



Massachusetts Department of Public Health

Public Health Excellence Monthly Meeting

May 21, 2025

Office of Local and Regional Health
Shared Services Unit

Welcome to the May PHE Grantee Meeting!

Please introduce yourself in the chat

- Name
- Municipality/Organization that you are representing today
- Icebreaker: In the chat, give a shout out to someone you appreciate.

Please update your Zoom display name with the municipality or agency that you represent

- Example: "Bethany Griles" becomes Bethany Griles, DPH

To do this, follow these instructions:

1. Select **Participants**, located in the bottom toolbar of the meeting window
2. Hover over your name and select **More** (desktop) or tap your name (mobile).
3. Click or tap **Rename or Done**

Please mute yourself if you are not presenting.

Agenda

Welcome and Icebreaker

Bethany Griles, Program Coordinator, SSU, Office of Local and Regional Health

Reminders & Announcements

Bethany Griles, Program Coordinator, SSU, OLRH

FPHS Shared Services Review Update and Next Steps

Kaitlin Roane, Program Coordinator, PS&DS Unit, OLRH

FY26 Workplan and Budget Process Timeline

Bethany Griles, Program Coordinator, SSU, OLRH

FY26 Budget and Workplan Release

Shared Services Unit Staff & Caitlin Pettingill, Chief Local Public Health Clinical Advisor, OLRH

Cynthia Edouarzin and Julia Metri, BME Strategies

Model Workplan Tips

Jessica Ferland, Program Coordinator, SSU, OLRH

Workplan Development Best Practices

Jayne Smith, Shared Services Coordinator, Southern Berkshire Public Health Collaborative

Other Updates/Upcoming Events

Bethany Griles, Program Coordinator, SSU, OLRH

Closing

Bethany Griles, Program Coordinator, SSU, OLRH



Massachusetts Department of Public Health

Reminders & Announcements

Bethany Griles, Program Coordinator, Shared Services Unit
OLRH

Reminders

Must use request forms for changes – email is not accepted

[New Allowable Expense Request Form](#) – Submit when items are not clearly outlined in the Allowable Expenses Document

[Smartsheet Revision Request Form](#) – Submit when changes are needed for Summary Sheet, Staffing Chart, Individual Payments, Budget, or Activities Tracker.

[Smartsheet User Change Request Form](#) – SSCs can submit to request access for new users, modify, or remove of existing Smartsheet users

Reminder: As staff changes occur across your SSA, please inform your Program Coordinator and submit a revision request form so that we can make sure the right people receive the right information.

Technical Support

- Data Support
- Intermunicipal Agreement (IMA) Support
- Local Political Support
- Organizational Competencies
- Performance Standards
- PHE Grant Management *
- Workforce Development
- Local Public Health Nurse Consultant
- Racial and Health Equity

COMING SOON!

- *FPHS Review*
- *Sustainability*

Technical Support Resources:

To request technical assistance, local public health can access the OLRH Technical Support Program (TSP): [Technical Support Request Form](#)

For detailed information on the types of support available, please refer to the [Technical Support Reference Guide](#)

**No request form required*

Welcome to Public Health Excellence!

- *East Brookfield* joins the **Charlton Coalition for Public Health**
- *Somerset* joins the **Southcoast Public Health Coalition**



Massachusetts Municipal Opioid Abatement Virtual Conference

This conference is intended to connect municipalities to the resources and tools needed to uphold the requirements of the State Subdivision Agreement.

- May 27, 2025
- 9:00AM-4:30PM
- [Conference Website](#)
- [Registration Link](#)

OLRH Local Public Health Partner Survey 3.0

- We ask that all Shared Service Coordinators and local public health staff interacting with OLRH complete and promote the [OLRH Local Public Health Partner Survey 3.0](#)
- The survey assesses your satisfaction with OLRH services and programs
- Due date extended: **Friday, May 30th**
 - For survey questions, please contact our evaluation partner, Health Resources in Action (HRiA) by email at OLRHEval@hria.org



ELC/Contact Tracing Grant Update

- Per email from Hillary Johnson dated May 8th, FY25 funds can carry forward to FY26 and be spent through June 30, 2026
- Distribution of FY26 funds is uncertain at this time and pending litigation
- If key ELC-funded positions are at risk, please contact your SSU Program Coordinator to discuss impacts.

TOBACCO OFFICE HOURS FOR SHARED SERVICES

Join MHOA and DPH/MTCP for Office Hours on **June 4 at 1pm.**

This meeting is for shared services coordinators and members.

We will discuss the MHOA program that continues to assist cities/towns increase their capacity to perform tobacco control inspections and underage compliance checks. You will hear about any prerequisites for obtaining these services, and plan for FY26.

[Zoom Link for Tobacco Office Hours](#)

No registration is required.



Massachusetts Department of Public Health

FPHS Shared Services Review Update & Next Steps

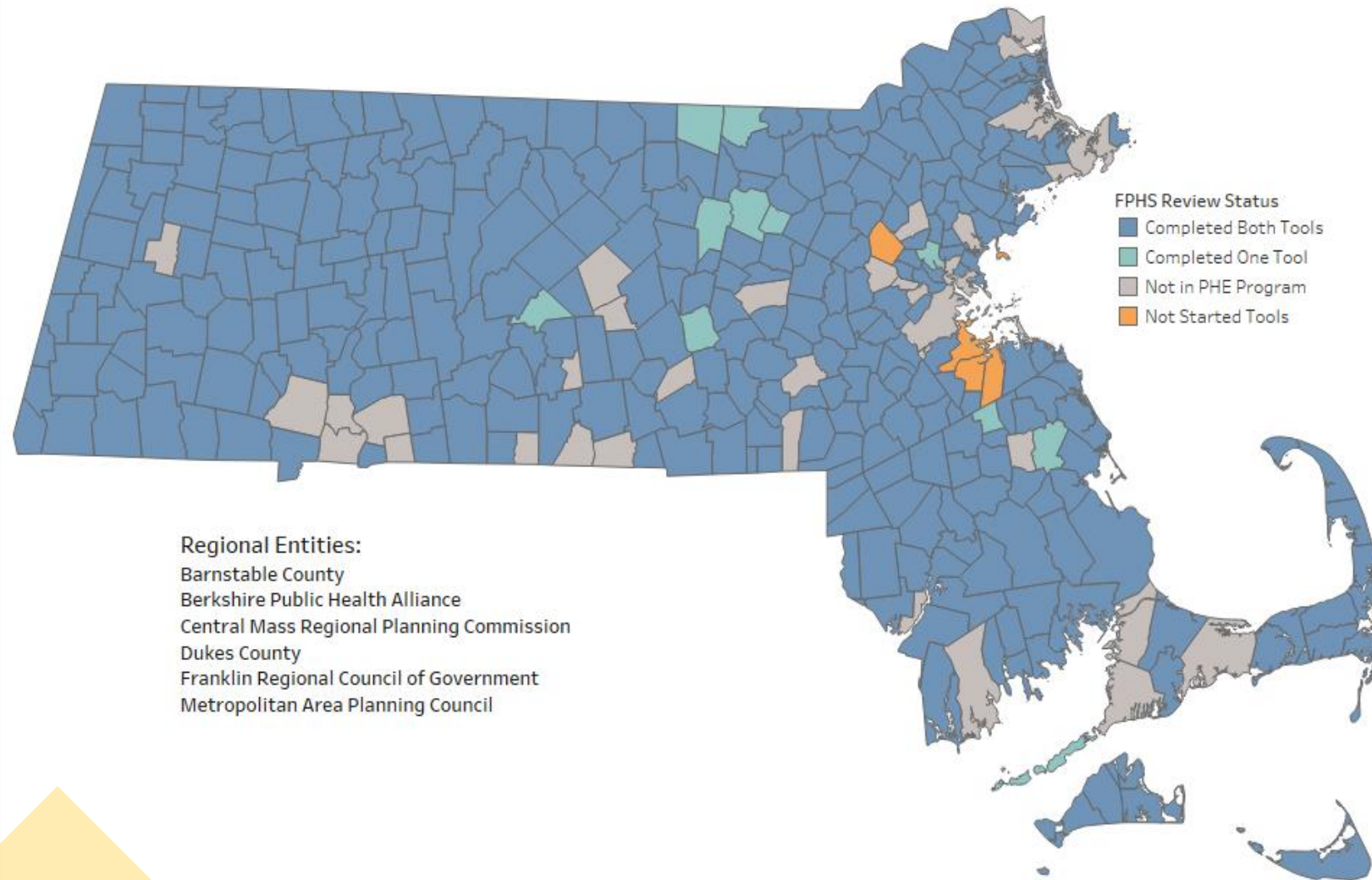
May 21, 2025

The Office of Local and Regional Health

Where We Are: Progress as of 5/19/25:

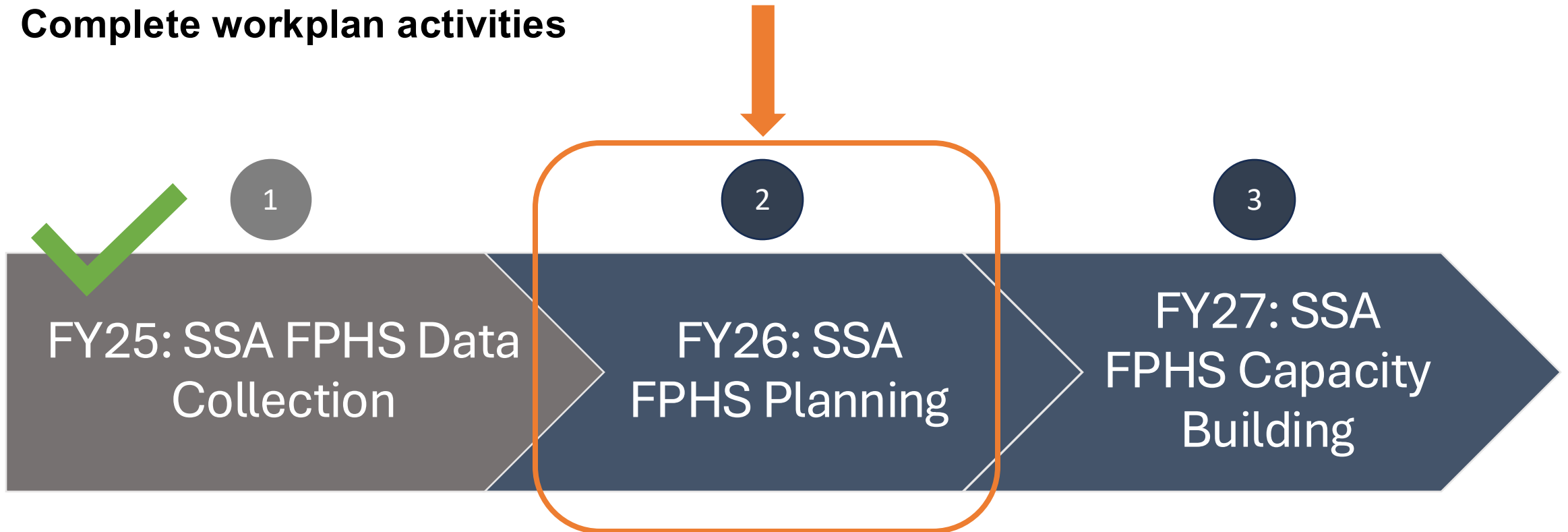
- 311 (96%) municipalities and regional entities have completed the Cost Tool
- 305 (97%) municipalities have completed the Service Delivery Tool
- 27 (52%) Shared Service Arrangements have hosted their Data to Action Meetings

FPHS Shared Services Review Completion Across Massachusetts



FY26 Next Steps

1. Engage in SSA wide planning discussions to prioritize and select capacity building strategies using the Data to Action Tools
2. To inform planning, use additional local and statewide data as it becomes available
3. Complete workplan activities



Data-to-Action Toolkit

Purpose

- Utilize the data to inform decision-making and planning
- Provide actionable insights that support long-term capacity building goals
- Support work towards a phased implementation of FPHS

Resource	Intended Audience	Description
FPHS x Workplan Crosswalk	• SSC • Others selecting FY2026 workplan objectives	• Demonstrates how FPHS is integrated into Public Health Excellence (PHE) Grant Workplan Activities. • Aids in selecting workplan activities that align with the identified FPHS areas of opportunity. • Highlights relevant Massachusetts Examples and equity considerations.
Partner Mapping Template	• SSC • Public Health Leadership	• Supports Local Public Health with mapping out service providers and partner organizations. • Aids SSA in highlighting community and regional collaborations driving service delivery and identifying gaps in partnership.
FPHS Discussion Facilitation Guide	• SSC • Public Health Leadership	• Provides questions by Foundational Area / Foundational Capability to stimulate discussions and problem-solving as a Shared Service Arrangement.

Data-to-Action Toolkit will be added to Smartsheet with PHE Workplan resources



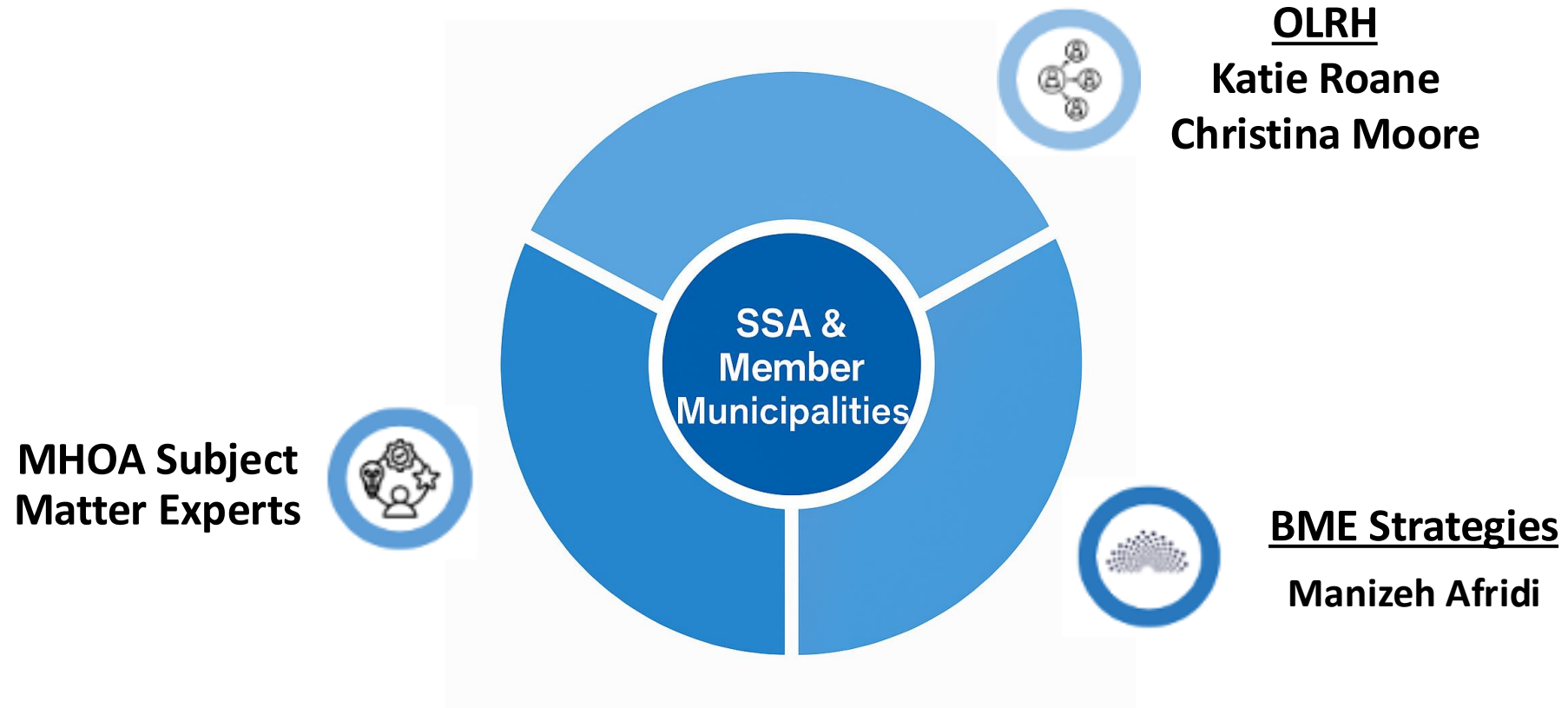
Environmental Public Health

Environmental Public Health: Monitor data on environmental health, and develop and implement population-based programs, strategies, and policy. Enforce related public health laws to meet health and safety standards. Conduct related inspections to protect the public from hazards in accordance with federal, state, and local laws.

FPHS Preliminary Results	Suggested Workplan Objective
If any Local Public Health Entities indicated that their community's needs for Environmental Public Health Headline Responsibility 04.06.00 were not met (Increase sharing capacity to consistently meet Performance Standards 1.0)	Performance Standards Objective 1: Enhance staff capacity to effectively meet mandated inspectional requirements and enforce regulations, in alignment with the Performance Standards for Local Public Health
If capacity and expertise varies across Local Public Health Entities (absent to limited for some, and moderate to comprehensive for others) (Leverage existing high capacity & expertise within the Shared Service Arrangement)	Performance Standards Objective 2: Identify areas for improvement in inspection processes and provide targeted training to enhance the effectiveness and consistency of inspections across all participating municipalities
If Shared Staff or Local Public Health Entities have limited expertise (Increase staff capacity & expertise where there is lower capacity & expertise)	Performance Standards Objective 3: Facilitate targeted training opportunities for staff members to address gaps in meeting the Performance Standards Elective Objective 7: Education, Training, and Credentialing: Assess and plan for all staff to work towards meeting the Workforce Standards
If capacity and expertise varies across Local Public Health Entities (absent to limited for some, and moderate to comprehensive for others) OR Shared Staff have moderate capacity and expertise that can be utilized to support the limited capacity and expertise of Local Public Health Entities (Leverage existing high capacity & expertise within the Shared Service Arrangement)	Sustainability Objective 3: Expanded Sharing of Internal Services: Explore opportunities for expanded sharing of services

Data-to-Action Support Team

Data-to-Action Support Team is available for continued data support!



To request technical support, please complete the [Technical Support Request Form](#)

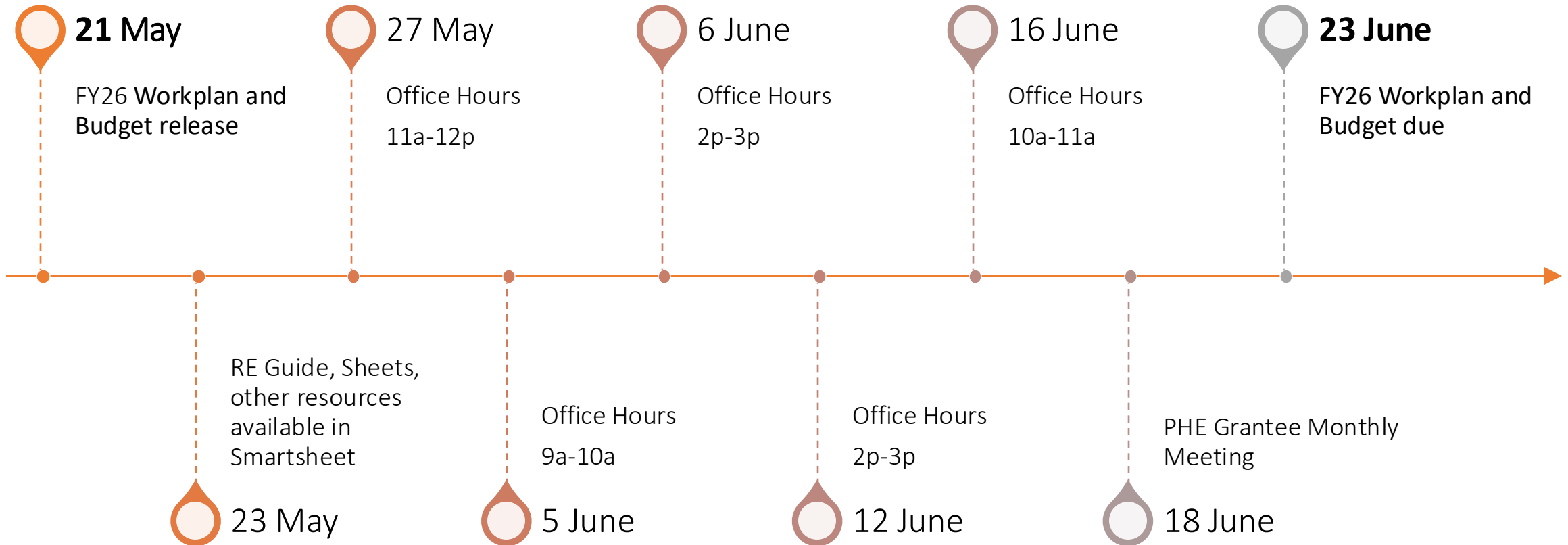


Massachusetts Department of Public Health

FY26 Workplan and Budget Timeline

Bethany Griles, Program Coordinator, SSU

FY26 Workplan and Budget Timeline





Massachusetts Department of Public Health

FY26 Workplan and Budget

**Shared Services Unit & Caitlin Pettingill, Chief Local Public Health
Clinical Advisor**

OLRH

**Cynthia Edouarzin & Julia Metri, Public Health Consultants
BME Strategies**

FY26 PHE Grantee Workplan Content Menu

- **PHE Requirements: Grant Administration, Governance, Foundational Public Health Services (FPHS) Review, SAPHE 2.0 Reporting, METRIK**
 - **Overview:** The PHE Grant Requirements and associated activities are essential components mandated by the PHE Grant Program. They outline specific criteria and actions that grantees must fulfill to meet programmatic goals and ensure alignment with grant requirements.
 - **Actions Needed:** These objectives and associated activities will be pre-filled and locked in the associated tabs in the Workplan Template. Add Lead and Support Staff for each activity.
- **Sustainability Objectives (2 required)**
 - **Overview:** These objectives focus on initiatives aimed at ensuring the long-term viability and collaborative utilization of resources within Shared Service Arrangements (SSAs). This work aims to foster resilience, efficiency, and equitable distribution of services among and between participating entities.
 - **Actions Needed:** Add one or more Sustainability Objective(s) from the table below. Include 3 or more of the recommended activities for each objective. Revise model activities and/or create custom activities as needed.
- **Performance Standards (PS) Objectives (2 required)**
 - **Overview:** These objectives focus on achieving the Massachusetts Performance Standards for Local Public Health.
 - **Actions Needed:** Select 2 or more PS Objectives based on the findings of the Capacity Assessment Review Tool (CART), Self-Assessment, or FPHS Review Preliminary Results process initiated by your SSA. Select the Category of Environmental Health, Disease Control and Prevention, or Tobacco Use Prevention. For Environmental Health Objectives, you must also select a subcategory. Include 3 or more of the recommended activities for each objective. Revise model activities and/or create custom activities as needed.
- **Elective Objectives (Optional)**
 - **Overview:** These objectives allow flexibility for SSAs to document progress on other public health initiatives. SSAs are encouraged to include 1 or more Elective Objectives, as feasible. By adding Elective Objectives to the Workplan, SSAs can plan, monitor progress, and share results with the Office of Local and Regional Health (OLRH). For special programs and initiatives lead and supported by PHE-funded staff, we strongly encourage SSAs to document that work in this section of the Workplan.
 - **Action Needed:** Select Model Objectives from the table. Include 3 or more of the recommended activities for each objective. Revise model activities and/or create custom activities as needed.
- **Racial Equity Themes**
 - A racial equity theme must be selected for each objective selected under **Sustainability**, **Performance Standards**, and **Elective**. **Ensure at least one activity relates to the racial equity theme selected for the respective objective.** See supplemental document for a list of recommended considerations, model activities, and additional resources.

What's New in PHE Requirement Section



FPHS REVIEW



SAPHE 2.0 REPORTING



METRIK

PHE Requirements

PHE Requirements (pre-filled in FY26 Workplan Template)		
#	Objective	Activity
3	Foundational Public Health Services (FPHS) Review: Review and utilize the data from the FPHS Shared Services Review	A. Using template provided by OLRH, Shared Services Coordinator to email the FPHS Preliminary Results slide deck to all Participating Municipality Board of Health members and health directors who did not attend the SSAs 2025 preliminary results meeting with BME. <i>(T1)</i> B. In advance of governance board discussion, the Shared Services Coordinator meets with a technical support provider to review results and prepare for the meeting. Work with the technical support provider to select at least one discussion topic from the FPHS Discussion Facilitation Guide. C. Ensure that FPHS FY25 Report appears on the agenda and is discussed during at least one governance board meeting. Representative to facilitate discussion using the FPHS Discussion Facilitation Guide about increased capacity for partnerships, collaboration, or service sharing, both internal and external.
4	SAPHE 2.0 Reporting: Ensure each participating municipality (LPH Entity) completes the Annual SAPHE 2.0 reporting requirements	A. Shared Services Coordinator (SSC) and heads of Participating Municipalities to attend the annual SAPHE 2.0 reporting introductory webinar(s)/technical support meeting(s). <i>(Estimated T2)</i> B. SSC to notify Participating Municipalities of SAPHE 2.0 reporting requirements (OLRH to provide template email). <i>(Estimated T1/T2/T3)</i> C. SSC or equivalent shall ensure SAPHE 2.0 reporting compliance of all Participating Municipalities. <i>(Estimated T2)</i> D. SSC to ensure that all PHE funded staff complete LPH Workforce Survey. SSC to support OLRH in encouraging local public health staff employed by Participating Municipalities to complete LPH Workforce Survey. <i>(Estimated T2)</i> E. Vendor shall ensure that Participating Municipalities fully onboard to METRIK and complete inspections for available modules (e.g., Food Inspections, Bathing Beaches, Lab Results, Housing, etc.) in FY26, OR upload documents following instructions from OLRH to complete the document review process. <i>(Estimated T3)</i>

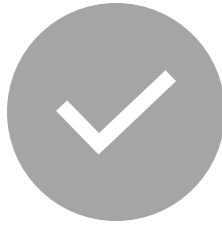
PHE Requirements

PHE Requirements (pre-filled in FY26 Workplan Template)		
#	Objective	Activity
5	METRIK: Participate in the onboarding process to METRIK	A. If inspectional software costs are currently paid through PHE Grant funds and your municipality will not be assuming this expense, work with relevant groups (e.g., municipal IT staff, health department staff, administrators, etc.) to retire existing inspectional systems/software in coordination with METRIK team recommendations. In coordination with relevant groups, begin planning for the offboarding of existing inspectional software. This includes but is not limited to data migration, license closure, and internal staff communication, in alignment with METRIK guidance. B. Facilitate conversations with key municipal contacts (e.g., such as public health directors, department heads, SSCs, and IT leads, etc.) using guidance from the METRIK team, to understand and confirm each municipality's adoption plans for METRIK. Separately, support onboarding by assisting key municipal contacts with the timely submission of required documentation for user provisioning. Escalate any concerns or delays with meeting submission deadlines as needed. C. Coordinate with key municipal contacts to ensure that all PHE-funded staff attend required METRIK trainings. Encourage participation from additional relevant groups (e.g., municipal IT staff, health department staff, administrators, etc.) to ensure comprehensive onboarding and effective system use. Municipalities should designate a training coordinator to track participation and ensure completion is documented to DPH.

What's Else is New?



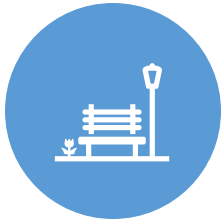
Nurse Consultants supporting related objectives



Access to Care Elective Objective



2 Sustainability Objectives Required



Custom Racial Equity Activity required for Sustainability, PS, and Elective Objectives



Checklist in Smartsheet to assist with submission of FY26 workplan & budget



Workplan Tracker (formerly known as Activity Tracker)

New: Sustainability Objective #1

Sustainability Objectives

Sustainability Objectives (select a minimum of 2)		
#	Objective	Activity
1	Communication & Engagement: Raise community awareness of shared services and benefits to residents	A. Improve awareness of your shared service arrangement and services provided to key partners in your communities (e.g., LBOHs, Select Boards, Finance Committees, Town Administrators/Managers/Mayors, local legislators, nonprofits, coalitions, and other community partners). Consider use of newsletters, press releases, articles, presentations at public meetings, and quarterly memos targeted for appropriate audience(s) showing value and benefits of shared services. B. Prepare monthly and/or quarterly activity reports, showing delivery of shared services to each Participating Municipality. Circulate to appropriate audiences to advance awareness of the SSA and benefits to local residents and communities. C. Prepare an annual report of SSA activities and delivery of shared services (inspections, enforcement actions, etc.). Draft for inclusion in municipal annual reports. Distribute materials strategically during the annual budget cycle to advance support of funding to local public health.

Nurse Consultants Supporting Workplan Electives

Continued Electives

- Chronic Disease and Injury Prevention (Elective #4 & #5)
 - Cardiovascular Screenings for Vulnerable Populations
 - Harm Reduction Prevention
- Maternal, Child and Family Health (Elective #3)
- Communicable Disease Control: Expanding Vaccine Access (Elective #2)

New Electives

- Access to & Linkage with Clinical Care: Improve and maintain continuous, coordinated care (Elective #6)

Contact your regional UMass public health nurse consultant for additional guidance to fulfill these nursing-related activities.

What's Gone?



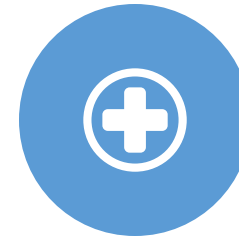
DOCUMENT
DIGITIZATION
OBJECTIVE



COMMUNITIES OF
PRACTICE (COP)



CLAS STANDARDS
OBJECTIVE



EMERGENCY
PREPAREDNESS
ELECTIVE OBJECTIVE



EXCEL SUBMISSION
DOCUMENT

What's Required?

Section	Purpose	Objectives Required	Activities per Objective	Racial Equity Requirement
PHE Requirements (Pre-Filled & Locked)	Mandated by the PHE Grant Program and not editable.	• Grant Administration • Governance • FPHS Review • SAPHE 2.0 Reporting • METRIK		
Sustainability Objective (Required)	Ensure long-term SSA collaboration and efficiency	2 required	3 or more recommended	Each objective must have a racial equity theme. At least one activity must align with the racial equity theme.
Performance Standards Objective (Required)	Meet Massachusetts Local Public Health Standards	2 required	3 or more recommended	Each objective must have a racial equity theme. At least one activity must align with the racial equity theme.
Elective Objective (Optional)	Document other local public health work	Optional	3 or more recommended	Each objective must have a racial equity theme. At least one activity must align with the racial equity theme.

Glossary of Terms



CLAS – Culturally and Linguistically Appropriate Services



FPHS – Foundational Public Health Services



IMA – Intermunicipal Agreement



LOC - Letter of Commitment



OLRH – Office of Local and Regional Health



MAVEN – Massachusetts Virtual Epidemiologic Network



METRIK – A free data solution tool under development by the State and other partners, which will benefit LPH, ISDs, and tribes with application, permitting, inspection, reporting, analytics and more. The tool will streamline work and enhance access to data to inform work and policy development.



METRIK Team -- All individuals supporting the development of METRIK including DPH and EHS staff, along with vendors.



PC – Program Coordinator

Glossary of Terms (cont.)



PHE – Public Health Excellence



PM – Participating Municipality



PS – Performance Standards



SAPHE 2.0 - M.G.L. c. 111 s. 27D and Sections 307-309 of [Chapter 238 of the Acts of 2024](#) that was signed into law by Governor Healey as part of the Economic Development Bill in November 2024.



SOP – Standard Operating Procedure -



SSA – Shared Service Arrangement



SSC – Shared Services Coordinator



TS – Technical Support



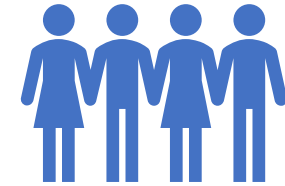
Requesting Assistance



Office Hours: We'll be holding office hours again this year, and you're welcome to join! Your Program Coordinator will share the schedule in the follow-up email.



Technical Support: Need assistance from an SME? Please submit a request using the [Technical Support Request Form](#).



Racial Equity Support: For time-sensitive support on racial equity, please contact Amparo Cruz, *Racial and Public Health Equity Program Manager at Growing a New Heart*, directly via email - acruz@growinganewheart.org.

If you need additional one-on-one support, please contact your Program Coordinator. We are here to help!

Document Update—RE Guidance Document

FY26 Updates

- A Racial Equity (RE) consideration is required for all selected workplan objectives, *except* the PHE Requirements
 - Updated RE model activities are available to select, or customize as needed
- The FY26 Racial Equity Guidance can be located within the PHE Resource List

SSA Landing Page ☆

Shared Services Arrangements Landing Page

Important Links

- 📄 PHE Resource List
- 📄 OLRH Staff Contact List
- 📄 PHE Meeting Slides
- 📄 Technical Support Form
- 🔗 OLRH Website
- 🔗 Blueprint for Public Health Excellence



Document Update—Smartsheet User Guidance

FY26 Guidance Updates

- Step-by-step guidance available to support SSAs in completing FY26 Workplan Tracker
- New form available for FY26 Summary Sheet

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Workplan Tracker	-----
Updating Sheets	-----
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Smartsheet Summary Form	-----
Expenditure Reporting	-----



Document Update—Allowable Use Guidance

- SSU is constantly reviewing the allowable use guidance document to add allowable expenses or clarify unallowable expenses
- Recent updates, upcoming changes, or reminders
 - Updated clothing allowance
 - MAHB BOH annual training for BOH members
 - GSA rates must be used for lodging; meals and incidentals (M&I are not allowable for PHE funding)
 - Training/conference costs in the current fiscal year if an early-bird rate ending in the current FY exists

Accessing FY26 Documents in Smartsheet

-  Oakville Activities Tracker FY2025
-  Oakville Budget FY2025
-  Oakville Budget FY2026
-  Oakville Checklist FY2026
-  Oakville Dashboard FY2025
-  Oakville FPHS Checklist FY2025
-  Oakville Individual Payments Track...
-  Oakville Individual Payments Tracker FY2025
-  Oakville Dashboard FY2026
-  Oakville Staffing Chart FY2025
-  Oakville Staffing Chart FY2026
-  Oakville Summary FY2025
-  Oakville Summary FY2026
-  Oakville Workplan Tracker FY2026



Massachusetts Department of Public Health

FY2026 Workplan Walkthrough



Massachusetts Department of Public Health

Model Workplan Tips

Jessica Ferland, Program Coordinator,
SSU, OLRH

Model Workplan Tips

- Be realistic with timelines.
- Some activities will take place over the full fiscal year, most should not.
- Avoid using 7/1/25 - 6/30/26 as a default.
- Manage your workload by strategically setting timelines.

The screenshot shows a Smartsheet workplan grid. The grid has columns for Objectives, Description (pre-filled), Activity, Selected Activity, Staff Lead, Support Staff, Start Date, End Date, and T1 St. A yellow box highlights a row with the following data:

Objectives	Description (pre-filled)	Activity	Selected Activity	Staff Lead	Support Staff	Start Date	End Date	T1 St
SAPHE 2.0 Performance Measure	Annual SAPHE 2.0 reporting requirements	A. Shared Services Coordinator (SSC) and heads of participating municipalities to attend the annual SAPHE 2.0 reporting introductory webinar(s)/technical assistance meeting(s) (late 2025-early 2026 / T2)		Jessica Ferland	Bethany Griles, Cynthia Edouard, Ileana Carrion, Kristin Black, patrick.jher	11/15/25	02/28/26	
		B. SSC to notify Participating Municipalities of SAPHE 2.0 reporting requirements (OLRH to provide template email). (Estimated T1/T2/T3)		Jessica Ferland	Kristin Black	07/01/25	06/30/26	

Model Workplan Tips

	Objectives	Description (pre-filled)	Activity	Staff Lead	Support Staff	Start Date	End Date	T1 Status
25	SAPHE 2.0 Performance Measure							
26			A. Shared Services Coordinator (SSC) and heads of participating municipalities to attend the annual SAPHE 2.0 reporting introductory webinar(s)/technical assistance meeting(s) (late 2025-early 2026 / T2)	JF Jessica Ferland	BG Bethany Griles CE Cynthia Edouarzin IC Ileana Carrion KB Kristin Black P patrick.j.he	11/15/25	02/28/26	
27			B. SSC to notify Participating Municipalities of SAPHE 2.0 reporting	JF Jessica Ferland	KB Kristin Black	07/01/25	06/30/26	

	Actions	Shared Services Arrangement Staffing	Status	Staff Name	Title	Municipality/Organization	Name of Organization
8		PHE Grant Funded					
9		PHE Grant Funded					
10		PHE Grant Funded					
11	id and Support rkpian Staff -- ase provide staff ne, title, and nicipality for ALL id and Support staff ined in this kplan.	Lead and Support		Kristin Black	Health Director	Brookline	
12		Lead and Support		Ileana Carrion	Health Director	Newton	
13		Lead and Support		Bethany Griles	Health Director	Arlington	
14		Lead and Support		Patrick Henry	Health Director	Belmont	
15		Lead and Support		Cynthia Edouarzin	Nurse Director	Brookline	

- All staff listed in the workplan should be listed in the staffing chart and vice versa.
- PHE-funded staff must be assigned to at least one activity in the workplan.
- If non-PHE funded staff are assigned activities in the workplan, list them in the

Model Workplan Tips

	Objectives	Description (pre-filled)	Activity	Staff Lead	Support Staff	Start Date	End Date	T1 Status
25	SAPHE 2.0 Performance Measure							
26			A. Shared Services Coordinator (SSC) and heads of participating municipalities to attend the annual SAPHE 2.0 reporting introductory webinar(s)/technical assistance meeting(s) (late 2025-early 2026 / T2)	JF Jessica Ferland	BG Bethany Griles CE Cynthia Edouarzin IC Ileana Carrion KB Kristin Black P patrick.j.her	11/15/25	02/28/26	
27			B. SSC to notify Participating Municipalities of SAPHE 2.0 reporting	JF Jessica Ferland	KB Kristin Black	07/01/25	06/30/26	

Funding/ *including contractors					
	PHE Grant Funded	Filled	Diana Acosta	Health Inspector	Brookline
	PHE Grant Funded	Currently Open		Public Health Nurse	Brookline
	PHE Grant Funded	Filled	Julia Metri	Epidemiologist	Brookline
	PHE Grant Funded				
	PHE Grant Funded				
	PHE Grant Funded				
	PHE Grant Funded				
PHE Grant Funded Consultants and Contractors (from Consultant line item of budget)	PHE Consultant/Contractor	Filled	Jane Doe	Program Manager	Other/Consultant
	PHE Consultant/Contractor	Filled	John Williams	Client Specialist	Other/Consultant
	PHE Consultant/Contractor				
	PHE Consultant/Contractor				
Lead and Support Workplan Staff – Please provide staff name, title, and municipality for ALL Lead and Support staff outlined in this	Non- PHE Funded Lead and Support Staff from Workplan		Kristin Black	Health Director	Brookline

- All staff listed in the workplan should be listed in the staffing chart and vice versa.
- PHE-funded staff must be assigned to at least one activity in the workplan.
- If non-PHE funded staff are assigned activities in the workplan, list them in the orange cells of the staffing chart under “Non-PHE Funded Lead and Support Staff from Workplan”

Model Workplan Tips

7 Mock Staffing Chart FY2026 - Smartsheet

app.smartsheet.com/sheets/CJUmV7GPqCvRvWHRpxvWQhpQ92fxR5fwQPQ97F1?ref=hs&view=grid

Manage your programs, projects, and processes with more capabilities. Do more for free Current plan: Free

JS	Staff Name	Title	Municipality/Organization	Name of Organization	Budget Line Item Category	Annual Salary
2	Jessica Ferland	Shared Services Coordinator	Brookline		Shared Services Coordinator	\$80,000.00
3	Diana Acosta	Health Inspector	Brookline		Health Inspector	\$90,000.00
4	ntly Open	Public Health Nurse	Brookline		Nurse	\$47,500.00
5	Julia Metri	Epidemiologist	Brookline		Epidemiologist	\$47,500.00
6						
7						
8						

Salaries listed on your staffing chart should match the salaries listed on your budget.
Provide detail in justification to provide detail.

7 Mock Budget FY2026 - Smartsheet

app.smartsheet.com/sheets/25h5HHjh5cg7Mh9Q86MFMfqXqq7xcCc4QvfgMgW1?ref=hs&view=grid

Manage your programs, projects, and processes with more capabilities. Do more for free Current plan: Free

File	Automation	Forms	Connections	Mock Budget FY2026	Share
5	6	7	8	9	10
Program Component	FTE	Proposed Budget	Justification		
1. Program Staff (Salaries)		Enter 0 if no funding allocated			
Shared Services Coordinator	1	\$80,000.00	Support grant related functions		
Health Agent	1	\$90,000.00	Agent provides food and housing inspections in all Participating communities		
Health Inspector					
Nurse	0.5	\$47,500.00	Part-time nurse supports vaccinations, health screenings, Norovirus distribution/training and other health education initiatives. Serves as primary MAVEN user in X municipality, and backup MAVEN support for other municipalities.		
Epidemiologist	0.5	\$47,500.00	Epidemiologist serves as Back-up MAVEN users in all Participating Municipalities and support all participating municipalities with epidemiology functions including monthly data		

Model Workplan Tips

18	Consultant		\$7,500.00	\$5,000 per year for ClutterFree Hoarding consulting services and \$2,500 for website development with CivicPlus
19	Health Communication		\$7,500.00	\$5900 for postcard mailing for outreach and \$600 for materials for health fairs and other outreach
20	Inspection Supplies		\$1,000.00	Test strips, carry bag for tablets
21	Membership Fees		\$4,500.00	Municipal budgets never covered MEHA and MAPHN membership for staff. PHE now supports this for all Participating Municipalities.
22	Nursing Supplies		\$1,500.00	Fall flu clinic nursing supplies including bandaids, gauze, gloves, and Epi-pens if not provided by state for free.
23	Technology Hardware		\$4,000.00	2 new laptop setups for new Epi and Inspector.
24	Technology Software		\$50,000.00	Last year for PHE coverage of inspectional software
25	Office Supplies		\$1,000.00	Paper and other office supplies for shared staff not covered in municipal budget line items. Replacement polos for shared inspectors
26	Telecommunication		\$3,000.00	Annual cell phone plan for 4 staff above.
27	Travel		\$5,000.00	In state travel for all staff to routine inspections and visits (not commuting to work) as well as travel/hotel associated with approved training and conferences.
28	 2. TOTAL Other Program Costs		\$85,000.00	

Justification field must be completed for all budgeted line items- provide concise contextual information.

For Consultant line item, provides names and budgeted amount for each consultant and describe contracted service.



Massachusetts Department of Public Health

Annual Meeting Calendar

Jessica Ferland, Program Coordinator,
SSU, OLRH

FY26 Calendar

Meeting	Purpose	Recurrence	Platform	Notes
PHE Monthly Meeting	Who: Shared Services Coordinators and Lead Municipality Health Directors Information pertaining to grant management, reminders, announcements, etc.	3 rd Wednesday of every month 10:30 – 12:00pm	PHE Monthly Meeting Link	Proposed: 1 Annual in-person meeting 1-2 Regional In-person Meetings Contact: OLRH Shared Services Unit Program Coordinator
OLRH Monthly LPH Webinar	Who: Local Public Health in MA Updates and topic specific programs, data, and guidance.	1 st Tuesday of every month Special Topic Webinars on other Tuesdays as needed 3:00 – 4:00pm	Zoom Link OLRH Monthly Webinars	1 st Tuesday webinars and Special Topic webinars all use the same Zoom Link. Contact: OLRH: localregionalpublichealth@mass.gov
MAVEN	Who: MAVEN users Updates, Q & A re: MAVEN platform	Webinar: 2 nd Tuesday of the month Office Hours: 4 th Tuesday of the month	Register for MAVEN Webinars and Office Hours	Contacts: Scott Troppy: scott.troppy@mass.gov Hillary Johnson: hillary.johnson@mass.gov
Shared Services Coordinator Collaborative Space	Who: Shared Services Coordinators Opportunity to network, share best practices, ask questions of peers	2 nd Thursday of every month	SSCCCS Teams Meeting Link	
Conferences	Sept 10-12: MEHA Yankee Conference Nov 5-7, 2025: MHOA Conference May 2026: Growing a New Heart	N/A	In person	Registration (only) for MEHA and MHOA can be paid for now using FY25 funds if municipal training funds are not available. Hotel and travel costs must be charged in FY26



Massachusetts Department of Public Health

Workplan Development Best Practices

Jayne Smith, Shared Services
Coordinator Southern Berkshire Public
Health Collaborative



Massachusetts Department of Public Health

Other Updates/Upcoming Events

FY26 Workplans and Budgets

FY26 Workplans and Budgets are due June 23rd!



Questions?



Thank you!

Next Meeting: Wednesday, June 18, 2025

10:30am – 12:00pm

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