



South Shore 5 Public Health Alliance

Date: February 4th, 2025
Time: 10am - 12pm
Meeting Location: Virtual: https://us06web.zoom.us/j/85125742179

Voting members in attendance:

Kim Dixon, Director of Public Health/Health Agent, Hanover
Nick Corcoran, Assistant Director, Marshfield
Ben Margro, Health Agent, Norwell
Lisa Cullity, Health Agent, Pembroke
Delshaune Flipp, Health Agent, Rockland

Non-voting members in attendance:

Haleigh Schultz, BME Strategies
Derek Vozzella, Executive Administrative Assistant, Hanover

Non-member attendees:

Maureen Jasie, Pembroke

Opening

5/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:03 AM.

Motion to start the meeting

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

Roll Call Vote

Hanover: Y
Marshfield: Y
Norwell: Y
Pembroke: Y
Rockland: Y

Motion approved.



BME STRATEGIES

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A. Approval of Past Meeting Minutes

- a. The group confirmed their review of the January 21st meeting minutes. No changes were proposed.

Motion to approve the January 21st meeting minutes

Delshaune motioned to approve the January 21st meeting minutes, Ben seconded.

Roll Call Vote

Hanover: Abstain

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

B. Announcements & Reminders

a. Hoarding Training Series with Marnie Matthews

- i. The Hoarding Training Series is officially booked for May 6th and May 13th. The sessions will take place via Zoom from 9AM - 4PM. Haleigh will follow up with a calendar hold for SSA members.
- ii. The training is designed for all municipal staff and community partners who work on hoarding-related matters. Towns are encouraged to invite additional attendees, with the note that the participant cap is 50. To participate, attendees will need to register with Haleigh to receive the Zoom information. Closer to May, Haleigh will circulate an informational flyer.

b. Housing Court Training with Paul Halfmann

- i. Paul Halfmann is available for a 2-hour Housing Court training session. The proposed session includes training on obtaining and managing an Administrative Search Warrant, obtaining a TRO as an alternative to the Administrative Search Warrant, and the required steps that inspectors will take when condemning a structure.
- ii. The group discussed their availability and proposed the morning of Thursday, February 20th as a first choice, and the morning of Thursday, February 27th as an alternative option. In-person training preferred.

c. MEHA Title 5 Seminar



BME STRATEGIES

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- i. The MEHA Title 5 seminar will take place on March 5th, from 8:30AM - 4PM in Taunton.
- ii. If folks register, please forward the invoice to Delshaune, with Haleigh on cc.

d. MassDEP/MHOA Seminar

- i. The 2025 MassDEP/MHOA seminar is now open for registration! The training will be offered in a couple of ways: two in-person options and one two-part virtual option. The dates include:
 - 1. In-person in Holyoke: February 25th
 - 2. In-person in Boylston: March 11th
 - 3. Two-day virtual seminar: February 26th and March 12th
- ii. Agenda items include an asbestos refresher, drinking water review, Title 5 and ADU updates, Title 5 plan review, and MassDEP 2025 priorities and updates.
- iii. If folks register, please forward the invoice to Delshaune, with Haleigh on cc.

e. Relavent Town Agreements & Onboarding To-Dos

- i. Trainings normally take place once all town agreements are executed, but given the history of Rockland and Marshfield's contract, Marshfield and Rockland Relavent users have been cleared to train ahead of the other towns' document completion. Please be on the lookout for more information from Amanda Sanon.
- ii. For the remaining towns, outstanding to-dos include:
 - 1. Hanover: Derek confirmed that the EIF and UIF have been submitted.
 - 2. Norwell: Software as a Service Agreement (SaaS), EIF, UIF
 - 3. Pembroke: SaaS, EIF, UIF

C. **FPHS Review Check-In**

a. FPHS Resources to Date

- i. By now, everyone should have access to the recordings, slides, and BME notes from the informational webinars:
 - 1. Jan 14th - Intro to the FPHS Shared Services Review
 - 2. Jan 21st - Intro to the Service Delivery Tool for LPH
 - 3. Jan 28th - Intro to the Cost Tool for LPH
- ii. Additionally, Haleigh circulated the following resources, which each town is encouraged to leverage as appropriate:
 - 1. Plain Language Overview
 - 2. FPHS Letter to Municipal Leadership



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- iii. Delshuane and Ben noted that they have not yet received access to their town's FPHS Tools. Haleigh will circulate the link and SharePoint instructions.

b. Upcoming FPHS Dates and Deadlines

- i. February 11th, 2:30PM - 3:30PM: The coalition is scheduled for a 1:1 with SS5's BME contact, Melanie Mackin
 - 1. To allow coalition members to attend the LBOH Special Webinar at 3PM, the meeting will be moved to 2PM - 3PM. Haleigh will have Melanie update the invite and forward it to the group.
- ii. FPHS Review deadlines:
 - 1. March 14th: Municipal Cost Tool completion due
 - 2. April 18th: Municipal Service Delivery Tool completion due

c. Service Delivery Tool Overview

- i. Within the SSA's Service Delivery Tool, which also includes an SS5 tab that Haleigh will complete, each town will have their own data entry tab.
 - 1. Municipalities will respond to 5 questions for each Headline Responsibility.
- ii. The Tool collects information to assess Local Public Health's:
 - 1. Service sharing (Yes/No)
 - 2. Percent share (None, Some, Half, Most, All)
 - 3. Capacity (Absent, Limited, Moderate, Comprehensive)
 - 4. Expertise (Absent, Limited, Moderate, Comprehensive)
 - 5. Service delivery fulfillment (Never, Rarely, Somewhat, Completely)
- iii. Examples and descriptions of each metric can be found in the slides and notes.
- iv. Haleigh emphasized that the tool is NOT intended to assess or evaluate municipal or SSA-level performance. Additionally, the FPHS Framework may not cover every single responsibility of each municipality.

d. Cost Tool Overview

- i. The Cost Tool will be used to estimate current local public health spending across Massachusetts. Each town will have access to their own Cost Tool, consisting of two parts:
 - 1. Part 1: Financial Reporting
 - a. FY24 Revenue
 - b. FY24 Labor FTE and Costs
 - c. FY24 Contracts and Subawards



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d. FY24 Operational Costs

2. Part 2: FPHS Allocation

- ii. FPHS allocation of resources captures estimations and each town's best professional judgement as to the types and amounts of labor and non-labor resources devoted to each FPHS area (in FY24). More information and examples can be found in the webinar resources.

e. Support Available

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

D. **FY25 Planning**

a. Hiring Updates

- i. PHN:
 - 1. The top candidate received an official offer from the Town of Rockland. We are waiting to hear back.
 - 2. To prepare for onboarding, the group reviewed the PHN Desk Space Availability resource. Hanover, Pembroke, and Rockland provided feedback and additional information. Haleigh will update accordingly.
- ii. Social Worker
 - 1. Haleigh will continue to screen incoming applications and recommend candidates to the hiring subcommittee as appropriate.
- iii. Regional Health Inspector
 - 1. The Rockland HR team is working to post the role to the town website. Once it's up, Haleigh will invite the interested candidate to apply.

b. FY25 Budgeting & Spend-Down Planning

- i. At the last coalition meeting, Haleigh led a walkthrough of the forecasted budget. There are many elements that are still up in the air, especially around hiring, but proactive planning will help promote efficient spend-down.
- ii. Haleigh noted that Digitization might impact budgeting and funds available for FY25. The current allowance for the Digitization project is capped within the Consultant line, but the group will continue to assess once quotes are received. Haleigh is working with Rockland leadership to obtain bids in COMMBUYS.



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- iii. To plan for spending, the group walked through the FY25 Supply Requests & Spending Planning matrix. All towns elected supply quantities as outlined in the planning sheet.
 - 1. The group will run through a similar exercise with nursing supplies in the future.
 - 2. Kim asked whether the budget accommodates additional purchasing and supplies for incoming hires. Haleigh confirmed that all technology hardware, supplies, and training costs (within the PHE scope) can be accommodated.
- iv. Additional spending opportunities and areas:
 - 1. Health Communication
 - 2. Training & Credentialing
 - 3. Membership Fees

Motion to approve proposed supply purchases

Lisa motioned to approve the proposed inspection supply purchases as outlined in the Planning Matrix, Ben seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

- c. SS5 Mission Statement Development
 - i. Delshaune is working with the Town of Rockland to put together an SS5 page on the Rockland town website. This page may include:
 - 1. Meeting minutes and agendas
 - 2. Coalition information
 - 3. Public Participation Protocol
 - 4. SS5 Mission Statement
 - ii. The group reviewed the Draft Mission Statement that Haleigh put together. No feedback or changes were proposed. Lisa noted that if SS5 priorities change in the future, we can adapt the Mission Statement as necessary.

Motion to approve the SS5 Mission Statement for coalition webpage



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Ben motioned to approve the proposed SS5 Mission Statement for inclusion on the SS5 webpage, Lisa seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

E. Other Business

a. Proposed IMA Sustainability Amendment

- i. The SS5 IMA currently names town Point of Contacts by name. In order to provide the greatest deal of flexibility in the event of future staffing updates or retirements, a Sustainability Amendment can de-identify individuals by name.

This process would include:

1. Working with Rich Mucci to draft out an appropriate Amendment
 2. Coalition vote & approval
 3. Individual Town review and signature for execution
- ii. The group is in support of an amendment, and will review the draft once provided and offer additional feedback or proposed changes.

b. Upcoming Meeting Schedule

- i. Upcoming meetings include:
 1. February 11th: FPHS 1:1 meeting with Melanie, from 2:00PM - 3:00PM
 2. February 18th
 3. March 4th
 4. March 5th - Expanded Vaccine Access 1:1 with DPH (will need PHN representation)
 5. March 18th
- ii. The group opted to maintain a hybrid meeting structure moving forward. In the event of a particularly important meeting, in-person attendance may be proposed. Before each meeting, Delshauen will get a head count to assess the need for a room reservation.

F. Community Updates



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- a. No community updates reported.

Next Meeting

The next coalition meeting will be **Tuesday, February 18th from 10AM to 12PM.**

Motion to adjourn meeting

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

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

Meeting adjourned at 11:57 AM.

Documents referenced during the meeting

- SS5 February 4th Meeting Slides
- FY25 Supply Request & Spending Planning Matrix
- SS5 PHN Desk Space Availability Resource