



BME STRATEGIES

## South Shore 5 Public Health Alliance



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|-----------------------------------------------------------------------------------------------------------|
| <b>Date:</b> April 1st, 2025                                                                              |
| <b>Time:</b> 10am - 12pm                                                                                  |
| <b>Meeting Location:</b>                                                                                  |
| <b>Virtual:</b> <a href="https://us06web.zoom.us/j/85125742179">https://us06web.zoom.us/j/85125742179</a> |

### **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 (joined late)  
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  
Kathi Ryan, Public Health Nurse, Rockland

### **Non-member attendees:**

Maureen Jasie, Pembroke

### **Opening**

4/5 voting communities present, quorum was met.  
Haleigh called the meeting to order at 10:06 AM.

### **Motion to start the meeting**

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

### **Roll Call Vote**

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

***Motion approved.***



BME STRATEGIES

## South Shore 5 Public Health Alliance

### A. Approval of Past Meeting Minutes

- a. Confirmed review of the February 18th and March 4th minutes

### Motion to approve outstanding meeting minutes

Kim motioned to approve the February 18th and March 4th meeting minutes, Ben seconded.

### Roll Call

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

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. Attendance encouraged!
- 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. A reminder that an upcoming hybrid Tier 2 HOUSING training opportunity was recently announced. The training will take place in May:
  - 1. In-person session: May 7th in Marlborough (8:00am - 3:30pm)



BME STRATEGIES

## South Shore 5 Public Health Alliance

- 2. Virtual sessions: May 20th, 21st, and 22nd (8:30am - 12:30pm via Zoom)
- ii. New changes to LPHIT training courses include:
  - 1. New registration link that all applicants are required to fill out
  - 2. All Tier 1 coursework must be complete by the day that registrations are due
  - 3. Attendance policy: each learner must attend all sessions, and attend 90% of the total instructional hours
- iii. Applications are due on 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. MEHA 2025 Annual Seminar
  - i. MEHA just announced their annual seminar, which will take place from 8am - 3:30pm on Wednesday, May 28th at the Wellsworth Hotel in Southbridge
  - ii. Contact hours are available!
  - iii. Topics include:
    - 1. EEE presentation and panel
    - 2. Body art
    - 3. Noise meter training
    - 4. HACCP/vibrio
    - 5. Educate with legislature
    - 6. And more!
  - iv. Registration is not yet open - more details to come.
- e. DPH x FEMA Emergency Preparedness Training
  - i. DPH is offering a free virtual FEMA training course: Enhancing Planning, Preparedness, and Response to Pandemics and other Large-Scale Public Health Emergencies
  - ii. The training will take place Monday, May 12th - Thursday, May 15th, from 12PM to 4PM each day
  - iii. Registration is open - register by April 28th!
- f. Other training? Credentialing?
  - i. Haleigh reminded the group that costs for credentialing and ongoing training can be covered by PHE - this includes application fees, test fees, training courses, etc.



BME STRATEGIES

## South Shore 5 Public Health Alliance

### C. FPHS Review Check-In

#### a. FPHS Reminders

- i. If towns have received outreach from Melanie in the past couple of days to confirm details about the Cost Tool, please review the email and complete the tool as necessary.
- ii. The second FPFS deadline is approaching! The Service Delivery Tool is due on April 18th
  1. Each town is encouraged to schedule a 1:1 meeting with Melanie
    - a. The same scheduling link can be used to book an appointment on Melanie's calendar. If towns don't see a time that works, please reach out to Melanie or Haleigh for additional options.
- iii. 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 really helpful definitions and suggestions for answering each question
- iv. No questions reported from the group.

### D. FY25 Planning

#### a. Digitization Discussion

- i. A summary of all vendor quotes received and total prices was presented to the group.
- ii. Haleigh and Lisa, who participated in the Digitization Review Committee, shared back feedback and rankings of eligible bids. Pros, cons, and considerations were shared back.
- iii. The group explored additional questions:
  1. Hanover: What will long-term document storage look like? How much will that cost?
- iv. Next steps:
  1. SS5 to decide on preferred candidate, vote to approve
  2. Haleigh will meet with the Rockland Admin team to review the quote and answer additional questions.



BME STRATEGIES

## South Shore 5 Public Health Alliance

### **Motion to approve the proposed Digitization vendor**

Lisa motioned to approve the proposed digitization vendor, MetaSource. Ben seconded the motion.

### **Roll Call Vote**

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

**Motion approved.**

### **b. Hiring Updates**

- i. The Hiring Subcommittee provided a summary of the March 31st in-person interviews. Haleigh provided a summary of each candidate and their qualifications, as well as the group's feedback. The coalition provided input and discussed both candidates, ultimately voting on a ranking for extending an offer.
- ii. There was a discussion of hiring both nursing candidates, as well as the long-term goals for the position. Haleigh summarized the early scoping conversations that led to the creation of a part-time role, and the group talked through budget options and contingencies for the next two fiscal years. It was determined that the funding could not sustain two nurse salaries given the preference for digitization closeout.
- iii. The group proposed including a required response time in the offer letter. Haleigh will talk to Rockland HR to follow best practices. Haleigh will also work with Rockland HR to check references.

### **Motion to approve the Regional Public Health Nurse candidates**

Ben motioned to approve the Public Health Nurse candidates (Lauren and Keri), with the intention to first offer the role to Keri. Lisa seconded the motion.

### **Roll Call**

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

**Motion approved.**

### **c. FY25 Spending**



BME STRATEGIES

## South Shore 5 Public Health Alliance

- i. Budget modification approved! The group has been approved to allocate \$100,000 to digitization during FY25.
- ii. The group reviewed the summary of spending to date, including the anticipated spending in Term 3.
  1. Given the group's current and anticipated spending, 36.8% of the total grant award has been spent.
- iii. Haleigh proposed the following spending timeline. The group agreed:
  1. April 15th: Approve nursing supplies
  2. April 29th: Approve health communications

### E. Other Business

- a. Upcoming Meeting Schedule
  - i. April 9th: Relavent training
  - ii. April 15th: Coalition meeting
  - iii. April 29th: Coalition meeting
  - iv. May 6th: Hoarding Training Series Pt. 1
  - v. May 13th: Hoarding Training Series Pt. 2

### F. Community Updates

- a. No updates provided.

### Next Meeting

The next coalition meeting will be **Tuesday, April 15th from 10AM to 12PM.**

### Motion to adjourn meeting

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

### Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Absent

Rockland: Y

***Motion approved:***



BME STRATEGIES

## **South Shore 5 Public Health Alliance**

Meeting adjourned at 12:04 PM.

**Documents referenced during the meeting:**

- SS5 April 1st Meeting Slides

