



BME STRATEGIES

South Shore 5 Public Health Alliance



Date: January 21st, 2025
Time: 10am - 12pm
Meeting Location: Virtual: https://us06web.zoom.us/j/85125742179

Voting members in attendance:

Nick Corcoran, Assistant Director, Marshfield
Ben Margro, Health Agent, Norwell (partial attendance)
Delshaune Flipp, Health Agent, Rockland
Adam Gedutis, Board of Health Chair, Pembroke

Non-voting members in attendance:

Haleigh Schultz, BME Strategies

Non-member attendees:

Sheila Landy, Pembroke
Maureen Jasie, Pembroke

Voting members absent:

Kim Dixon, Director of Public Health/Health Agent, Hanover
Lisa Cullity, Health Agent, Pembroke

Opening

4/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:07 AM.

Motion to start the meeting

Nick motioned to start the meeting, Delshaune seconded the motion.

Roll Call Vote

Hanover: Not Present
Marshfield: Y
Norwell: Y
Pembroke: Y
Rockland: Y



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Motion approved.

A. Approval of Past Meeting Minutes

- a. Haleigh confirmed review of the January 7th meeting minutes.

Motion to approve the January 7th meeting minutes

Ben motioned to approve the January 7th meeting minutes, Delshaune seconded.

Roll Call Vote:

Hanover: Not Present

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

B. Announcements & Reminders

a. Public Health Nurse Hiring Update

- i. A soft offer was extended to our top candidate. Haleigh is working with Rockland HR and Town Administration to finalize the details of the offer and align on the hiring and onboarding process. More updates to come.

b. Relavent Town Agreements

- i. Towns provided an update on the status of their Relavent agreements and trainings. Haleigh reminded each town of their outstanding onboarding materials and offered additional support upon request.

c. Hoarding Training Series with Marnie Matthews

- i. The coalition has an exciting opportunity to source a Hoarding Training series. The training is conducted by Marnie Matthews, a Hoarding Specialist. Marnie has availability on May 6th and May 13th.
 - 1. The sessions are conducted virtually, from 9AM - 4PM.
 - 2. The group confirmed availability for May 6th and 13th.
- ii. The training is designed for any municipal staff or community partners who work on hoarding-related cases, with a 50 participant cap.
- iii. Haleigh will coordinate with Marnie to book the May dates.



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C. FPHS Review Check-In

a. Upcoming FPHS Information Session

- i. Once the materials become available, Haleigh will circulate the recordings and slides from the January 14th Intro to FPHS Shared Services Review webinar.
- ii. Upcoming FPHS-related webinars include:
 1. Tuesday, January 21st, 3-4PM: Intro to FPHS Service Delivery Tool
 - a. Haleigh sent a calendar hold & meeting link
 2. Tuesday, January 28th, 3-4PM: Intro to FPHS Cost Tool
 3. Tuesday, February 11th, 2:30-3:30PM: SS5 1:1 with Melanie Mackin, SS5's BME Contact
- iii. The webinars will take place on Zoom, using the standard DPH Local Public Health Monthly Webinars link. These upcoming meetings are mandatory for Health Directors/Health Agents, but attendance by any Health Department staff who might be involved throughout the review process is encouraged.
- iv. The group reported no questions.

b. FPHS Review Timeline

- i. The January 14th webinar officially kicked off the FPHS Review process. Haleigh reviewed the timeline, highlighting the following deadlines:
 1. March 14th: Cost Tool completion for LPH
 2. April 18th: Service Delivery Tool completion for LPH
- ii. As a reminder, SSCs will be completing the Service Delivery Tool alongside LPH, which will be on behalf of the SSA for service delivery at the regional level
- iii. In May, SS5 will meet with our state partners to review the results of the SSA's service delivery

c. Support Available

- i. BME Contact: Melanie Mackin
- ii. Shared Services Coordinator: Haleigh Schultz
- iii. Program Coordinator: Bethany Griles
- iv. MHOA SMEs: Available upon request

D. FY25 Planning

a. Regional Inspector Hiring



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- i. The SS5 Regional Health Inspector job description was formally approved at the last meeting, but additional feedback has been received
- ii. The group took time to review the proposed feedback and update the language leveraged in the role's Essential Functions
- iii. The group decided to expand the salary range and include an hourly range, rather than a salary

Motion to approve the updated Regional Health Inspector job description

Delshaune motioned to approve the proposed updates to the Regional Health Inspector job description. Nick seconded the motion.

Roll Call Vote

Hanover: Not Present

Marshfield: Y

Norwell: Not Present

Pembroke: Y

Rockland: Y

Motion approved.

b. FY25 Budgeting & Spend-Down Planning

- i. Haleigh provided a walkthrough of the FY25 budget, which mirrors current salary forecasting for upcoming hires.
 1. Currently, the budget anticipates ~\$45,000 in leftover funding. Strategic spend-down planning and mapping out contingencies can help the coalition continue to leverage funds and reallocate as necessary.
- ii. The inspection supply list that Marshfield and Rockland proposed during the December meeting was approved by DPH. The only caveat is that work boots, though allowable, would contribute to the \$250/person lifetime limit for apparel.
 1. Haleigh reviewed the supply spending matrix, which allows the group to elect quantities by town for each approved item.
 2. The group elected to hold off on completing the matrix until all towns could participate.
- iii. Haleigh asked that the group continue to brainstorm spending opportunities. Additional spending areas include:
 1. Nursing Supplies
 2. Health Communication: translation services, printing of community resources, development of educational materials



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3. Training and Credentialing: coalition-wide training, RS & CHO credentials, soil evaluator tests, training courses, etc.

E. Other Business

a. Proposed IMA Sustainability Amendment

- i. Haleigh provided an overview of the proposed amendment. Given the absence of Hanover and Norwell, the group decided to table the IMA Amendment discussion.

Motion to table

Delshaune motioned to table the IMA Sustainability Amendment discussion. Nick seconded the motion.

Roll Call Vote

Hanover: Not Present

Marshfield: Y

Norwell: Not Present

Pembroke: Y

Rockland: Y

b. Upcoming Meeting Schedule

- i. Meetings will occur every second Tuesday from 10AM - 12PM
 1. February 4th
 2. February 18th - Delshaune out
 3. March 4th
 4. March 18th

F. Community Updates

- a. All quiet in Marshfield, Pembroke, and Rockland.

Next Meeting

The next coalition meeting will be **Tuesday, February 4th from 10AM to 12PM.**

Motion to adjourn meeting

Nick motioned to adjourn the meeting, Delshaune seconded the motion.



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Roll Call Vote

Hanover: Not Here

Marshfield: Y

Norwell: Nor here

Pembroke: Y

Rockland: Y

Motion approved:

Meeting adjourned at 11:18 AM.

Documents referenced during the meeting

- SS5 January 21st Slides
- SS5 Regional Health Inspector Job Description
- SS5 FY25 Budget
- SS5 Supply Request Planning Matrix