



BME STRATEGIES

South Shore 5 Public Health Alliance



Date: February 18th, 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
Ben Margro, Health Agent, Norwell
Lisa Cullity, Health Agent, Pembroke
Delshaune Flipp, Health Agent, Rockland

Non-voting members in attendance:

Haleigh Schultz, BME Strategies
Nancy Funder, Public Health Nurse/Inspector, Hanover
Derek Vozzella, Executive Administrative Assistant, Hanover

Non-member attendees:

Michael Hicks, Relavent
Meghan O'Neil, Relavent
Amanda Sanon, Relavent
Maureen Jasie, Pembroke

Voting Members Absent:

Nick Corcoran, Assistant Health Director, Marshfield

Opening

3/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:07 AM.

Motion to start the meeting

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

Roll Call Vote

Hanover: Y
Marshfield: Absent



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Norwell: Absent

Pembroke: Y

Rockland: Y

Motion approved.

A. Approval of Past Meeting Minutes

- a. The group confirmed review of the February 4th meeting minutes.

Motion to approve the February 4th meeting minutes

Delshaune motioned to approve the February 4th meeting minutes, Kim seconded.

Roll Call Vote

Hanover: Y

Marshfield: Absent

Norwell: Absent

Pembroke: Y

Rockland: Y

Motion approved.

B. Announcements & Reminders

a. Housing Court Training with Paul Halfmann

- i. The Housing Court Training has been scheduled for 10AM - 12PM on February 27th in Rockland. The training will take place in the upstairs meeting room.
- ii. The session includes how to obtain and manage an Administrative Search Warrant, Obtaining a TRO as an alternative to the Administrative Warrant, and the required steps when condemning a structure
- iii. The group requested an additional focus on ADU considerations.

b. Upcoming Tier 2 Training Opportunities

- i. There are upcoming hybrid Tier 2 Food training opportunities in April and June. Each session consists of three virtual sessions, followed by two in-person sessions. Dates include:
 - 1. April:
 - a. Virtual: April 8th, 9th, and 10th (8:30 am - 12:30 pm via Zoom)
 - b. In-Person: April 16th and 17th (8:00 am - 3:30 pm in Greenfield)
 - 2. June:
 - a. Virtual: June 3rd, 4th, and 5th (8:30am - 12:30pm via Zoom)



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- b. In-Person: June 11th and 12th (8:00 am - 3:30 pm in Stow)
 - ii. Haleigh noted the following changes to the Tier 2 training system and registration process.
 - 1. New and improved Tier 2 application form: BU has revised and streamlined the application process for Tier 2 offerings based on LPH feedback. LPH Professionals who wish to take upcoming Tier 2 training **must** complete the new Tier 2 application form, even if you have applied for Tier 2 in the past. For those who have previously applied and been waitlisted, the waitlist position will not change.
 - 2. Updated Tier 1 completion policy: originally, Tier 1 completion was a co-requisite to Tier 2, which gave folks ample time to complete all required coursework. This year, Tier 1 coursework is a prerequisite. All Tier 1 coursework must be completed by February 28th (at the time of application).
 - 3. Updated attendance policy:
 - a. Each learner must attend all classes as scheduled in Tier 2 before moving on to Tier 3
 - b. Learners are required to attend at least 90% of the total instructional hours
 - c. No make-up work is offered or permitted for missed hours in Tier 2
 - iii. Applications are due on February 28th. Haleigh will circulate the flyer and registration information with the post-meeting follow-up materials.
 - iv. If group members would like to check their Tier 1, Tier 2, and Tier 3 training status, Haleigh encouraged them to reach out to the Training Hub Coordinator, Larry Ramdin.
- c. MAPHN Conference
- i. The 2025 MAPHN Conference will take place in Wakefield on May 14th and 15th
 - ii. Registration and exhibitor information coming soon!
- d. NEHA Body Art Facility Inspector Training
- i. NEHA is offering foundational training for risk-based Body Art Facility inspections. The training will be offered virtually, as a two-part series taking place over two days. There are two upcoming sessions:
 - 1. April 22nd and 24th
 - 2. May 13th and 15th



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- ii. Registration is not yet open, but Haleigh will circulate information and the registration link as soon as it becomes available.
 - iii. The group expressed interest in registration, noting that the May session overlaps with SS5's Hoarding Training Series (scheduled for May 6th & May 13th).
 - iv. Ben asked whether there will be a tiered training system for Body Art inspections, with the note that a tiered Camp inspection system is likely forthcoming. Haleigh will reach out to the training unit and report back.
- e. Opioid Abatement Funds & Fund Sharing:
- i. MAHB partners with CareMass to provide technical assistance to towns seeking Opioid Abatement Funds spending and usage support. Haleigh asked whether towns have an idea of fund utilization, and whether there is any interest in an informational presentation within the coalition.
 - 1. Lisa noted that Pembroke is working with Plymouth County for fund-related projects. She participates in the task force. Generally, public health folks are not participating in these conversations.
 - 2. Kim reiterated that the Health Department is not involved. Hanover's Police Department is managing the funds.
 - 3. Ben reiterated the above. Norwell is also collaborating with Plymouth County, but the Health Department is not involved.
 - 4. Delshaune has not attended any meetings in Rockland. The Police Department hopes to hire a Social Worker with the funds.
 - ii. Given the lack of involvement, the group declined any additional information or support from CareMass and the MAHB team.

C. FPHS Review Check-In

a. FPHS Resources to Date

- i. All coalition members have received recordings, slides, and BME notes from the following informational webinars:
 - 1. January 14th: Intro to the FPHS Review
 - 2. January 21st: Intro to the Service Delivery Tool for LPH
 - 3. January 28th: Intro to the Cost Tool for LPH
- ii. Additionally, Haleigh invited towns to leverage the Plain Language Overview and FPHS Letter to Municipal Leadership as necessary.



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- iii. All relevant FPHS-related resources can also be found in the SharePoint folder titled “Technical Assistance Resources.” In addition to the above resource, the folder contains instructions documents and cheat sheets for each tool.
- b. FPHS 1:1 Check-In with Melanie
 - i. Haleigh checked in with the group following SS5’s 1:1 check-in meeting with Melanie.
 - 1. Group members reported that they have not yet started the FPHS Review process.
 - ii. Haleigh reiterated the importance of getting started as soon as possible, given that the first deadline is coming up in mid-March. The Tools must be completed by the following dates:
 - 1. Cost Tool Due: March 14th
 - 2. Service Delivery Tool Due: April 18th
- c. FPHS Review Timeline
 - i. Haleigh reviewed the overall timeline for the FPHS review and reiterated the upcoming deadlines.
 - ii. Rather than meet as a group to review the SSA-wide Service Delivery Tool, Health Directors will review the completed tool and offer feedback or proposed changes as necessary.
- d. Suggested Timeline for the Service Delivery Tool (LPH Completion)
 - i. Melanie suggested the following timeline if folks are interested in breaking down the review process over the next several weeks. As a reminder, the Service Delivery Tool is due on April 18th. This schedule builds in a two-week buffer for any additional review or changes before the deadline.
 - 1. Week of 2/17 - 2/21:
 - a. Environmental Public Health
 - b. Emergency Preparedness & Response
 - 2. Week of 2/24 - 2/28:
 - a. Access to & Linkage with Clinical Care
 - b. Maternal, Child, & Family Health
 - 3. Week of 3/3 - 3/7:
 - a. Accountability & Performance Management
 - b. Organizational Competencies
 - 4. Week of 3/10 - 3/14:



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- a. Chronic Disease & Injury Prevention
 - b. Communicable Disease Control
- 5. Week of 3/17 - 3/21:
 - a. Community Partnership Development
 - b. Equity
- 6. Week of 3/24 - 3/28:
 - a. Communications
 - b. Policy, Development, & Support
- 7. Week of 3/31 - 4/4:
 - a. Assessment & Surveillance
- e. Service Delivery Tool Overview
 - i. The slides contain a Service Delivery Tool overview, which the group reviewed at the last meeting. Haleigh encouraged folks to reference the slides as necessary.
- f. Cost Tool Overview
 - i. The slides contain a Cost Tool overview, which the group reviewed at the last meeting. Haleigh encouraged folks to reference the slides as necessary.
- g. 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
- h. Group Feedback
 - i. The group expressed frustration regarding the scope of the review process and the integration between municipalities at the SSA level, town administrators, and state partners. Generally, there are concerns about the understanding of the role and capacity of Local Public Health, and the misalignment between statewide processes and municipal capacity.
 - ii. The group inquired as to whether other SSAs across the state are as new as SS5, and whether they face similar challenges.
 - iii. The group reiterated concerns regarding inequities across hiring and pay, noting that the PHE Grant provides additional funding and capacity that municipalities are not able to match. Ben noted the results of Norwell's classification and compensation assessment through the Collins Center, highlighting that the



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results did not align with the roles and responsibilities of Health Department staff. The group requested that Haleigh recirculate the market salary research document.

- iv. The group requested a meeting with state higher-ups to voice their concerns and frustrations. Haleigh will touch base with SS5's Program Coordinator and help coordinate a future conversation.

D. FY25 Planning

a. Hiring Updates

- i. PHN: After reaching out to the PHN candidate one last time, the coalition will need to move forward with other hiring options. The Hiring Subcommittee will be meeting in the afternoon to regroup. More updates to come.
 - 1. Lisa proposed moving forward with the second-choice candidate.
- ii. Social Worker
 - 1. Haleigh will continue screening incoming candidates and will be contacting the Hiring Subcommittee soon.
- iii. Regional Health Inspector
 - 1. The position is receiving good traction and a decent number of applications.
 - 2. To prepare for the hiring process, Haleigh asked for volunteers for the Hiring Subcommittee. Delshaune and Nancy volunteered to participate.

Motion to approve the Regional Health Inspector Hiring Subcommittee

Lisa motioned to approve the Hiring Subcommittee consisting of Delshaune and Kathy. Kim seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Absent

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

b. Spend Down Planning

- i. Haleigh and Cynthia are working hard to assess the budget and spending risk for the remainder of FY25. In the coming weeks, the coalition will:



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1. Assess current technology hardware, nursing supplies, and health communication material needs.
2. Assess membership registrations, renewals, and training opportunities for all coalition and municipal staff.
3. Explore options for long-term coalition investment, such as strategic planning initiatives.
- ii. FY25 Spending Opportunities
 1. Haleigh introduced a list of additional spending opportunities, which have been approved in previous fiscal years. If the coalition opts to explore any of these items, additional approval will need to be granted.
 2. Items include:
 - a. Trail kiosks - \$2,200 each
 - b. Pocketalk translation tools - \$360 each
 - c. LanguageLine contract - pay per service
 - d. Stop the Bleed training kits - \$1,200 each
 - e. Tent for regional vaccine and health clinics - \$1,200
 - f. Owl video conferencing tools - \$1,050
 3. Haleigh encouraged folks to review the list and continue brainstorming opportunities.

E. Relavent Onboarding Check-In with Michael Hicks and the Relavent Team

a. Onboarding Overview

- i. The team was joined by Michael Hicks, Meghan O'Neil, and Amanda Sanon from the Relavent Team. Michael provided an introduction to the Relavent onboarding process and a breakdown of necessary documentation.
- ii. Michael confirmed that Rockland and Marshfield will be able to move forward with a refresher training course. The remaining towns will receive training together once all outstanding Service Agreements have been signed and executed.
- iii. Outstanding documentation includes:
 1. Norwell:
 - a. Software as a Service Agreement (SaaS)
 - b. Establishment Information Form (EIF)
 - c. User Information Form (UIF)
 2. Pembroke:
 - a. SaaS
 - b. EIF
 - c. UIF



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3. Norwell and Pembroke committed to completing all necessary documentation by the end of the week. Haleigh will follow up as necessary.
- iv. Michael highlighted the rollout of Relavent's updated platform, which is expected to launch in the spring.

b. Q&A

- i. Delshaune asked why Abbington populates when she logs in. Michael will work with the Rockland team offline to ensure the appropriate settings are in place.
- ii. Ben asked whether a staff member who conducts inspections in other municipalities will need a separate seat. Michael confirmed that they would. The only exception is a regional license, which allows the user to leverage the software in multiple communities, but that can only be done within the SSA's member communities.
- iii. Kim asked whether Hanover's information had been received. Amanda confirmed that all documentation has been received. Michael reiterated that Hanover will be able to train as soon as agreements are received from Norwell and Pembroke.
- iv. Ben asked whether the inspector who already uses the platform needs to participate in the training. Michael noted that this is optional.

F. Other Business

a. Proposed IMA Sustainability Amendment

- i. BME is working with Rich Mucci to draft an IMA Amendment for the group's review.

b. Digitization Update

- i. Haleigh recently completed the COMMBUYS purchaser training. Once final approval is received from Rockland town administration, a formal requisition can be released in the system to solicit digitization bids.

c. Upcoming Meeting Schedule

- i. Upcoming meetings include:
 1. February 27th: Housing Court Training with Paul Halfmann
 2. March 4th: Regular coalition meeting
 3. March 5th: Expanded Vaccine Access 1:1 with DPH
 4. March 18th: Regular coalition meeting



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- ii. If folks are unable to attend a coalition meeting, please let Haleigh know for planning purposes.

G. Community Updates

- a. No updates reported.

Next Meeting

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

Motion to adjourn meeting

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

Roll Call Vote

Hanover: Y

Marshfield: Absent

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved:

Meeting adjourned at 11:57 AM.

Documents referenced during the meeting

- SS5 February 18th Meeting Slides