



CITY OF MELROSE
HEALTH, EDUCATION & WELFARE COMMITTEE
AGENDA • JANUARY 30, 2023

Council Chamber, First Floor, Melrose City Hall Committee Meeting
562 Main Street, Melrose, MA 02176

7:20 PM

The public should take notice that the Melrose City Council may, on certain occasions, have a quorum in attendance due to standing committees of the City Council consisting of both voting and non-voting members. Members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the standing committee.

I. CALL TO ORDER

Manjula Karamcheti	Chair
John Obremski	Vice Chair
Maya Jamaledine	
Robb Stewart	
Ryan Williams	
Jen Grigoraitis	President, Ex Officio

II. PUBLIC COMMENT

Remote Link for Public Comment:

<https://cityofmelrose-org.zoom.us/j/93081672051?pwd=TDFTd205bXBtWXP6YWRIbVRueFRnQT09>

Meeting ID:
930 8167 2051

Password:
Melrose

III. ORDERS

- ORDER-2023-55** : Reappointment of Margaret Sheets, 53 Melrose St., Apt. 3D, to the Commission on Disability for a three-year term; said term to end on the last day of February 2026.

Offered by: Mayor Paul Brodeur

Sponsored by: David Hoff

From: City Council

ASSIGNED TO COMMITTEE

2. **ORDER-2023-56** : Reappointment of Janet Nevin, 415 East Foster Street, to the Council on Aging Board for a three-year term, said term to expire on the last day of February 2026.

Offered by: Mayor Paul Brodeur

Sponsored by: John Capuano

From: City Council

ASSIGNED TO COMMITTEE

IV. ADJOURNMENT



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440
Fax - (781) 662-2182

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
RE: Commission on Disability Reappointment
Date: January 3, 2023

I respectfully request the Honorable City Council confirm the reappointment of Margaret Sheets, 53 Melrose St., Apt. 3D, to the Commission on Disability for a three-year term, said term to expire on the last day of February 2026.

Ms. Sheets possesses approximately 10 years of experience working for the Disability Policy Consortium of Massachusetts, and during her time with the Commission, has proven herself to be an invaluable member. I am confident that her reappointment will help the commission continue to drive forward its mission of ensuring Melrose is fully inclusive of people with disabilities and assist the commission in meeting one of its core objectives: reviewing and making recommendations about policies, procedures, services, activities, and facilities of departments, boards, and agencies of the City of Melrose as they affect people with disabilities.

Thank you for your consideration.

Margaret Sheets

53 Melrose St. Apt. 3D Melrose, MA 02176

Relevant Experience

Disability Policy Consortium Massachusetts, My Ombudsman Program Boston, MA

Operations Coordinator, 6/2018-Present

- Conduct research and write articles for the Disability Policy Consortium's weekly newsletter
- Edit reports regarding information on MassHealth members' cases to ensure readability
- Conduct satisfaction surveys to assess MassHealth members' thoughts on the My Ombudsman program
- Analyze satisfaction survey results and present survey data to staff to help with assessing staff performance
- Arrange logistics and work with transit authorities statewide to post My Ombudsman ads on public buses
- Transcribe interviews and analyze results to assess MassHealth members experiences with LTS Coordinators
- Orient newly hired staff to policies and best practices for working as part of the My Ombudsman team
- Work with My Ombudsman staff to design items to be distributed at outreach events
- Interview candidates as part of an interview committee for positions within the My Ombudsman team
- Interview and supervise summer interns
- Represent the My Ombudsman Program at statewide events
- Respond to staff inquiries about office policies, procedures, locations of supplies and other documents
- Organize and facilitate staff wellness activities and ensure staff members' life events are recognized
- Respond to phone inquiries from the public and connect them with appropriate resources
- Work with three staff members to develop strategies to organize their tasks to increase their productivity

Disability Policy Consortium Massachusetts, Malden, MA

Health Care Advocate and Research Assistant, 7/2014-6/2018

- Researched and wrote issue briefs to distribute to disability advocates on topics impacting people with disabilities
- Supervised an intern in compiling information for a database regarding scholarships for students with disabilities
- Lead a discussion group for women with disabilities in Second Life to further empower women with disabilities
- Researched disability topics to respond to consumer requests for information
- Worked with a team to organize a symposium on transportation access for young adults with disabilities sponsored by Easter Seals Massachusetts
- Conducted customer satisfaction surveys to analyze the quality of services delivered by One Care Ombudsman staff
- Presented on barriers to sexual healthcare faced by people with disabilities, as part of a UMass Medical School webinar
- Designed and wrote content for a resource guide to assist people with disabilities who may be experiencing violence
- Transcribed phone interviews for researchers at the Mongan Institute to assess patients' experiences with EMT care
- Organized logistics analyzed results and wrote a report of discussion groups on healthcare-seeking habits of people with disabilities to inform the work of disability-related organizations.
- Called over 100 people with disabilities to urge them to attend meetings regarding changes to MassHealth
- Created online surveys and analyzed results via SurveyMonkey to gather data on various topics of interest to the DPC
- Gave presentations to educate 10-20 students at Lesley College about disability history and advocacy

Community Catalyst, Boston, MA

Program Associate, 7/2013-11/2014

- Organized all logistics and guest list for an off-site Community Catalyst meeting with 20 medical leaders
- Conducted internet research on conflict-of-interest issues in medical education to provide information for publication
- Analyzed medical schools' conflict of interest policies to edit toolkits to help improve schools' policies
- Recruited 20-30 participants and managed logistics for conference calls and webinars

Easter Seals Massachusetts, Boston, MA

Public Affairs Intern, 9/2012-7/2013

- Testified before health and human service committees at the Massachusetts State House on employment issues
- Researched disability topics and wrote reports summarizing the information for use by Easter Seals staff

Attachment: MSResume_2023 (ORDER-2023-55 : Reappointment of Margaret Sheets to the Commission on Disability)

Dana-Farber Cancer Institute Center for Community-Based Research, Boston, MA
Research Assistant II, 10/2011-5/2012

- Reviewed articles for use in manuscripts
- Edited and wrote content for articles subsequently published in academic journals
- Analyzed focus group results concerning women's opinions of changes in mammography guidelines
- Designed format and wrote content for PowerPoint presentations and newsletters

Academic Publications

Allen, J. D., Bluethmann, S. M., Sheets, M., Opdyke, K. M., Gates-Ferris, K., Hurlbert, M., & Harden, E. (2013). Women's responses to changes in US preventive task force's mammography screening guidelines: results of focus groups with ethnically diverse women. *BMC public health*, 13(1), 1169-1181

Allen JD, Mars D, Tom D, Apollon G, Hillaire D, Iralien G, Cloutier L, Sheets M, Zamor R (2013). Health beliefs, attitudes and service utilization among Haitians. *Journal of Health Care for Poor and Underserved*, 24, 106-119

Education

Emerson College (in collaboration with **Tufts University School of Medicine**), Boston, MA, **Graduated:** 2010
 Master of Arts in Health Communication; Awarded a graduate assistantship

American University School of International Service, Washington, DC, **Graduated:** 2008
 Bachelor of Arts in International Studies

MEAF-AAPD Congressional Internship Program Paid Intern-Summer 2006

- Interned in the Washington DC offices of Senator Debbie Stabenow and the US Senate Health, Education, Labor and Pensions Committee

Skills

Computer Skills: Microsoft Word, Excel, PowerPoint, Outlook, Publisher, OneNote, Adobe Reader, EndNote, SPSS

Language Skills: Proficient in conversational Spanish

Janet M. Nevin

415 East Foster Street, Melrose, MA 02176

- Objective:** Seeking a position in a dynamic and collaborative environment, where my experience and talents will contribute to the growth and success of the organization.
- Skills:** Flexible, resourceful, detail oriented, with exceptional communication skills. Focused, dependable, a solid team player and consensus-builder. Proven expertise in writing, editing and proofreading, as well as experience with grant administration support.
- Education:** University of Vermont
Mass Communications & Theater Major
- Professional:** **SDM Foundation Associate**
Worked as a team member to provide administrative and marketing support for a non-profit focused on teaching people to use technology to enrich their lives. Our services were tailored to individual needs and were available free of charge. Responsibilities included the overall customer experience and community outreach. Also set-up the monthly Shop Talks Speaker Series with local experts on a variety of technical topics. Assisted with scheduling and publishing monthly newsletters.
- City of Melrose | Health Department Grant Administrator**
Provided administrative support to Melrose Substance Abuse Prevention Coalition. Assisted with production and dissemination of all Coalition materials, including Annual Report, meeting minutes and press releases. Coordinated staffing for off-site events. Worked from grant inception to build relationships with community groups, schools, police and local businesses in support of Coalition mission.
- Continental Cablevision, Inc. Office Manager and Executive Assistant to the Chairman & CEO**
Hired, trained and managed office staff, maintained office systems and acted as liaison to corporate vendors through office relocation process; represented company at corporate sponsored events.
- Volunteer / Community Development:** **The Bridge | A School/Community Partnership Former Board Member and Bee Committee Member**
Developed policies and goals for organization and represented Board at community and school district events; assisted with planning yearly fundraiser as member of raffle committee.
- Melrose Alliance Against Violence Supporter and Current Walk Committee Member**
Assist in planning annual walk for an organization whose mission is to raise community awareness of domestic and teen dating violence and to promote programs to reduce violence and encourage healthy relationships.
- Community Coalition of Melrose Former Member**
Served as community representative for group comprised of local businesses and organizations, which was formed to promote quality of life within Melrose.
- Common Ground Teen Center Founding Member & Former Volunteer**
In response to community need, helped to establish drop-in center for community youth. Assisted with strategic planning, staffing and fundraising.
- Volunteer:** **Melrose Schools** – Former volunteer at a variety of levels, most recently in the community reading program
Meals on Wheels Program – Former delivery team member
Melrose Parent Workshop – Former member – developed and co-chaired parent & community speaker series.
The Food Drive, Melrose – Current volunteer
- Award:** **City of Melrose** – Volunteer of the Year - 2007



Paul Brodeur
Mayor

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MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Council on Aging Reappointment
Date: January 3, 2023

I respectfully request the Honorable City Council confirm the reappointment of Janet Nevin, 415 East Foster Street, to the City of Melrose Council on Aging Board, for a three-year term, said term to expire on the last day of February 2026.

Ms. Nevin's reappointment comes with full support from the entire Council on Aging Board. With an extensive background in event planning, community outreach, and administrative support, as well as noteworthy volunteerism, it is also my strong recommendation that Janet Nevin's reappointment to the Melrose Council on Aging Board is approved.

Thank you for your consideration.

Attachment: 1_3_2023_Memo_Janet_Nevin_ (ORDER-2023-56 : Reappointment of Janet Nevin to the Council on Aging Board)