

Executive Director's Report

8/13/2025

I hope you are all having an enjoyable summer. I thought it would be helpful to send an interim packet over the summer, even though the Board of Directors will not meet again until **September 18**. We'll be at Mount Wachusett - I hope to see you there! Most of the MHOA staff members have time off scheduled this month, including me, so if you need something give us advance notice and we'll get back to you as soon as we can! I hope you are also taking some time for rest and relaxation.

Action items

- Ensure you have access to your MHOA email - contact Lisa Pacella lpacella@mhoa.com or me if you need assistance
- Register for the [conference](#) and book your hotel if you haven't already! It's a great opportunity to connect with members, and we'll have at least two Board of Directors openings to fill during the election.
- Add **Thursday, Oct. 23 to your calendar for PHE Day at the Massachusetts State House**, from 9:30 am to 12 noon, Room 428. Join local public health colleagues to educate legislators and their staff about the amazing work of local public health! This event is being coordinated by the Massachusetts Public Health Association in collaboration with the Coalition for Local Public Health. I am participating in the planning committee and genuinely hope you all will make the time to come.

Updates

- MHOA has contracted with John Ratcliffe of Pavento, Ratcliffe, Renzi & Co., LLC for the FY25 audit.
- MHOA has been approved for a new master service agreement - RFR 226732 Specialized Health and Safety Projects Provided by Organizations. We're on the list of vendors eligible to apply for future work. A few examples listed as possibilities included training and providing subject matter expertise on local public health.
- The SACCHO/NACCHO 360 meetings were very worthwhile for me, and greatly appreciated by the MHOA members we sponsored attendance for: Amy Donovan-Palmer, Pooja Shelke and Thalita Campelo.
- We had a preliminary conversation with the Massachusetts Tobacco Control Program staff to discuss how MHOA could use additional funding that they expect to have available in FY26, and hopefully for several years.
- The MHOA staff are working on updates to our database to align with the new bylaws.

Signed

- Tobacco MOUs
- Pathway program MOUS
- FY25 Audit contract with Pavento, Ratcliffe, Renzi & Co., LLC
- Addendum to Mass Mutual agreement to use the larger exhibit hall space
- SME contracts
- CLPH Cannabis bill letter

MASSACHUSETTS HEALTH OFFICERS ASSOCIATION

Board Meeting Minutes

June 26, 2025

Via Zoom

Board Members Present: Timothy McDonald (President); Melissa Ranieri (Vice President); Amy Donovan-Palmer (Secretary); Matt Brennan (Treasurer); Jayne Smith (Region 1); Erin Hightower (Region 2); Laura Vlasuk (Region 3); Shin-Yi Lao (Region 4B); Regina Hanson (Region 4C); Brian LaGrasse (At-Large); Amy Ewing (At-Large); Nancy Porter (At-Large); Kylee Foley (At-Large); Isabella Caruso (At-Large); Pooja Shelke (At-Large); Derek Macedo (At-Large); Tom Carbone (Ex Officio)

Board Members Absent: Rae Dick (IPP); Felix Garcia (Region 4A); Thomas McKean (Region 5); Sigalle Reiss (Ex Officio); David Naparstek (Ex Officio)

Guests: Sam Wong (OLRH DPH); Andrea Briggs (DEP)

Staff Present: Teresa Kett (Executive Director); Doug Halley (Member Services Coordinator); Sarah McColgan (Tobacco Control Director); Jennifer Tsoi (Program Director); Clariese Natal (Program Assistant); Cindy Cadoret (Career Development Program Director); Amy McInerney (Career Development Assistant Program Director); Lisa Pacella (MHOA Administrative Assistant)

Meeting Called to Order: 10:04 AM

Welcome and Introductions: See Above for attendees.

Item/Committee/Report	Report	Actions
DEP	Andrea Briggs was present. Hired Paige A., first trainer who is a graduate with a Masters Degree from URI. Strong background in WW and currently works for a town in RI doing a lot of GIS work. Her supervisor will be DEPs John Murphy who is liaison to NEIWPC.	

	○ Met with Sam's team to lay groundwork for Paige. She will start to assemble all training material at DEP related to Title V. ○ MHOA meeting with John and Paige will be set up. ○ Second posting was adjusted to offer it as potentially a part-time position to entice some retirees. Due to budget cuts, some Title V group contractors were eliminated and she reached out to those retirees.	
DPH	Sam Wong was present. ● Sustainability - OLRH for the past couple months has dived deep into long term sustainability work and dedicated internal resources in office to focus on that. Decided in addition to focusing on maintaining existing initiatives and programs and devote other time to work on LPH sustainability and since created several work streams and sent those to CLPH and in coming weeks hope to solidify collaboration on all sustainability work streams. ● Vaccine questions from S. Lao - would DPH ever go rogue from CDC and how does that work with insurance. DPH is working with legislators to plan if there are any recommendations out of Washington that contradict science. Have to work with insurance and the legislature since a lot are tied to state law. ○ DPH commissioner did an interview on a recent public radio broadcast and encouraged folks to listen. A. Briggs explained MA ready act is on DEP website - Mass Ready Act Mass.gov.	
Minutes	Motion to approve May 15, 2025 Board Meeting Minutes, May 22, 2025 Membership Meeting Minutes and accept ballot results without scanned ballots immediately being available: Derek Macedo Second: Nancy Rihan-Porter	

	Vote: Unanimous	
Treasurer	No update.	
Member Services	New members' report is on page 10 in the meeting packet. 865 members currently Motion to approve new members: Shin-Yi Lao Second: Melissa Ranieri Vote: Unanimous	
Tobacco Control	Update was included in the packet.	
Program Director Update	Update was included in the packet.	
Committees Update	Scholarship/Awards Committee: The committee felt there are a lot of individual awards but none that recognize the work health departments do as a larger group. The goal is to add this award to this year's nominations that go out later in the summer and hope to have a robust group of nominees. S. Lao commented would love to hear about honorable mentions to acknowledge the work and see their ideas. K. Foley suggested bringing back spotlights and maybe highlight the ones not chosen. Motion to approve the recommendation from the Scholarship/Awards Committee to create a health department of the year award: Amy Donovan-Palmer Second: Shin-Yi Lao Vote: 12-1 with Amy Ewing abstaining	
Pathway to Public Health Program Update	Update was included in the packet.	
FEAC	No update. Group meets quarterly.	
Executive Director	Update was included in the packet.	
Bylaws	Changes with the exception of Article 3 that was approved at May 22nd members meeting, were sent last evening. MHOA's lawyer	

	reviewed and their notes were shared. Once approved, a clean version will be posted on the website. Motion to approve the bylaw changes and to authorize Timothy McDonald, President, and/or Teresa Wood Kett, Executive Director, to approve and execute all documents in final form, take all other actions and do any and all things necessary to effect the foregoing votes, with the proviso that any material changes to any of the documents adopted herein must be returned to the Board for further consideration and approval: Derek Macedo Second: Laura Vlasuk Vote: Unanimous	
President	T. McDonald explained there are potentially 2 at-large and 7 regional representative board seats that will be up for reelection at the fall business meeting. There will be an opening for secretary. M. Brennan would like to run for secretary so there will also be an opening for treasurer which is a four year term and a person can run for up to two terms. It is an important role. One criteria is that a person has to be on the Board. Please let T. Carbone, S. Reiss, T. Kett or T. McDonald know if you are interested. Feel free to reach out to M. Brennan if you want more information on what the treasurer position entails.	
Regional Reps	No update.	
CLPH	Covered briefly under <i>Other</i> .	
LSAC	No update.	
IPP	Covered under <i>Other</i> .	
Finance/Revenue Development	There was a discussion about approving a budget that is in the red as was done last year with the understanding not expecting to end in the red once reimbursements are received. The Finance Committee's perspective was shared. D. Halley will be shifted from staff to contractor position. There were suggestions to increase the cost of membership and training costs and push for	

	conference sponsorships. Motion to approve budget with a 4% salary increase: Shin-Yi Lao Second: Kylee Foley Vote: Unanimous	
Technology	No update.	
Education	Covered under Program Director's update.	
SACCHO/NACCHO	FY26 NACCHO membership information data was provided and will be shared in an upcoming newsletter.	
Other	New Honorary Board Member Policy: When the bylaws were reviewed the lawyers had concerns about past presidents voting. The Board reviewed and discussed the amended policy included in their packet. Motion to approve amended policy as presented to conform with below: Shin-Yi Lao Second: Amy Ewing Vote: Unanimous MHOA Honorary Board Member: This designation is awarded to a past president whose Board of Directors terms ended in recognition of their service and leadership. The individual does not need to be retired to receive this honor and will serve as a non-voting, honorary member of the board. This recognition is granted every two years upon the transition of the president. An Honorary Board Member will serve an indefinite term and may resign at any time at their discretion. Nomination Process: At the end of an immediate past president's term, they are eligible to become an Honorary Board Member at the discretion of the member and the board. Executive Director authorization: The Board reviewed information from page 75 in their packet.	

Motion to allow Teresa to sign on anything up to \$10,000: Derek Macedo

Second: Laura Vlasuk

Vote: Unanimous

Motion to authorize the executive director to enter into contracts as listed in form in packet: Derek Macedo

Second: Amy Ewing

Vote: Unanimous

Board Engagement Project Request from Collins Center:

Requested MHOA Board to participate in a research board engagement pilot program. UMass meets with library boards, board of selectmen, etc. and wants to see if it works with non profit boards who have a lot of municipal staff who are board of directors. If you decide to participate, board member emails will be loaded into the platform and will be given questions after the fall meetings. Internal survey results will not be shared publicly but participants will see results.

Motion to participate in the survey: Amy Donovan-Palmer

Second: Melissa Ranieri

Vote: Unanimous

PHE Day at the State House (Oct. 2, 2025):

MA Public Health Alliance with partners from CLPH are working together to help educate legislators on local public health, specifically the PHE grant program. This program is intended to be educational and not lobbying. Some discussions to shift some work in the spring. It might be helpful to have a bus that would leave from different locations so not to worry about directions and parking issues. Ask: Keep an eye out on your emails and get your colleagues to participate, Talking points will be provided. Does

	MHOA want to cover some of the bus costs? There was a request to include a South Shore/Cape bus (old exit 5 in Plymouth). Motion to approve \$2000 to transport folks to state house for advocacy around PHE day: Nancy Porter On discussion, Amy Donovan-Palmer suggested also educating town administration and engaging boards of health. Second: Amy Donovan-Palmer Vote: Unanimous Non-medical exemption Vaccine bill (H.2554) discussion: Strategic Planning Committee briefly discussed. This bill already came up for a hearing so there has been discussion but no vote yet. This bill will allow removal of nonmedical exemption from vaccine policy for school entry. Currently, religions and medical exemptions are allowed. MPHA newsletter that came out today has some related information. There is support for this and also a lot of opponents.	
Materials Distributed	MHOA June 26, 2025 Meeting Agenda, May 15, 2025 Board Meeting Minutes, May 22, 2025 Members Meeting Minutes, May 2025 Membership Report, MHOA Bylaws working draft dated 6/20/2025, MHOA Emeritus Status Policy, MHOA Honorary Board Member Policy, NACCHO 2025 MA Health Dept. Membership Details, FY 26 Budget Draft, Massachusetts Health Officers Organization Profit and Loss by Fiscal Year July 2020 - June 2025, Authorization that the Executive Director may enter into contract with certain parties, Memorandum from Scholarship Awards Committee Co Chairs to MHOA Board of Directors dated May 18, 2025 Re: Health Department Award, Edward J. Collins, Jr. Center for Public Management at UMass Boston Survey Information, MHOA Committee Updates dated 6/16/25, May 2025 Program Director Activity Report, May 2025 Tobacco Program Summary, Pathway to Local Public Health	

	Monthly Report May 2025, Executive Director's Report dated 6/18/25, 2025-2025 Membership Program Year Wrap-up, Management Report dated May 31, 2025	
Meeting Adjournment	Motion to adjourn at 11:55 am: Nancy Porter Second: Melissa Ranieri Vote: Unanimous	

Respectfully submitted by Lisa Pacella, Administrative Assistant

President

Timothy Muir McDonald, MPA
Needham

**Treasurer**

Matthew Brennan, RS
Foxborough

Vice President

Melissa Ranieri, RS, SE, SI
Walpole

Secretary

Amy Donovan-Palmer, MPH, RS
Mansfield

June 2025 Membership Report

New Members

First	Last	Email	Organization	Member	Region
Rhiannon	Archambault	rarchambault@ci.methuen.ma.us	Methuen	Regular	3
Shamsher	Bam	sbam@challiance.org	Challiance	Regular	4b
Kelly	Borg	kborg@newtonma.gov	Newton	Regular	4b
Margaret	Burch	mtburch@umass.edu	UMASS EMCON	Regular	1
Catherine	Dhingra	cdhingra@medford-ma.gov	Medford	Regular	3
Tom	Duquette	tdduquette@gmail.com	East Bridgewater	Regular	5
Joanne	Ferraro	jferraro@challiance.org	Challiance	Regular	4b
Danielle	Lemarr	dlemarr@northbridgemass.org	Northbridge	Regular	2
Jerico	Mele	jmele@nantucket-ma.gov	Nantucket	Regular	5
Anne	Mistivar	amistivar@umass.edu	UMass Amherst	Regular	1
Elizabeth	Moreira	emoreira@dighton-ma.gov	Dighton	Regular	5
John	Mott	jsm.hardwickboh@gmail.com	LRPHC	Regular	2
Tessa	Obuchowski	tobuchowski@ludlow.ma.us	Ludlow	Regular	1
Caroline	Pane	cpane@challiance.org	Challiance	Regular	4b
Alyssa	Pasciuto	apasciuto@chelmsfordma.gov	Chelmsford	Regular	3
Gruha	Patel	gpatel@cityofmelrose.org	Melrose	Regular	3
Elise	Pierce	epierce@tyngsboroughma.gov	NEPHA	Regular	3
Katie	Reisdorf	kreisdorf@norwoodma.gov	Norwood	Regular	4b
Chassea	Robinson	chassearobin@umass.edu	Northeast Region	Regular	3
Andrew	Shapero	ashapero@nantucket-ma.gov	Nantucket	Regular	5
Linda	Shipton	lshipton@challiance.org	Challiance	Regular	4b
Lily	Stafford	fhd.phn@burg.org	Foothills District	Regular	1
Aine	Studdert-Kennedy	askennedy@bmestrategies.com	BME	Regular	
Lorna	Welch	lwelch@oakbluffsma.gov	Oak Bluffs	Regular	5



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President

Timothy Muir McDonald, MPA
Needham



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Foxborough

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Mansfield

2023 Membership

Regular -	469
Retired -	49
Emeritus -	13
Student -	9
Staff -	13
Total	553

2024 Membership

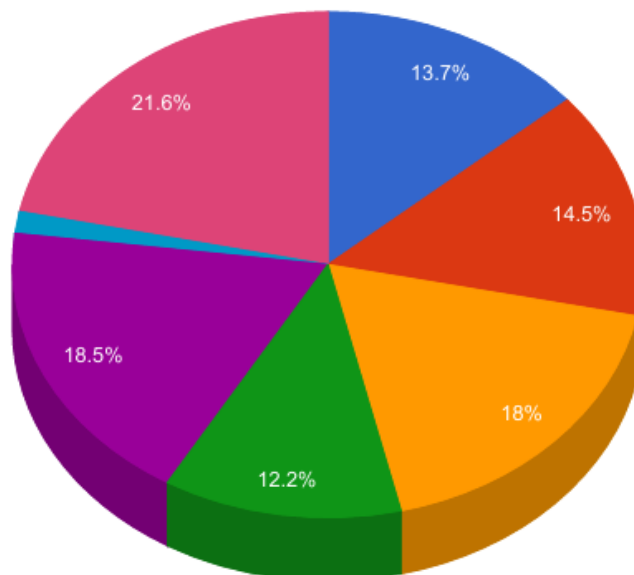
Regular -	700
Retired -	53
Emeritus -	13
Student -	11
Staff -	16
Total	793

2025 Membership

Regular -	776
Retired -	53
Emeritus -	14
Student -	16
Staff -	15
Total	875

Current Members by Sub-Category 1 (860 reporting)

- Region 1 (118) - 13.7%
- Region 2 (125) - 14.5%
- Region 3 (155) - 18.0%
- Region 4A (105) - 12.2%
- Region 4B (159) - 18.5%
- Region 4C (12) - 1.4%
- Region 5 (186) - 21.6%



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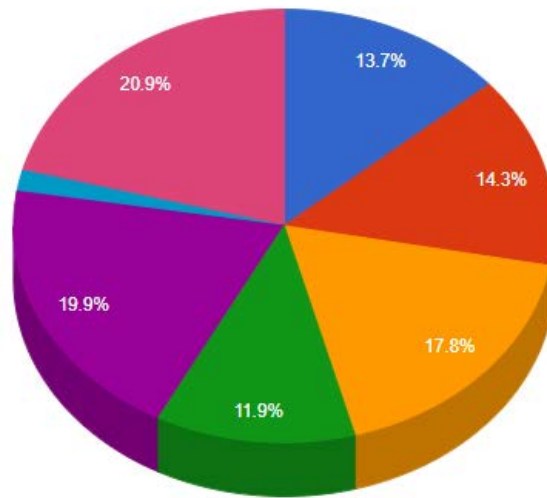
Amy Donovan-Palmer, MPH, RS
Mansfield

July 2025 Membership Report**New Members**

Last Name	First Name	Last Name	Email Address	Organization	Region
Supporter	Kyla	Botsian	kbotsian@bmestrategies.com	BME	
Regular	Alisha	Drabek	adrabek@westminster-ma.gov	Westminster	Region 2
Supporter	Aine	Greeley	agreeley@townofsharon.org	Sharon	Region 4A
Regular	Emily	Dellaglio	edellaglio@medfield.net	Medfield	Region 4A
Regular	Tanya	Hong	tahong@brooklinema.gov	Brookline	Region 4B
Regular	Jefferson	Xu	jxu@brooklinema.gov	Brookline	Region 4B
Student	Samantha	Mager	smager136@gmail.com	Brookline	Region 4B
Regular	Matthew	Woolaver	mwoolaver@salem.com	Salem	Region 3
Regular	Chloe	Milbury	cmilbury@brooklinema.gov	Brookline	Region 4B
Regular	Cheuk-Lam	Lo	clo@hopkintonma.gov	Hopkinton	Region 4A
Regular	Rosa	Matos	Rosa.Matos@newbedford-ma.gov	New Bedford	Region 5
Supporter	Janice	Chen	jchen@bmestrategies.com	BME	
Supporter	Jessie	Cornicello	jcornicello@bmestrategies.com	BME	
Supporter	Allyson	Gittens	agittens@bmestrategies.com	BME	

Current Members by Sub-Category 1 (891 reporting)

- Region 1 (122) - 13.7%
- Region 2 (127) - 14.3%
- Region 3 (159) - 17.8%
- Region 4A (106) - 11.9%
- Region 4B (177) - 19.9%
- Region 4C (14) - 1.6%
- Region 5 (186) - 20.9%



Tobacco Program Summary

June 2025

HOT TOPICS AND LITIGATION

Flavored Vape Products: The tobacco industry has become very adept at changing or creating names for products that the industry attests are not flavored. However, after much field experience on the part of the 18 funded regional programs, there are some products that the industry attests are not flavored, but are suspicious due to their smell/ taste. A list is being developed and is almost ready to send out to local boards listing these suspicious products. We recommend that boards make a decision to accept the list as is, or to purchase products and do a controlled sniff test to make their own determination. We recommend that the list, or a locally edited list should be sent to all retailers so that they are aware that if they carry these products it is a decision of the board that they are flavored and the retailer will be fined accordingly. Legal TA has participated in the development and vetting of this list and the products on it and are not concerned that the list is an issue that would cause a municipality to be sued successfully by either a retailer or the tobacco industry.

NICOTINE FREE GENERATION AND OTHER BILLS BEFORE THE LEGISLATURE

Nicotine Free Generation continues to be promoted across the state by a group of supporters. An update from last year's presentation at the MHOA Conference will be presented at this year's conference. **An Act to create a Nicotine Free Generation [H.2562/S.1568](#)**, sponsored by: Rep. Tommy Vitolo & Sen. Jason M. Lewis will be heard as part of a multi-bill hearing before the Joint Public Health Committee on July 14. Written testimony will be accepted until the bill is acted upon.

Other bills being heard on July 14 are:

An Act to repealing the state menthol ban [S.1528](#) sponsored by Sen. Ryan C. Fattman

An Act relative to tobacco harm reduction [H.2379/S.1498](#)

This bill would exempt some products from the flavor ban law sponsored by Rep. Daniel Cahill & Sen. John J. Cronin

An Act relative to local boards of health and the sale of legal tobacco products in the Commonwealth [H.2419](#)

This bill would preempt local communities from passing local tobacco control ordinances. Sponsored by Rep. Paul K. Frost and

An Act to ban internet tobacco sales [H.2482](#)

Sponsored by: Rep. David Paul Linsky

TRAININGS INCLUDING POLICY DEVELOPMENT, RETAIL STORE INSPECTIONS, COMPLIANCE CHECKS, WORKPLACE SAFETY AND MERCHANT EDUCATION

The Legal TA providers conducted their final group workshop on the Model Sales Regulation in June. In FY 26, these trainings will continue quarterly with the first one being held on September 15. TA will continue to be available to municipalities during the course of the year.

Two new staff in MTCP funded regional programs were trained in conducting Retail Inspections and Compliance checks.

MHOA sponsored a Workplace Safety Training for local board of health staff which was very well received and attended by 25 people.

During FY 25, MHOA tobacco trainings were attended by 455 local board of health staff.

SATELLITE PROGRAM

Compliance checks and inspections were completed in Waltham, Brockton, Mansfield, Holyoke, and Chicopee during FY 25. MOU meetings have taken place or are scheduled with all of these communities to plan for FY 26, and continue to work towards increasing the capacity of the health department to take over these activities gradually. During FY 25, in these five communities 438 inspections or re-inspections were conducted and 341 compliance checks or re-checks were conducted.

MHOA staff attended and testified at six permit suspension hearings in Waltham.

TECHNICAL ASSISTANCE

Twenty-four municipalities received technical assistance in June regarding issues such as FDA sales, smoke free workplace complaints, banning tobacco sales, permit fees and fines, smoking bar enforcement, natty hemp wraps, smoking marijuana in common areas, flavored products, and permit capping options.

During FY 25, TA was provided to municipalities 133 times.

SHARED SERVICES

- **DIRECT SERVICES:** During FY 25, MHOA had MOUs with 25 municipalities in shared services arrangements to conduct inspections and/or compliance checks. By the end of June 15 MOU's have been sent to municipalities for FY 26. Over 40 MOUs are expected during FY 26 with municipalities in shared services arrangements. Services for FY 26 will begin in July with the municipalities that currently have executed MOU's and have submitted all required paperwork.
- During June, MHOA staff participated in six permit suspension hearings in two different communities.

During the last half of FY 25, 312 inspections and/or compliance checks were conducted in the 25 shared services municipalities. Many of these municipalities have 10 or less retail tobacco stores, and there is limited to no capacity for the health department to conduct these activities.

Submitted by:

Sarah McColgan

Tobacco Program Summary

July 2025

HOT TOPICS AND LITIGATION

Flavored Vape Products: As mentioned in the June summary, there are some vape products that the industry attests are not flavored but are suspicious due to their smell/ taste. A list has been developed, and discussions are continuing as to how to educate local health departments about these suspicious products. We recommend that boards decide to accept the list as is, or to purchase products and do a controlled sniff test to make their own determination and notify their retailers of their decisions. Legal TA has participated in the development and vetting of this list and are not concerned that the list is an issue that would cause a municipality to be sued successfully by either a retailer or the tobacco industry.

NICOTINE FREE GENERATION AND OTHER BILLS BEFORE THE LEGISLATURE

Numerous bills are before the legislature, and on July 14, public hearings were held on them before the Joint Public Health Committee:

An Act to create a Nicotine Free Generation [H.2562/S.1568](#), sponsored by: Rep. Tommy Vitolo & Sen. Jason M. Lewis

An Act to repealing the state menthol ban [S.1528](#) sponsored by Sen. Ryan C. Fattman

An Act relative to tobacco harm reduction [H.2379/S.1498](#)

This bill would exempt some products from the flavor ban law sponsored by Rep. Daniel Cahill & Sen. John J. Cronin

An Act relative to local boards of health and the sale of legal tobacco products in the Commonwealth [H.2419](#)

This bill would preempt local communities from passing local tobacco control ordinances. Sponsored by Rep. Paul K. Frost and

An Act to ban internet tobacco sales [H.2482](#)

Sponsored by: Rep. David Paul Linsky

I submitted comments on most of these bills on behalf of MHOA.

TRAININGS INCLUDING POLICY DEVELOPMENT, RETAIL STORE INSPECTIONS, COMPLIANCE CHECKS, WORKPLACE SAFETY AND MERCHANT EDUCATION

Group virtual trainings were not held in July due to vacation schedules. The Holyoke and Chicopee Health Departments participated in an in-person training on Retail Store Inspections

to increase their capacity to conduct their own inspections over time. Ride-a-long inspections were also conducted in Bellingham and Mansfield to give their inspectors field experience.

DIRECT SERVICES (formerly SATELLITE PROGRAM and SHARED SERVICES)

In July, 29 MOUs were sent to local boards of health, making a total of twenty-six to date for FY 26. Six MOUs were returned signed, making a total of ten.

Inspections were conducted in thirteen Mansfield stores and will be completed in August.

Compliance Checks were completed in ten Millbury stores, twenty-four Abington stores, and twenty-four Raynham stores.

TECHNICAL ASSISTANCE

Fifteen municipalities received technical assistance in July regarding issues such as FDA sales, flavored products, and templates for various forms/procedures.

Submitted by:

Sarah McColgan

Jennifer Tsoi
Activity Report for
June & July 2025

- The Conference Committee met on June 12th, 2025. Please see the [meeting notes](#) for more details.
 - Advance registration is open from July 1 to July 31 and is available to members only for the full conference. As of July 29th, we have 320 people registered.
 - Melissa, Teresa, Rae, Lisa, Clarieste, Andy Curtis, Larry Stone, and I visited the MassMutual Center to see and discuss the exhibit hall setup.
 - The leachfield, massage chairs, photographer, network space, METRIK demos, breakfast, lunch, and coffee breaks will all be in Exhibit Hall B. Exhibitors will be stationed in the hallway area in front of the meeting rooms.
 - There will be a poster session with the welcome reception on Tuesday from 4 - 6pm.
 - Abstracts that focused on LPH work and scored well have received an invitation to the poster session.
 - Poster opportunity has been shared with public health schools and programs and our community college network.
 - Melissa, Teresa, and I visited three Cape locations (Oceans Edge Resort, Margaritaville, and Sea Crest on 7/23 to explore our options for a smaller venue if needed for 2027.
 - The Conference Committee did not meet in July and will meet next on August 21st.
- The Education Committee met on June 27th. Please see the [meeting notes](#) for more details.
 - MHOA Summer Lunch and Learn Webinar lineup:
 - Demystifying Local Public Health Changes in MA - July 9
 - Stories from the Field - July 30
 - Moving forward: Local public health in MA and beyond - Aug 6
 - Mentorship Program - Aug 18
 - Planning for the September Quarterly Meeting (9/18) has started. The topic will be on zoonotic diseases and animal control. Location is at Wachusett Mountain in Princeton.
 - See [MHOA Programs at a Glance](#)
 - The Education Committee did not meet in July and will meet next on August 8th.
- Tier 1 training review
 - The MDPH Office of Local and Regional Health (OLRH) requested help from the MHOA SME Program to review and update the existing Tier 1 trainings on TRAIN MA that are not related to Housing, Food, Camps, Pools and Wastewater, which are in the BU scope of work.
 - OLRH is making final edits before publishing:
 - Solid Waste & Recycling
 - Rec Waters: Bathing Beach
 - How to Hold a Public Hearing
 - The next group going to SMEs for review are the three Opioid modules (week of 7/28), and Animal Control, Cyanobacteria, Hazardous Materials, Surveillance of Infectious Diseases, and Temp Food Establishments (week of 8/4)
- I'm continuing to meet regularly with the BU team, MDPH, and local public health partners to support the LPHIT program. Currently, I'm working with BU, MDPH, and LPHIT Partners to finalize the LPHIT scope of work for July 1, 2025, to Dec 31, 2026.

MHOA Committee Updates

7/28/25

[MHOA 2025 Committees list](#)

[MHOA Committee Best Practices](#)

[Committee and Board Attendance](#)

The committees did not meet during the month of July. Please see below for the upcoming dates of when the committees will meet next.

- **Bylaw Committee:** next meeting TBD
- **Communication Committee:** August 19th
- **Finance and Personnel Committee:** TBD
- **Membership Committee:** August 7th
- **Mentorship Committee:** Early September (TBD)
- **Nominating Committee:** next meeting TBD
- **Strategic Planning Committee:** August 6th
- **Scholarship and Awards:** September 29th
- **Conference Committee:** August 29th
- **Education Committee:** August 8th

Pathway to Local Public Health
Monthly Report to the MHOA Board of Directors
June 2025

The Pathways team meets weekly to track progress and coordinate activities. This month, we focused on these areas:

1. Pathways Student Trainees

Cohort 1 trainees (North Andover, Greenfield) have obtained several certifications in June. Both trainees completed their Certified Pool Operator and Allergen Awareness and one trainee completed their ServSafe Food Safety Manager. Both trainees have gained more independence in their inspectional tasks—one trainee has now started doing low risk food establishment inspections independently while the other trainee has started taking the lead on food and pool inspections alongside the department's inspector. Both trainees are also getting exposure to housing inspections, nuisance complaints, and other disciplines like public health nursing. The Assistant Director visited the Greenfield Health Department to meet the staff and trainee in-person and go over any questions or feedback about the program so far. Visiting the other departments is scheduled for July and August.

Cohort 2 trainees (Middleton, Lynnfield, Barnstable) were onboarded in mid-June and quickly got involved with their online training and began their in-person experiences with their assigned health department. The Director & Assistant Director facilitated an Orientation session on the trainees' first day. The Assistant Director met with each student independently for initial meetings and set up a cadence for weekly team meetings and weekly journal submissions.

2. Formative Evaluation

PCG has been retained to conduct the formative evaluation for the Pathway program. The contract with PCG is currently under review and is expected to be fully executed by the end of the month. This work will guide the development and implementation of the Pathway program by identifying the specific needs of key stakeholders—including OLRH, staff and leadership of local public health departments, and students, faculty, and career development staff at community colleges. This work will be carried out through key informant interviews and focus groups. The evaluation workplan has been reviewed and approved. Phase 1 is underway, focusing on a comprehensive literature review, synthesis of best practices, and preparation for stakeholder interviews.

3. Partner Engagement and Outreach

A recruitment plan targeting MA community colleges is nearing completion to support outreach for the Pathways to Local Public Health (PLPH) program. The plan is designed to increase knowledge of local public health and raise awareness of careers in local public health among

community college students, faculty, and career services staff, while building a pipeline of diverse student trainees for the program.

The plan focuses on three core goals:

1. Increasing student awareness of careers in local public health;
2. Engaging faculty and career services staff as partners in student outreach and advising;
3. Increase visibility of career pathways in local public health among community college students preparing to enter the workforce.

Target audiences include students enrolled in or exploring health, science, and human services fields, faculty teaching in those areas, and campus career services staff. Activities were shaped by feedback gathered during a June 12 meeting with career services staff convened by the Massachusetts Association of Community Colleges (MACC).

Key components of the plan include:

- Development of a dedicated PLPH webpage on the MHOA website to serve as a central hub for information about local public health, career resources, and promotional content.
- Virtual career panels featuring local public health professionals to expose students to a range of roles and career pathways.
- Creation of print and digital promotional materials for use by college faculty and career services staff.
- Toolkits for faculty and career services staff to build awareness and provide tools for advising students.

This plan lays the groundwork for sustainable partnerships with community colleges and strengthens the visibility of local public health as a career option for community college students.

Next steps include webpage development, initiating design of promotional materials and toolkits, and scheduling the first round of career panels.



Management Report

Massachusetts Health Officers Association
June 30, 2025

Prepared by
Clarity Business Consulting

Prepared on
July 11, 2025

MHOA Month-end Analysis for June 2025

The FY25 Audit will begin shortly. Some of the year end adjustments, such as the payroll accrual, have already been entered but many will not be entered until the year end review. These reports should be considered preliminary until the year end review is completed.

Balance Sheet (through June 30, 2025):

Cash between the Checking, Money Market and Paypal Accounts was \$522k at the end of June. The investment account is updated quarterly when the statements are issued. The balance recorded here of \$1M reflects activity through June 2025. Accounts Receivable is \$274k and consists of the following grant claims: CDP (\$92k), Tobacco (\$62k), SME (\$72k), Univ. of Alabama CHII (\$25k) and LPHIT (\$10k). Also included in AR are advertising invoices for job postings through MHOA. Prepaid expenses of \$56k consists of prepaid insurances as well as deposits and other expenses for the November 2025 Annual Conference. These will stay in prepaid until the month of the conference. On the liabilities side Accounts Payable of \$110k consists of vendor invoices that were received in June and paid or will be paid in July. Deferred Revenue of \$83k is FY26 Conference Registrations received in FY25.

Budget to Actual (FY25):

This Budget to Actual report shows the Organization's full year budget for FY25. At this time, the percent of budget should be 100%.

On the Revenue side, Grant Income is under budget at 66%. This is due in large part to the CDP grant starting so late in the year. Due to the late start, a revised budget was received from DPH totaling \$312k, which is \$488k less than the total in the current MHOA Budget. This has caused the grant revenue to remain under budget this year. Interest income is above budget at 153% due to the higher than expected dividend income from the Trust. Program Income is above budget at 140% due to higher than expected attendance at the 2024 Annual Conference and the Meetings and Trainings throughout the year. Overall, the Total Income is \$1.7M or 79% of the yearly budget.

On the expense side, Awards & Grants are slightly over budget at 103%. Contractual Services is under budget at 62%. This is due to the later than expected start of the CDP work. Operational Expenses are over budget at 133% due in part to the yearly subscription to Zoom and annual membership to Tobacco Free Mass both being paid in full in May. Payroll Expenses are under budget at 79% due to the CDP positions being filled later in the year. Program Expenses are running over budget at 119% largely due to the Annual Conference expenses. Higher than expected attendance led to higher revenue as well as increased expenses. A report showing the activity of the Conference and Meetings has been included in this month's reports package. Even though some of the lines are running over, the total Expenses are below budget at 79% leading to a Net Operating Income of -\$83k. After the investment and restricted funds activity is considered the net income is -\$22k

It is important to note that at year end, \$83k in registration fees have been received and \$43k in expenses have been paid for the November 2025 Annual Conference. These transactions have been moved to Deferred Revenue and Prepaid expenses so they do not have an impact on the FY25 budget.

Profit & Loss by Month (through June 30, 2025):

The Profit & Loss report shows the organization's activity by month through June 30th.

Balance Sheet

As of June 30, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
Berkshire Bank	189,915.38
Berkshire Money Market - 2901	330,566.82
PayPal	1,427.50
Total Bank Accounts	521,909.70
Accounts Receivable	
Accounts Receivable	274,007.87
Total Accounts Receivable	274,007.87
Other Current Assets	
Fiduciary Trust	1,058,115.41
Prepaid Expenses	55,830.27
Total Other Current Assets	1,113,945.68
Total Current Assets	1,909,863.25
TOTAL ASSETS	\$1,909,863.25
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	109,611.86
Total Accounts Payable	109,611.86
Credit Cards	
Elan Credit Cards	8,965.52
Total Credit Cards	8,965.52
Other Current Liabilities	
Accrued Payroll, Taxes & Fringe	36,735.76
Deferred Membership Revenue	19,450.00
Deferred Revenue	83,275.00
Vacation Accrual	15,111.55
Total Other Current Liabilities	154,572.31
Total Current Liabilities	273,149.69
Total Liabilities	273,149.69
Equity	
Net Assets without Donor Restrictions	1,658,798.87
Net Income	-22,085.31
Total Equity	1,636,713.56
TOTAL LIABILITIES AND EQUITY	\$1,909,863.25

FY25 Budget vs. Actuals

July 2024 - June 2025

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
Grants	1,185,166.88	1,796,719.00	-611,552.12	65.96 %
Interest/Dividend Income	27,647.95	18,050.00	9,597.95	153.17 %
Program Income	486,393.48	349,500.00	136,893.48	139.17 %
Revenue Released from Restriction	1,100.00	1,100.00	0.00	100.00 %
Total Income	1,700,308.31	2,165,369.00	-465,060.69	78.52 %
GROSS PROFIT	1,700,308.31	2,165,369.00	-465,060.69	78.52 %
EXPENSES				
Awards and Grants	163,579.66	159,434.78	4,144.88	102.60 %
Contractual Services	592,154.21	949,236.46	-357,082.25	62.38 %
Operational Expenses	52,022.33	39,236.61	12,785.72	132.59 %
Payroll Expenses	699,044.80	878,171.95	-179,127.15	79.60 %
Program Expenses	276,509.41	232,806.00	43,703.41	118.77 %
Total Expenses	1,783,310.41	2,258,885.80	-475,575.39	78.95 %
NET OPERATING INCOME	-83,002.10	-93,516.80	10,514.70	88.76 %
OTHER INCOME				
Investments	74,054.77		74,054.77	
Restricted Donation- Scholarship	500.00	500.00	0.00	100.00 %
Total Other Income	74,554.77	500.00	74,054.77	14,910.95 %
OTHER EXPENSES				
Admin Expenses	157,804.66		157,804.66	
Admin Expenses -CONTRA	-157,804.66		-157,804.66	
Investment Expense	12,537.98	10,000.00	2,537.98	125.38 %
Release from Restricted Funds	1,100.00	1,100.00	0.00	100.00 %
Total Other Expenses	13,637.98	11,100.00	2,537.98	122.86 %
NET OTHER INCOME	60,916.79	-10,600.00	71,516.79	-574.69 %
NET INCOME	\$ -22,085.31	\$ -104,116.80	\$82,031.49	21.21 %

Massachusetts Health Officers Organization

Profit and Loss by Month

July 2024 - June 2025

	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	TOTAL
Income													
Grants													\$0.00
BUSPH/LPHIT				18,586.04	18,667.45		69,160.06	23,715.11		6,914.13		2,957.21	\$140,000.00
Capacity Assessment (Subaward)	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	1,530.00	\$18,360.00
Career Development Program Grant						7,539.31	13,393.28	10,563.04	16,133.27	25,137.68	45,126.63	46,411.97	\$164,305.18
CHII-Alabama						30,500.01						25,044.87	\$55,544.88
CHII-State				23,250.00			2,250.00			9,000.00			\$34,500.00
CLPH Block Grant						12,500.00			12,500.00				\$25,000.00
SME	11,787.11	13,945.85	14,475.54	16,981.24	15,816.24	15,296.91	34,419.59	18,235.34	22,956.85	23,242.70	81,881.65	71,663.84	\$340,702.86
Tobacco Grant	7,604.20	15,819.89	12,754.58	12,006.38	14,527.18	22,783.63	28,846.78	21,141.89	22,057.40	34,352.40	47,193.29	61,807.34	\$300,894.96
Tobacco Grant (Countertools)	105,859.00												\$105,859.00
Total Grants	126,780.31	31,295.74	28,760.12	72,353.66	50,540.87	90,149.86	149,599.71	75,185.38	75,177.52	100,176.91	175,731.57	209,415.23	\$1,185,166.88
Interest/Dividend Income													\$0.00
Dividend Income			5,194.13			11,269.33			4,838.92			5,310.90	\$26,613.28
Interest Income	55.46	125.34	113.74	83.81	81.12	83.85	84.10	75.98	84.15	81.45	84.18	81.49	\$1,034.67
Total Interest/Dividend Income	55.46	125.34	5,307.87	83.81	81.12	11,353.18	84.10	75.98	4,923.07	81.45	84.18	5,392.39	\$27,647.95
Program Income													\$0.00
Advertising	1,400.00	675.00	1,250.00	600.00	275.00	750.00	800.00	725.00	850.00	1,100.00	225.00	750.00	\$9,400.00
Newsletter			1,750.00										\$1,750.00
Total Advertising	1,400.00	675.00	3,000.00	600.00	275.00	750.00	800.00	725.00	850.00	1,100.00	225.00	750.00	\$11,150.00
Donation					50,000.00								\$50,000.00
Meeting/Conference													\$0.00
Exhibitors & Sponsorships		9,300.00	11,100.00	15,040.00	1,250.00								\$36,690.00
Registrations	121,575.00	22,515.00	46,820.00	54,040.00	23,000.00	-1,655.00	9,685.00	23,247.00	16,115.00	9,805.00	6,070.00	1,125.00	\$332,342.00
Sales of Product Income					786.48								\$786.48
Sponsorships										1,475.00	1,250.00	400.00	\$3,125.00
Total Meeting/Conference	121,575.00	31,815.00	57,920.00	69,080.00	25,036.48	-1,655.00	9,685.00	23,247.00	16,115.00	11,280.00	7,320.00	1,525.00	\$372,943.48
Membership Dues	4,130.00	1,635.00	1,800.00	1,500.00	1,095.00	14,510.00	10,730.00	5,735.00	3,985.00	3,385.00	1,210.00	2,585.00	\$52,300.00
Total Program Income	127,105.00	34,125.00	62,720.00	71,180.00	76,406.48	13,605.00	21,215.00	29,707.00	20,950.00	15,765.00	8,755.00	4,860.00	\$486,393.48
Revenue Released from Restriction			600.00								500.00		\$1,100.00
Total Income	\$253,940.77	\$65,546.08	\$97,387.99	\$143,617.47	\$127,028.47	\$115,108.04	\$170,898.81	\$104,968.36	\$101,050.59	\$116,023.36	\$185,070.75	\$219,667.62	\$1,700,308.31
GROSS PROFIT	\$253,940.77	\$65,546.08	\$97,387.99	\$143,617.47	\$127,028.47	\$115,108.04	\$170,898.81	\$104,968.36	\$101,050.59	\$116,023.36	\$185,070.75	\$219,667.62	\$1,700,308.31
Expenses													
Awards and Grants							40,000.00	20,000.00			0.00	15,600.00	\$75,600.00
CHII - Alabama Grant					26,717.40				0.00			21,262.26	\$47,979.66
CHII - State Grants				21,000.00						9,000.00			\$30,000.00
Naparstek Scholarship payments											10,000.00		\$10,000.00
Total Awards and Grants				21,000.00	26,717.40		40,000.00	20,000.00	0.00	9,000.00	10,000.00	36,862.26	\$163,579.66
Contractual Services													\$0.00
Accounting/Bookkeeping Fees	3,525.00	4,026.00	3,940.50	2,556.00	2,565.00	2,536.50	4,868.50	3,085.50	4,512.00	2,890.50	5,094.00	4,219.50	\$43,819.00
Audit Fees									12,006.40			10,750.00	\$22,756.40
Countertools	105,859.00												\$105,859.00
HR	600.00	123.75	165.00	123.75	918.75	1,275.00	1,121.18		1,133.74	3,202.60	2,638.75	2,317.55	\$13,620.07
IT/Website	850.00	700.00	737.50	850.00	700.00	700.00	775.00	700.00	700.00	700.00	700.00	2,150.00	\$10,262.50
Legal Fees	0.00	270.00	2,497.50	3,442.50			972.50	225.00	2,205.00	5,355.00		16,492.50	\$31,460.00
Other Contractual Services	8,566.67	8,366.67	10,116.67	8,916.67	8,816.67	9,041.67	12,466.67	9,966.67	11,091.67	13,470.67	103,066.67	53,745.67	\$257,633.04
LPHIT/BUSPH	3,469.78	1,586.25	3,312.50	687.50	15,819.79		3,000.00	925.00					\$28,800.82
SME'S	1,275.00	1,450.00	3,000.00	5,375.00	4,250.00	2,950.00	9,725.00	4,925.00	12,671.68	9,504.90	12,556.25	10,260.55	\$77,943.38
Total Other Contractual Services	13,311.45	11,402.92	16,429.17	14,979.17	28,886.46	11,991.67	25,191.67	15,816.67	23,763.35	22,975.57	115,622.92	64,006.22	\$364,377.24
Total Contractual Services	124,145.45	16,522.67	23,769.67	21,951.42	33,070.21	16,503.17	32,928.85	19,827.17	44,320.49	35,123.67	124,055.67	99,935.77	\$592,154.21

Massachusetts Health Officers Organization

Profit and Loss by Month

July 2024 - June 2025

	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	TOTAL
Operational Expenses													\$0.00
Bank service charges	270.31	290.88	275.68	303.72	366.20	265.92	310.00	295.42	321.76	317.21	312.48	298.72	\$3,628.30
Dues & Subscriptions	8,292.00		350.00	16,021.20			-350.00				2,000.00		\$26,313.20
Filing Fees					15.00				511.95				\$526.95
Gifts Given									104.89				\$104.89
Insurance - Liability,D &O			1,581.00				6,931.00		1,213.00				\$9,725.00
Office Supplies	916.35	151.91	151.91	151.91	273.15	481.39	680.84	272.00	474.50	217.10	186.78	490.51	\$4,448.35
Postage, Mailing Service	33.90			35.05		197.20	14.60			100.73	12.27		\$393.75
Printing and Copying			212.20		295.58			11.87			124.65		\$644.30
Telephone, Telecommunications	1,838.89	214.99	214.99	214.99	192.78	189.72	202.13	108.18	206.29	320.70	2,263.48	270.45	\$6,237.59
Total Operational Expenses	11,351.45	657.78	2,785.78	16,726.87	1,142.71	1,134.23	7,788.57	687.47	2,832.39	955.74	4,899.66	1,059.68	\$52,022.33
Payroll Expenses													\$0.00
401k - Employer Contribution	544.48	1,635.03	1,191.21	1,120.23	1,165.61	1,758.75	1,980.20	1,329.50	1,485.17	1,610.55	1,763.72	2,757.99	\$18,342.44
401k Administrative Fee			341.25			341.25			406.25		350.00	438.75	\$1,877.50
Fringe (Home Office Stipend)	184.60	553.80	369.20	369.20	369.20	369.20	553.80	369.20	438.43	387.66	544.57	844.04	\$5,352.90
Fringe Benefits - Tobacco (HO Stipend)	46.15	138.45	92.30	92.30	115.38	184.60	276.90	184.60	184.60	281.52	193.83	300.44	\$2,091.07
Payroll Service Fees	187.97	172.01	169.35	166.69	248.22	182.65	398.31	187.97	185.31	199.72	325.00	222.64	\$2,645.84
Payroll taxes	1,481.71	4,511.37	3,214.04	3,041.52	3,238.36	5,112.86	7,682.96	5,495.24	5,053.50	4,905.10	5,148.21	7,415.50	\$56,300.37
Salaries & Wages													\$0.00
Administrative Assistant	2,319.29	6,957.87	4,638.58	4,638.58	4,638.58	6,438.58	6,957.87	4,638.58	4,638.58	4,638.58	4,638.58	7,189.80	\$62,333.47
CDP Program Director									4,903.86	6,826.93	6,923.08	10,730.77	\$29,384.64
CDP Program Manager										1,557.69	6,230.78	9,657.71	\$17,446.18
Executive Director	5,053.85	15,161.55	11,835.70	10,683.70	10,683.70	14,859.08	15,871.41	10,580.94	10,580.94	10,580.94	10,580.94	16,403.07	\$142,875.82
Membership	1,380.75	4,142.25	2,761.50	2,761.50	2,761.50	4,561.50	4,142.25	2,761.50	2,761.50	2,761.50	2,761.50	4,280.33	\$37,837.58
Program Assistant	2,749.85	8,249.55	5,499.70	5,499.70	5,499.70	6,978.13	8,096.17	5,397.45	5,397.45	4,864.36	5,346.68	8,289.94	\$71,868.68
Program Specialist	2,927.69	8,783.07	6,657.54	6,122.78	6,122.78	9,110.09	9,108.01	6,072.01	6,038.16	6,038.16	6,038.16	9,360.85	\$82,379.30
Salaries & Wages moved to CDP Fringe (Health Stipend)						38.07	228.48	152.31	533.09	786.94	1,167.71	1,809.95	\$4,716.55
Salaries & Wages moved to SME Fringe (Health Stipend)						620.81	155.20	103.47	137.32	137.32	137.32	205.97	\$1,497.41
Salaries and Wages moved to Tobacco Fringe (Health Stipend)	253.85	761.55	507.70	507.70	634.63	1,015.40	1,523.10	1,015.40	1,015.40	1,548.49	1,066.17	1,652.57	\$11,501.96
Tobacco Control - Program Mgr	3,393.95	10,181.85	7,806.06	7,127.30	7,127.30	8,927.30	10,690.95	7,127.30	7,127.30	7,127.30	7,127.30	11,047.32	\$94,811.23
Tobacco Control - Program Support					1,384.62	5,538.48	8,307.72	5,538.48	5,538.48	5,538.48	5,538.48	8,584.64	\$45,969.38
Tobacco Control Workers - Program Support	70.00	262.50	0.00	0.00	0.00	536.25	923.50	927.50	832.25	1,276.75	1,232.00	2,718.73	\$8,779.48
Total Salaries & Wages	18,149.23	54,500.19	39,706.78	37,341.26	38,852.81	58,623.69	66,004.66	44,314.94	49,504.33	53,683.44	58,788.70	91,931.65	\$611,401.68
Workers Comp Insurance							1,033.00						\$1,033.00
Total Payroll Expenses	20,594.14	61,510.85	45,084.13	42,131.20	43,989.58	66,573.00	77,929.83	51,881.45	57,257.59	61,067.99	67,114.03	103,911.01	\$699,044.80
Program Expenses													\$0.00
Credit Card Processing Fees	185.75	412.92	803.45	642.19	261.99	194.72	66.00	411.74	186.08	130.98	230.80	448.54	\$3,975.16
Meeting/Conference Expenses													\$0.00
Contractual Services		2,300.00		2,840.00	2,959.00				1,000.00		0.00	0.00	\$9,099.00
Food	10,500.00	10,874.07	4,653.31		110,322.64	250.00	1,440.81	4,217.96	9,163.43	5,679.45	3,090.36		\$160,192.03
Program Printing					5,188.72								\$5,188.72
Program Supplies	163.60	20.39	1,858.10	17,717.27	1,162.96	9,086.27	324.53	900.29	1,455.37	1,352.38	918.75	2,021.83	\$36,981.74
Program Travel	912.44	1,281.44	148.51	102.62	11,703.58	602.60	307.60	452.85	778.96	777.88	1,207.29	1,829.74	\$20,105.51
Scholarships												1,160.00	\$1,160.00
Venue Rental	17,000.00	200.00			16,827.18		450.00	1,956.20	1,245.00	0.00	100.00	1,000.00	\$38,778.38
Total Meeting/Conference Expenses	28,576.04	14,675.90	6,659.92	20,659.89	148,164.08	9,938.87	2,522.94	7,527.30	13,642.76	7,809.71	5,316.40	6,011.57	\$271,505.38
Roster											3,337.85		\$3,337.85
Staff Conference Registrations/Training	-1,700.00	1,275.00	-225.00	-425.00	-828.98	-425.00	-425.00	795.00		-425.00	-425.00	500.00	\$ -2,308.98
Total Program Expenses	27,061.79	16,363.82	7,238.37	20,877.08	147,597.09	9,708.59	2,163.94	8,734.04	13,828.84	7,515.69	8,460.05	6,960.11	\$276,509.41
Total Expenses	\$183,152.83	\$95,055.12	\$78,877.95	\$122,686.57	\$252,516.99	\$93,918.99	\$160,811.19	\$101,130.13	\$118,239.31	\$113,663.09	\$214,529.41	\$248,728.83	\$1,783,310.41
NET OPERATING INCOME	\$70,787.94	\$ -29,509.04	\$18,510.04	\$20,930.90	\$ -125,488.52	\$21,189.05	\$10,087.62	\$3,838.23	\$ -17,188.72	\$2,360.27	\$ -29,458.66	\$ -29,061.21	\$ -83,002.10

Massachusetts Health Officers Organization

Profit and Loss by Month
July 2024 - June 2025

	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	TOTAL
Other Income													
Investments													\$0.00
Unrealized Gain/(Loss) on Investments			40,541.51			-10,725.92			-18,840.28			63,079.46	\$74,054.77
Total Investments			40,541.51			-10,725.92			-18,840.28			63,079.46	\$74,054.77
Restricted Donation- Scholarship					500.00								\$500.00
Total Other Income	\$0.00	\$0.00	\$40,541.51	\$0.00	\$500.00	\$ -10,725.92	\$0.00	\$0.00	\$ -18,840.28	\$0.00	\$0.00	\$63,079.46	\$74,554.77
Other Expenses													
Admin Expenses	4,897.08	4,897.08	4,897.08	12,038.33	6,527.50	13,654.22	48,008.94	14,062.31	7,681.90	14,076.58	9,481.83	17,581.81	\$157,804.66
Admin Expenses -CONTRA	-4,897.08	-4,897.08	-4,897.08	-12,038.33	-6,527.50	-13,654.22	-48,008.94	-14,062.31	-7,681.90	-14,076.58	-9,481.83	-17,581.81	\$ -157,804.66
Investment Expense			3,084.87			3,127.51			3,222.69			3,102.91	\$12,537.98
Release from Restricted Funds			600.00								500.00		\$1,100.00
Total Other Expenses	\$0.00	\$0.00	\$3,684.87	\$0.00	\$0.00	\$3,127.51	\$0.00	\$0.00	\$3,222.69	\$0.00	\$500.00	\$3,102.91	\$13,637.98
NET OTHER INCOME	\$0.00	\$0.00	\$36,856.64	\$0.00	\$500.00	\$ -13,853.43	\$0.00	\$0.00	\$ -22,062.97	\$0.00	\$ -500.00	\$59,976.55	\$60,916.79
NET INCOME	\$70,787.94	\$ -29,509.04	\$55,366.68	\$20,930.90	\$ -124,988.52	\$7,335.62	\$10,087.62	\$3,838.23	\$ -39,251.69	\$2,360.27	\$ -29,958.66	\$30,915.34	\$ -22,085.31

Massachusetts Health Officers Organization

Meeting & Conference Profit & Loss

July 2024 - June 2025

	2025 DEP	2025 DPH	DEC 2024 QM	MARCH 2025 QM	MAY 2025 QM	NOV 2024 ANNUAL CONFERENCE	TOTAL
Income							
Program Income							\$0.00
Meeting/Conference							\$0.00
Exhibitors & Sponsorships						36,690.00	\$36,690.00
Registrations	17,500.00	11,565.00	1,695.00	8,520.00	6,840.00	279,392.00	\$325,512.00
Sales of Product Income						786.48	\$786.48
Total Meeting/Conference	17,500.00	11,565.00	1,695.00	8,520.00	6,840.00	316,868.48	\$362,988.48
Total Program Income	17,500.00	11,565.00	1,695.00	8,520.00	6,840.00	316,868.48	\$362,988.48
Total Income	\$17,500.00	\$11,565.00	\$1,695.00	\$8,520.00	\$6,840.00	\$316,868.48	\$362,988.48
GROSS PROFIT	\$17,500.00	\$11,565.00	\$1,695.00	\$8,520.00	\$6,840.00	\$316,868.48	\$362,988.48
Expenses							
Contractual Services							\$0.00
IT/Website						150.00	\$150.00
Other Contractual Services					1,550.00		\$1,550.00
Total Contractual Services					1,550.00	150.00	\$1,700.00
Operational Expenses							\$0.00
Postage, Mailing Service						197.20	\$197.20
Printing and Copying						295.58	\$295.58
Total Operational Expenses						492.78	\$492.78
Program Expenses							\$0.00
Meeting/Conference Expenses							\$0.00
Contractual Services				1,000.00		8,099.00	\$9,099.00
Food	8,857.16	3,463.25		4,630.43	5,210.27	131,322.64	\$153,483.75
Program Printing						5,188.72	\$5,188.72
Program Supplies				82.51	66.21	19,067.67	\$19,216.39
Program Travel	180.32			336.68	57.40	11,720.30	\$12,294.70
Venue Rental	450.00	1,356.20		1,845.00		33,827.18	\$37,478.38
Total Meeting/Conference Expenses	9,487.48	4,819.45		7,894.62	5,333.88	209,225.51	\$236,760.94
Total Program Expenses	9,487.48	4,819.45		7,894.62	5,333.88	209,225.51	\$236,760.94
Total Expenses	\$9,487.48	\$4,819.45	\$0.00	\$7,894.62	\$6,883.88	\$209,868.29	\$238,953.72
NET OPERATING INCOME	\$8,012.52	\$6,745.55	\$1,695.00	\$625.38	\$ -43.88	\$107,000.19	\$124,034.76
NET INCOME	\$8,012.52	\$6,745.55	\$1,695.00	\$625.38	\$ -43.88	\$107,000.19	\$124,034.76



Management Report

Massachusetts Health Officers Association
July 30, 2025

Prepared by
Clarity Business Consulting

Prepared on
August 13, 2025

MHOA Month-end Analysis for July 2025

The FY25 Audit will begin shortly. Some of the year end adjustments, such as the payroll accrual, have already been entered but many will not be entered until the year end review. These reports should be considered preliminary until the year end review is completed.

Balance Sheet (through July 31, 2025):

Cash between the Checking, Money Market and Paypal Accounts was \$685k at the end of July. The investment account is updated quarterly when the statements are issued. The balance recorded here of \$1M reflects activity through June 2025. Accounts Receivable is \$111k and consists of the following grant claims: CDP (\$48k), Tobacco (\$11k) and SME (\$37k). Also included in AR are advertising invoices for job postings through MHOA. Prepaid expenses of \$56k consists of prepaid insurances as well as deposits and other expenses for the November 2025 Annual Conference. These will stay in prepaid until the month of the conference. On the liabilities side Accounts Payable of \$75k consists of vendor invoices that were received in July and paid or will be paid in August. Deferred Revenue of \$83k is FY26 Conference Registrations received in FY25.

Budget to Actual (FY25):

This Budget to Actual report shows the Organization's full year budget for FY26. At this time, the percent of budget should be 12%.

With it being the first month of the fiscal year many of the budget lines are under budget. This is due to timing reasons and will likely move closer to budget in the coming months. The exception to this is Program Income and Program Expenses. These lines reflect the September Quarterly Meeting and November Annual Conference revenue and expenses. Awards and Grants are also an exception due to CDP awards being paid out to several communities. Total income is 9% while total expenses are 8% leading to a Net Income of \$18k

Profit & Loss by Month (through July 31, 2025):

The Profit & Loss report shows the organization's activity for the month of July.

Balance Sheet

As of July 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
Berkshire Bank	345,282.25
Berkshire Money Market - 2901	330,651.05
PayPal	8,893.85
Total Bank Accounts	684,827.15
Accounts Receivable	
Accounts Receivable	110,619.62
Total Accounts Receivable	110,619.62
Other Current Assets	
Fiduciary Trust	1,058,115.41
Prepaid Expenses	55,830.27
Total Other Current Assets	1,113,945.68
Total Current Assets	1,909,392.45
TOTAL ASSETS	\$1,909,392.45
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	75,430.35
Total Accounts Payable	75,430.35
Credit Cards	
Elan Credit Cards	5,217.74
Elan Credit Card- Teresa	2,335.43
Total Elan Credit Cards	7,553.17
Total Credit Cards	7,553.17
Other Current Liabilities	
Deferred Membership Revenue	19,450.00
Deferred Revenue	83,275.00
Vacation Accrual	15,111.55
Total Other Current Liabilities	117,836.55
Total Current Liabilities	200,820.07
Total Liabilities	200,820.07
Equity	
Net Assets without Donor Restrictions	1,636,698.56
Net Income	71,873.82
Total Equity	1,708,572.38
TOTAL LIABILITIES AND EQUITY	\$1,909,392.45

1. Month End Reports:FY26 Budget vs. Actuals

July 2025 - June 2026

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
Grants	97,817.74	1,996,807.00	-1,898,989.26	4.90 %
Interest/Dividend Income	84.23	18,000.00	-17,915.77	0.47 %
Program Income	118,270.00	444,000.00	-325,730.00	26.64 %
Total Income	216,171.97	2,458,807.00	-2,242,635.03	8.79 %
GROSS PROFIT	216,171.97	2,458,807.00	-2,242,635.03	8.79 %
EXPENSES				
Awards and Grants	23,000.00	80,434.78	-57,434.78	28.59 %
Contractual Services	49,615.49	1,179,935.00	-1,130,319.51	4.20 %
Melio services fee	9.49		9.49	
Operational Expenses	1,759.77	47,494.00	-45,734.23	3.71 %
Payroll Expenses	62,597.66	881,576.36	-818,978.70	7.10 %
Program Expenses	60,846.55	317,238.96	-256,392.41	19.18 %
Total Expenses	197,828.96	2,506,679.10	-2,308,850.14	7.89 %
NET OPERATING INCOME	18,343.01	-47,872.10	66,215.11	-38.32 %
OTHER EXPENSES				
Admin Expenses	17,290.34		17,290.34	
Admin Expenses -CONTRA	-17,290.34		-17,290.34	
Total Other Expenses	0.00	0.00	0.00	0.00%
NET OTHER INCOME	0.00	0.00	0.00	0.00%
NET INCOME	\$18,343.01	\$ -47,872.10	\$66,215.11	-38.32 %

Profit and Loss by Month

July 2025

	Jul 2025	Total
INCOME		
Grants		0.00
Capacity Assessment (Subaward)	1,530.00	1,530.00
Career Development Program Grant	47,857.32	47,857.32
SME	37,253.66	37,253.66
Tobacco Grant	11,176.76	11,176.76
Total Grants	97,817.74	97,817.74
Interest/Dividend Income		0.00
Interest Income	84.23	84.23
Total Interest/Dividend Income	84.23	84.23
Program Income		0.00
Advertising	750.00	750.00
Meeting/Conference		0.00
Exhibitors & Sponsorships	11,400.00	11,400.00
Registrations	89,830.00	89,830.00
Total Meeting/Conference	101,230.00	101,230.00
Membership Dues	4,370.00	4,370.00
Total Program Income	106,350.00	106,350.00
Total Income	204,251.97	204,251.97
GROSS PROFIT	204,251.97	204,251.97
EXPENSES		
Awards and Grants	23,000.00	23,000.00
Contractual Services		0.00
Accounting/Bookkeeping Fees	4,887.00	4,887.00
HR	1,119.44	1,119.44
IT/Website	700.00	700.00
Legal Fees	652.50	652.50
Other Contractual Services	17,565.42	17,565.42
SME'S	22,682.50	22,682.50
Total Other Contractual Services	40,247.92	40,247.92
Total Contractual Services	47,606.86	47,606.86
Melio services fee	9.49	9.49
Operational Expenses		0.00
Bank service charges	616.18	616.18
Office Supplies	495.81	495.81
Postage, Mailing Service	217.23	217.23
Telephone, Telecommunications	275.83	275.83
Total Operational Expenses	1,605.05	1,605.05
Payroll Expenses		0.00
401k - Employer Contribution	799.72	799.72
Fringe (Home Office Stipend)	249.25	249.25

	Jul 2025	Total
Fringe Benefits - Tobacco (HO Stipend)	83.07	83.07
Payroll Service Fees	211.47	211.47
Payroll taxes	2,154.73	2,154.73
Salaries & Wages		0.00
Administrative Assistant	2,161.72	2,161.72
CDP Program Director	3,240.01	3,240.01
CDP Program Manager	2,916.00	2,916.00
Executive Director	4,761.96	4,761.96
Membership	1,242.67	1,242.67
Program Assistant	2,541.09	2,541.09
Program Specialist	2,818.23	2,818.23
Salaries & Wages moved to CDP Fringe (Health Stipend)	525.47	525.47
Salaries & Wages moved to SME Fringe (Health Stipend)	60.94	60.94
Salaries and Wages moved to Tobacco Fringe (Health Stipend)	479.77	479.77
Tobacco Control - Program Mgr	3,335.57	3,335.57
Tobacco Control - Program Support	2,592.01	2,592.01
Tobacco Control Workers - Program Support	-19.48	-19.48
Total Salaries & Wages	26,655.96	26,655.96
Workers Comp Insurance	-135.00	-135.00
Total Payroll Expenses	30,019.20	30,019.20
Program Expenses		0.00
Meeting/Conference Expenses		0.00
Contractual Services	3,190.00	3,190.00
Program Printing	113.00	113.00
Program Supplies	143.63	143.63
Program Travel	1,231.62	1,231.62
Travel Reimbursements	160.30	160.30
Venue Rental	25,000.00	25,000.00
Total Meeting/Conference Expenses	29,838.55	29,838.55
Staff Conference Registrations/Training	299.00	299.00
Total Program Expenses	30,137.55	30,137.55
Total Expenses	132,378.15	132,378.15
NET OPERATING INCOME	71,873.82	71,873.82
OTHER EXPENSES		
Admin Expenses	17,290.34	17,290.34
Admin Expenses -CONTRA	-17,290.34	-17,290.34
Total Other Expenses	0.00	0.00
NET OTHER INCOME	0.00	0.00
NET INCOME	\$71,873.82	\$71,873.82