



BME STRATEGIES

South Shore 5 Public Health Alliance



Date: March 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
Delshaune Flipp, Health Agent, Rockland

Non-voting members in attendance:

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

Voting Members Absent:

Lisa Cullity, Health Agent, Pembroke

Opening

4/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:22 AM.

Motion to start the meeting

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

Roll Call Vote

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

Motion approved.

A. Approval of Past Meeting Minutes



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- a. The group has not yet reviewed the meeting and requested to table the approval. The group will vote to approve at a future meeting.

Motion to table the February 18th meeting minutes

Delshaune motioned to table the approval of the February 18th meeting minutes, Kim seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: absent

Rockland: Y

Motion approved.

B. Announcements & Reminders

a. MAHB Annual Certificate Program

- i. Registration is now open for MAHB's annual certificate program! Three identical sessions will be offered at the following locations:
 - 1. April 5th: Plymouth
 - 2. April 26th: Northampton
 - 3. May 10th: Marlborough
- ii. This is a PHE-approved expense for not only Health Department staff, but for Board of Health members as well. We encourage you all to attend, and to forward the opportunity to your board members!
- iii. Topics include:
 - 1. Legal Authority of Boards of Health
 - 2. Hearings, Orders, and Enforcement
 - 3. Case Studies in Tobacco, Cannabis, and Synthetics
 - 4. Opioid Settlement Updates
 - 5. Governance: Open Meeting Law, Public Records Request, Disruption
 - 6. Environmental Case Studies
 - 7. And more!

b. Upcoming Tier 2 Training Opportunities - Housing

- i. An upcoming hybrid Tier 2 HOUSING training opportunity was just announced. The training will take place in May
 - 1. In-person session: May 7th in Marlborough (8:00am - 3:30pm)
 - 2. Virtual sessions: May 20th, 21st, and 22nd (8:30am - 12:30pm via Zoom)



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- ii. The same changes that the group reviewed at the 2/18 meeting apply -
 - 1. All registrants are required to fill out the new registration form. Position on the waitlist will not change.
 - 2. All Tier 1 coursework must be completed by the day that registrations are due (April 2nd)
 - 3. Attendance policy: each learner must attend all sessions, and attend at least 90% of the total instructional hours
- iii. Applications are due at 5:00PM on April 2nd. Applicants will be notified on April 16th.

c. MAPHN Conference

- i. The MAPHN Conference is scheduled for May 14th and 15th in Wakefield. Registration is now open!
 - 1. Great opportunities for CEUs for PHNs

d. Digitization

- i. The bid for solicitations officially went out to every vendor on Friday afternoon. All vendors on the State Contract are eligible to bid on the project, many of whom have requested site visits. Haleigh is working with vendors to coordinate - please be on the lookout for calendar invites!
 - 1. The day before each visit, Haleigh will send a reminder email with vendor and contact information. Haleigh will also circulate the Statement of Work.
 - 2. If questions arise during site visits, please direct the vendors to the Statement of Work or the Q&A function in COMMBUYS. They can also reach out directly to Haleigh.
 - 3. The group confirmed that they can accommodate visits from multiple vendors on the same day.
- ii. Bids are due EOD on Friday, March 21st, which is intended to provide ample time for site visits and putting together comprehensive quotes.
 - 1. Ideally, contracting and agreements will wrap up by mid-April.
 - a. The plan is to pay the initial deposit for document collection, transportation, and prep, then invoice for all work completed as of June 15th. All additional work completed will come out of the FY26 budget.

C. **FPHS Review Check-In**

a. FPHS Reminders



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- i. The FPHS deadline is approaching! The cost tool is due next Friday, March 14th.
 1. If it would be helpful, towns are welcome to forward their revenue and staffing/payroll information to Melanie, who can enter the information into the Tool. You can then schedule a 30-minute meeting with Melanie to review the information and assign the FPHS allocation together.
 - ii. Additional resources can be found in the SharePoint folder titled “Technical Assistance Resources”
 1. There are tool-specific instructions documents and cheat sheets, which provide helpful definitions and suggestions for answering each question
 - iii. It’s recommended that towns start with the Cost Tool, but please don’t forget about the Service Delivery Tool, which is due April 18th.
- b. Suggested Timeline - Service Delivery Tool
- i. Melanie suggested the following timeline if folks are interested in breaking down the review process over the next several weeks. 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:
 - 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



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D. FY25 Planning

a. Hiring Updates

- i. PHN: Over the past couple of weeks, Haleigh and the Hiring Subcommittee have been hard at work to review resumes submitted since December. The Hiring Subcommittee met this week and decided upon candidates to invite for a first-round phone interview.
 1. The Subcommittee set a goal timeline, with in-person interviews happening at the end of March, followed by a coalition vote at the beginning of April. In theory, the PHN could start as soon as early April.
- ii. Social Worker
 1. 10 applications to date. The Hiring subcommittee will meet this week.
- iii. Regional Health Inspector (part-time Health Agent)
 1. 30+ applications to date. The Hiring subcommittee will meet this week.
- iv. General notes on hiring:
 1. The group reflected on the hiring process so far, the expectation for the process moving forward, and the budget implications for late-fiscal-year hires.

b. Spend Down Planning

- i. Term 2 just ended last week (November - February). To plan proactively and understand where the group is budget-wise, Haleigh and Cynthia have been working on mapping out the group's expenditure for the remainder of the fiscal year.
 1. In Term 1, SS5 spent just under \$63,000, which was ~13.3% of the grant total.
 2. In Term 2, SS5 is expected to have spent just over \$53,000, for a total of ~\$116,000, or 24.43% of the total grant award.
- ii. The group brainstormed options for spending and had a discussion on challenges and project areas. Cynthia reminded the group that in future years, once regional staff are hired and onboarded, there will likely be a more linear spending pattern throughout the fiscal year. This year, there are some higher-priced expenditures expected for T3. This conversation is a call to action to be engaged and strategic with group spending and decision-making, but with the note that folks are busy and capacity might be strained. Collaboration now will reduce the time and stress necessary to make these decisions in the final couple months of the fiscal year.
 1. Nick asked if trainings and memberships will continue to be funded. Cynthia confirmed that all training requests and pre-approved



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memberships are automatically granted. If any additional training requests require additional approval, Haleigh will submit a formal request.

2. Delshaune asked whether the coalition could receive technology upgrades. Cynthia asked that each town request a supply quote from their respective IT Department. Haleigh will submit a formal request to OLRH once all quotes are received.
- iii. Given the changes to the anticipated hiring timeline, Haleigh and Cynthia proposed an initial Budget Modification.
 1. The group reviewed the proposed Budget Modification. No feedback was presented.

Motion to approve the proposed Budget Modification

Delshaune motioned to approve the proposed Budget Modification as outlined, Ben seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Absent

Rockland: Y

Motion approved.

c. Nursing supplies & additional supplies walkthrough

- i. The group reviewed the Supply Request and Spending Planning worksheet. Each town will work with their nursing team to provide a list of requested Nursing Supplies.

d. Additional spending opportunities

- i. Owl Video Conferencing Tools - \$1,050
- ii. Small Trail Kiosks for Health Communication - \$2,200
- iii. Logo design - \$2,000
- iv. Website development - \$2,500 - \$10,000
- v. LanguageLine contract - pay per service
- vi. SS5-branded apparel (following logo design)

E. Other Business



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a. Upcoming Meeting Schedule

i. Upcoming meetings include:

1. March 18th - *Haleigh will be out of the office*
 - a. The group decided to cancel the March 18th meeting. Instead, a 1-hour meeting will be scheduled from 10AM - 11AM on Tuesday, March 25th to review the Digitization quotes.
 2. April 1st - regular coalition meeting
 3. April 15th - regular coalition meeting
- ii. If you or your town is unable to attend a coalition meeting, please let Haleigh know for planning purposes.

F. **Community Updates**

- a. No community updates provided.

Next Meeting

The next coalition meeting will be **Tuesday, March 25th from 10AM to 11AM.**

Motion to adjourn meeting

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

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Absent

Rockland: Y

Motion approved:

Meeting adjourned at 12:07 PM.

Documents referenced during the meeting

- SS5 March 4th Meeting Slides
- FY25 Budget & Proposed Budget Modification
- FY25 Spending Ideas & Supply Tracker

