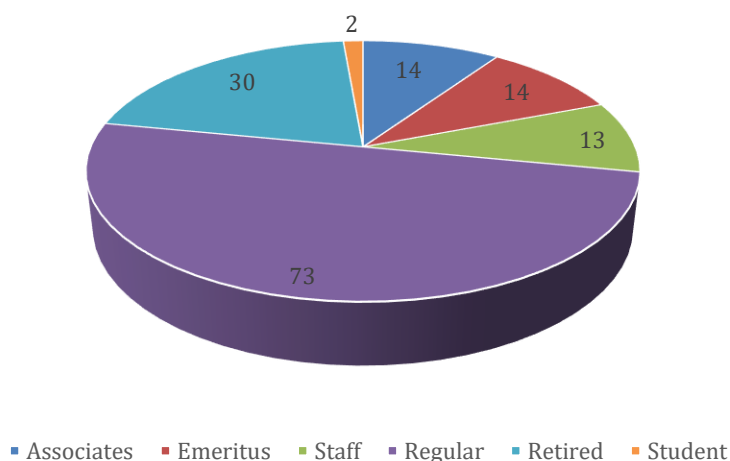
2022 Membership

Regular Membership	-	265
Retired Membership	-	31
Associate Members	-	38
Emeritus	-	14
Student Membership	-	3
Staff	-	7
Total Membership	-	360

2023 Paid Renewals

Regular Membership	-	73
Retired Membership	-	30
Associate Membership	-	14
Emeritus Membership	-	14
Student Membership	-	2
Staff	-	13
Total Paid Memberships	-	146
Total Renewals Received	-	353

MHOA January 2023 Membership



President
Rae Dick, CP-FS
Westford

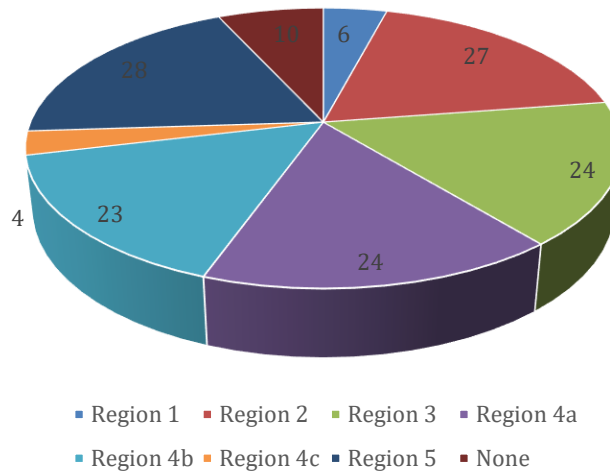


Treasurer
Sigalle Reiss
Brookline

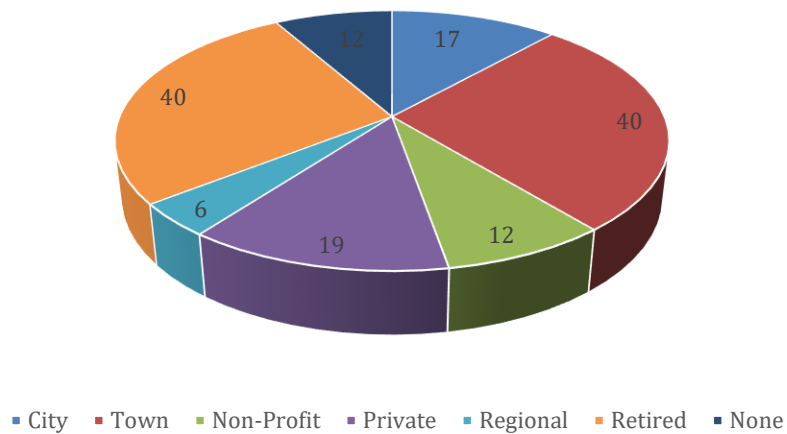
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MHOA January Membership By Region



MHOA Membership By Affiliation



TOBACCO CONTROL REPORT

JANUARY 2023

ATTENDED (Most meetings were done via various phone/internet methods)

- CAST Lite on 1/3/23
- BOH monthly call-in on 1/12/23
- Meeting with MHOA Exec. Dir. on 1/12/23
- Tobacco Free Mass Coalition meeting on 1/13/23
- MHOA Exec. Board meeting on 1/13/23
- CAST Lite on 1/13/23
- CAST Lite on 1/17/23
- POST/DPH/MTCP monthly meeting on 1/18/23
- CAST Lite on 1/18/23
- State Tobacco Partners meeting on 1/23/23
- Bay State Community Partnership meeting with new tobacco coordinator on 1/23
- CAST Lite meeting on 1/24/23
- Monthly call-in with MTCP contract manager on 1/27/23

PRESENTED

TESTIFIED

TRAINING

- Provided Retail Tobacco Inspection training on 1/5/23 and Compliance Check training for one new staff person at the Pioneer Valley Collaborative on 1/6/23
- Retail Tobacco Inspection Training on 1/19/23 for one Westwood and two Northborough staff

DRAFTED, DEVELOPED, DOCUMENTED

- Documented 20 violations to 3 funded boards of health and 3 collaboratives and 9 unfunded boards of health
- Finalized draft Retail Manager Training for Waltham
- Drafted sales regulation for Franklin

GAVE TECHNICAL ASSISTANCE TO

- Burlington: DOR suspension process
- Newton: prevailing hourly rate for underage buyers
- Northborough: general questions on requirements for unfunded boards, inspection partners
- Newton: Flavored Delta 8 that are listed on manufacturer letters
- Lexington: suspending BOH permit
- Walpole: Zyn 3 mg and 6 mg in non-age restricted store
- N. Attleboro: Natty Hemp wraps

- Bay State Services Community Partnership: scanners for cash registers
- Worcester: Royal tubes, with the word flavour on the packaging and no manufacturer letter
- Newton: are rolling papers a “component part”?
- Easton: FDA sale questions and retail store employee online training
- Southborough: inspection during suspension
- Brookline: FRF question. Referred to DPH

CONTRIBUTED TO MEDIA OR INCREASED WEB PRESENCE

- Sample sales regulation sent to MHOA website for posting
- Graphic regarding Retail Clerk Training was developed by APHC interns for social media
- RFR notice submitted for publication in MHOA weekly newsletter

MHOA Monthly Metrics
January 2023

Meetings Attended	13
Meetings Where I Presented	
Meetings Where I Testified	
Trainings Conducted	3
LBOH Staff Who Attended Trainings	4
Guidance Document/Regulation Review Meetings Attended	2
Guidance Documents Reviewed/Drafted	0
FDA Sales Documented	20
Letters Sent to Funded BOH re: FDA Sales	3
Letters Sent to Unfunded BOH re: FDA Sales	9
Municipalities/Collaboratives Receiving Technical Assistance	10
Contributions to Media Presence	Sales regs online, RFR notice online: 2

FOUR CITIES + SATELLITE PROGRAM

MHOA provides retail inspections and compliance check to four cities and three towns that are currently not part of a DPH funded regional board of health program.

Waltham: A training for retail owners and managers regarding the state law, flavored products and manufacturer letters has been finalized, February dates have been determined for presentation via zoom to retailers in Waltham.

Brockton: The search continues for an underage buyer, with no results. Job descriptions have been sent to neighboring boards of health, school resource officers, community colleges. Inspections/merchant ed will continue in February.

Chicopee: Re-inspections and recheck on sales were completed, with 8 inspection violations and 1 repeat sale.

Holyoke: : Re-inspections began and recheck on sales were completed, with 2 inspection violations and 1 repeat sale.

Mansfield: No activity.

Northborough: Inspections/merchant education, including an in the field inspection training for BOH staff was postponed until March due to board of health staff availability.

Franklin: 12 inspections/merchant education were conducted with 8 violations. Provided the board of health with the resources and guidance for enforcement.

JANUARY INSPECTIONS/COMPLIANCE CHECKS 4 CITIES + SATELLITE PROGRAM

MUNICIPALITY	# OF INSPECTIONS	# OF VIOLATORS	# OF COMPLIANCE CHECKS	# OF SALES TO MINORS	# OF SUSPENSIONS SERVED
Brockton	0	0	0	0	0
Chicopee *	12	8	7	1	0
Holyoke *	15	2	5	1	0
Waltham	0	0	0	0	0
Mansfield*	0	0	0	0	0
Franklin	12	8	0	0	0
Northborough	0	0	0	0	0
TOTAL	29	3	13	0	0

- Second round of inspections and/or compliance checks are complete.

Jennifer Tsoi
Monthly Activity Report for
January 2023

- Finalized logistics for CLPH & MDPH Revised Housing Code training
- Opened registration for MassDEP 2023 seminar
 - one day in-person meeting at Devens on March 9th.
 - 2 part Zoom webinars on March 7th and March 21st
- Working on program for March 16th Quarterly Meeting at Cyprian Keyes
 - The Attorney General's Neighborhood Renewal Division, formerly the Abandoned Housing Initiative, uses the enforcement authority of the State Sanitary Code to turn abandoned residential properties around
- Convened Education Committee meeting on January 27th
 - Ed Committee will meet monthly going forward and then reevaluate meeting frequency in a few months.
 - Review and prioritize [Strategic Plan items specific to the Education Committee](#)
 - See [meeting notes](#) for more details.
- Redesigned MHOA Newsletter
- 2024 Conference Planning - Toured MassMutual Center (Springfield) and UMass Amherst Conference Center on January 25 with Tim McDonald and Teresa Kett. Spoke with Cape Cod Conference Center in Hyannis.
- Worked with APHC student on 2022 Conference Evaluation
- Booked dates for APHC Local Health Department Site Visits
 - Drafted APHC LHD Site Visit Outline
- Booking Public Health Museum tour for APHC during National Public Health Week
- Attending APHC Operations Team weekly meetings and APHC AHD monthly meetings



APHC Update February 2023

- Do you have a spring project for the APHC? We have a new cohort of 25 interns that started on Jan 9th and are actively soliciting new projects from local health departments. In general, interns are great at making health communications materials, visualizing data as maps and charts, community outreach, and doing background research that your staff may not have time for. You can see some examples of past projects [here](#).

If you are interested in receiving assistance from the APHC, please fill out our short request form at <https://bit.ly/APHC-Request>.

- Spring events:
 - The Spring interns will be visiting Medford, Quincy, Brookline, Worcester, and Andover in March and April.
 - We're working with the Public Health Museum to put together an APHC event for National Public Health Week.
 - We also look forward to doing a career panel in late March, hopefully focusing on early career professionals.
- MHOA will be tabling at three career fairs in February/March: BUSPH, UMass Amherst, and Tufts. We are looking for LPH representatives at the first two.

**Executive Director's Summary
for 2/9/23 Board Meeting
February 2, 2023**

I can't believe we're in February already! It's been a whirlwind of a month, with quite a few updates.

- The 2023 Rosters went out. We've heard from several people how much they appreciate the booklet format.
- Parker Sweet, APHC project coordinator, resigned effective 2/24/23 for a new role with MDPH. Tali and I are working to get the position posted so we can fill it quickly.
- Many people volunteered to serve on MHOA committees. We're working on getting all volunteers assigned to committees, and some have started meeting. The current committee list for appointment is included in the packet. If we have left someone off, please let me know and we will correct it.
- We're evaluating conference locations for 2024 to determine what would best suit the growing size of the conference. The conference committee will also start meeting this month.
- The Board previously voted to start a retirement plan for MHOA staff. Different plans were vetted, and at this point the recommendation is to use the state's CORE plan which is for nonprofits. The process has taken longer than expected, but the extra time has been important to choose an option that works well for MHOA & the staff.
- The annual insurance review took place with Jon Samel.
- Several items have come up recently that would be good to have input from the membership about. I've started a list of topics for a membership survey, which is also a strategic plan task. Please let me know if you have suggestions for things to include.
- We're off to a good start on tasks outlined in the strategic plan. Highlights include:
 - First quarter tasks completed:
 - Education & membership committees met
 - Mentoring program consultant hired and committee established
 - APHC staff and local health staff are scheduled for several college job fairs this spring to promote local health opportunities
 - First quarter tasks ongoing:
 - DPH invited to March quarterly meeting to discuss RS/CHO credentials and process.
 - Weekly, consistent Thursday newsletter includes local health education & training resources within MHOA and partner organizations
 - Membership packet under development
 - Additional committees will be updated this quarter.
 - I'll share a visual update of the document at the March meeting.

Respectfully,

Teresa

MHOA Committee members for appointment

February 9, 2023

Education Committee

Diana Acosta, Needham
Thomas Carbone, Andover
Stephen Casey, North Andover
Katherine Dagle, Bedford
Rae Dick, Westford
Amy Ewing, Andover
Felix J. Garcia, Acton
Timothy McDonald, Needham
Nancy Porter, Cambridge
Melissa Ranieri, Walpole
Sigalle Reiss, Brookline
John Robertson, Metacomet Public Health Alliance
Rike Sterrett, Oxford
Kylee Sullivan, Dedham

Staff

Teresa Wood Kett
Lisa Pacella
Jen Tsoi (primary)

Mentoring Committee

Amy Donovan-Palmer, Mansfield
Amy Ewing, Andover
Felix Garcia, Acton
Brenda Healy, Medfield
Jennifer Hoffman, Greenfield
Cathleen Liberty, Franklin
Rike Sterrett, Oxford
Jamie Terry

Staff

Dawn Sibor (primary)
Consultant (BME strategies)

Membership Committee

Y. Sophie Antoine, Medford
Joanne Belanger, Lexington
Annette Curbow, Arlington
Donna Greenwood, Chelmsford
Lois Luniewicz, Worcester Regional MRC
Paulina Matusik, Ludlow
Tim McDonald, Needham

Staff

Doug Halley (primary)
Lisa Pacella
Teresa Wood Kett