

From: Buzby, Maureen <mbuzby@CityofMelrose.org>
Sent: Sep 24, 2025 15:17:16.000000000 UTC
Subject: Re: BOH Site Visit Materials and Agenda
To: Showers, Kara <kshowers@CityofMelrose.org>

It will take me a month to prepare. 🤖
Sent from my iPhone

On Sep 24, 2025, at 10:26AM, Showers, Kara <kshowers@cityofmelrose.org> wrote:

Oh my gosh! Looks VERY comprehensive...

Kara M. Showers, MPH, CHES
Prevention and Wellness Coordinator
[City of Melrose Health & Human Services Department](#)
P: (781) 979 – 4123, E: kshowers@cityofmelrose.org

From: Buzby, Maureen <mbuzby@cityofmelrose.org>
Sent: Wednesday, September 24, 2025 10:13 AM
To: Showers, Kara <kshowers@CityofMelrose.org>
Subject: FW: BOH Site Visit Materials and Agenda

Kara,
I am so looking forward to this site visit. NOT!
MB

From: Depina, Zendilli M (DPH) <Zendilli.M.Depina@mass.gov>
Sent: Tuesday, September 23, 2025 4:41 PM
To: Buzby, Maureen <mbuzby@cityofmelrose.org>
Cc: Brush, Mary (DPH) <mary.brush@mass.gov>
Subject: Re: BOH Site Visit Materials and Agenda

Haha good one! There's a lot to cover but I'm sure we'll get through it all.

Zendilli Depina, MPH (she/her)
Senior Tobacco Prevention Programs Specialist
Massachusetts Tobacco Cessation and Prevention Program
Massachusetts Department of Public Health
250 Washington Street, Boston, MA 02108
zendilli.m.depina@mass.gov
<image001.png> [Book time to meet with me](#)

From: Buzby, Maureen <mbuzby@cityofmelrose.org>
Sent: Tuesday, September 23, 2025 4:09 PM
To: Depina, Zendilli M (DPH) <Zendilli.M.Depina@mass.gov>
Cc: Brush, Mary (DPH) <mary.brush@mass.gov>
Subject: RE: BOH Site Visit Materials and Agenda

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WOW! That's a lot. Are you sure you didn't leave something out? 😊

From: Depina, Zendilli M (DPH) <Zendilli.M.Depina@mass.gov>
Sent: Tuesday, September 23, 2025 2:34 PM
To: Buzby, Maureen <mbuzby@cityofmelrose.org>
Cc: Brush, Mary (DPH) <mary.brush@mass.gov>
Subject: BOH Site Visit Materials and Agenda

Hello Maureen,

Thank you so much for confirming your site visit on 12/1 from 10am to 12pm. Mary and I are very excited to meet your constituents and review your work. Attached are the Pre Site Visit Materials and below is our planned agenda. Please complete the Pre Site Visit Materials before your scheduled visit and send all necessary materials as soon as you are able.

See you soon!,

Site Visit Agenda

- . Introductions (5 min)
- . Site Visit Purpose -MTCP (5 min)
- . Discussion Topics – Program (55 mins)
 - o Program Staffing and Structure
 - o Inspections, Compliance Checks, and Enforcement
 - § POST
 - § Procedures
 - § Enforcement
 - § Data Entry
 - § Workload Distribution
 - o Training
 - o Evidence
 - o Budgets
 - o Landscape of your collaborative and region
 - § From your perspective, what is your collaborative's biggest accomplishment within the past 1-2 years?
 - § What challenges have you faced in your collaborative?
 - § Do you work with a PHE/SSA region? How has this affected your work? What has worked well? What assistance is needed?
 - o How can MTCP better help you?
- . Contract Review –MTCP (45 min)
 - o Policy Chart
 - o Workplan review
 - o Plans for FY26
 - o Areas of Concern (if there are any that need addressing)
 - o Timeliness
 - o Attendance
 - o Questions from Program for MTCP about review

Other Discussion (10 min)

- o How are you reframing your work with a racial equity lens?
- o How are you engaging civic partners in the tobacco work?
- o What support does your municipality need?
 - § Racial equity?
 - § Health equity?

Zendilli Depina, MPH (she/her)

Senior Tobacco Prevention Programs Specialist
Massachusetts Tobacco Cessation and Prevention Program
Massachusetts Department of Public Health
250 Washington Street, Boston, MA 02108
zendilli.m.depina@mass.gov

<image001.png> [Book time to meet with me](#)

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