



BME STRATEGIES

South Shore 5 Public Health Alliance



Date: April 15th, 2025
Time: 10am - 12pm
Meeting Location: In-Person: Town of Rockland, 242 Union St, Rockland, MA 02370 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
Nancy Funder, Public Health Nurse/Inspector, Hanover
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 10:05 AM.

Motion to start the meeting

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

Roll Call Vote

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

Motion approved.



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A. Approval of Past Meeting Minutes

- a. The group confirmed their review of the meeting minutes and proposed no changes.

Motion to approve outstanding meeting minutes

Ben motioned to approve the April 1st meeting minutes, Lisa seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

B. Announcements & Reminders

a. MAHB Annual Certificate Program

- i. Registration is still open for MAHB's annual certificate program! Identical sessions will be offered at the following locations:
 - 1. April 26th: Northampton
 - 2. May 10th: Marlborough
- ii. This is a PHE-approved expense for not only Health Department staff, but for Board of Health members as well.
- 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. MEHA 2025 Annual Seminar

- i. Registration is now open! MEHA's annual seminar will take place from 8:00am - 3:30pm on Wednesday, May 28th in Southbridge. Contact hours will be available.
- ii. Topics include a EEE presentation and panel, body art, noise meter training, HACCP/vibrio, education with legislatures, and more.



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- iii. Register [here](#).
- c. MHOA Quarterly Meeting
 - i. Save the date! The MHOA Quarterly Meeting will take place on May 22nd from 9:00am - 1:00pm in Needham. The meeting will serve as a Food Truck training.
 - ii. More details and registration information coming soon!
- d. In-Person Title 5 Plan Review Training
 - i. The Lynnfield Health Department is offering two identical Title 5 Plan Review trainings on May 27th and June 10th. The training will take place from 8:00am - 4:00pm. More information can be found [here](#).
 - 1. May 27th [registration](#)
 - 2. June 10th [registration](#)
 - ii. Delshaune noted that she will be creating a Google Form or spreadsheet system for each town to request trainings. She will circulate the resource once finalized.
- e. SS5 Hoarding Training Series
 - i. As a reminder, SS5 is hosting the Hoarding Training Series with Marnie Matthews on Tuesday, May 6th, and Tuesday, May 13th. The training will take place virtually from 9:00am - 4:00pm.
 - ii. With the last set of meeting minutes, Haleigh circulated an informational flyer. Each town is encouraged to circulate the flyer as necessary to Health Department staff, other municipal departments, and community partners who work on hoarding-related issues and cases.
 - iii. Delshaune will provide a list of attendees to Haleigh by Friday. She will reach out to each town to confirm their anticipated attendance.
- f. Metro South Public Health Alliance Training Hub Webpage Launch
 - i. The MSPHA Training Hub just launched their new webpage! Peggy circulated the new link via email earlier in the week.
 - ii. The new webpage includes the following resources:
 - 1. Homepage
 - 2. Upcoming Trainings & Events: Calendar with upcoming training opportunities and deadlines. This page also includes a breakdown of the Local Public Health Training Program tiers
 - 3. Resources: A resource library with Google Drive access to relevant inspection and training materials
 - iii. If anyone has any feedback, questions, or requests for additional pages/materials, etc., please reach out to Haleigh!



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g. Additional Training Opportunities

- i. BEAM Certificate Program: This certificate program provides training for business skills, geared towards public health professionals.
 1. The course is self-led and self-paced online
- ii. Crisis Prevention Institute: Online courses for Verbal Intervention and Nonviolent Intervention techniques.
- iii. Mediation Training: A nearby SSA is looking for additional participants to source a Mediation training geared towards those in manager, HR, crisis response, mental health, and administration-related roles. The 30-hour virtual course will take place over June 4th, 5th, 10th, 11th, and 18th. Contact Haleigh if interested.

C. **FPHS Review Check-In**

a. FPHS Reminders

- i. As a reminder, the second and final tool, the Service Delivery Tool, is due this Friday, April 18th. The group confirmed that they have not yet started.
- ii. If towns would like to request 1:1 meetings with Melanie and/or Haleigh, please use Melanie's scheduling link or reach out via email.
 1. Nick confirmed that Marshfield already has a 1:1 meeting scheduled.
 2. Kim confirmed that Hanover already has a 1:1 meeting scheduled.
- iii. Data to Action Meeting: Upon review of the group's completed Cost Tools and Service Delivery Tools, OLRH will present the data back to the coalition and help brainstorm actionable next steps to inform the FY26 workplanning process.
 1. The group discussed availability for a one-hour meeting in late May and early June. The first available date for folks is Thursday, June 5th, from 1pm - 2pm. Haleigh will touch base with the FPHS team to confirm.
- iv. The group reported no additional questions at this time.

D. **FY25 Planning**

a. Digitization Update

- i. After touching base with Rockland's town administration and SS5's Program Coordinator, the group will be moving forward with MetaSource. To prepare for project kickoff, Haleigh will work to schedule 1:1 town introductions with the MetaSource team.
 1. The group discussed their availability and selected meeting times. Haleigh will follow up with calendar invites.



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ii. Next steps:

1. Haleigh will work with Rockland and MetaSource to facilitate contract finalization and execution
2. Towns will meet with the MetaSource team to discuss project details
3. Boxes will be ordered for document pickup
4. Project kickoff!

b. Hiring Updates - PHN

- i. SS5's new Public Health Nurse, Keri, will be starting on May 5th. To prepare for her arrival and onboarding process, Haleigh will work to arrange initial town introductions over the course of her first few weeks.
 1. The group discussed their availability in May. Haleigh will coordinate schedules and work with Keri to arrange specific dates.
 2. For the towns who need to check with their nurses, please let Haleigh know which days might work best.
- ii. The group proposed no changes or additions to the Public Health Nurse Onboarding Guide.

c. Hiring Updates - Social Worker

- i. Last week, the Hiring Subcommittee conducted in-person interviews for the Regional Social Worker position. The group discussed the interview, the candidate, and the direction for the role. The group decided to move forward with the role and extend an offer.
 1. Given the candidate's background and direction for licensing, the group proposed a title change to better reflect the appropriate focus.
 2. The group discussed the offer details and proposed salary.
- ii. Next steps:
 1. Haleigh will work with Rockland HR to finalize offer details and extend an offer to the candidate.
 2. Haleigh will work on the Onboarding Guide and logistics to kick off the role.

Motion to approve the Regional Community & Mental Health Specialist role and move forward with candidacy

Ben motioned to approve the role and move forward with Lorena's candidacy, Lisa seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y



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Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

d. Nursing Supply Requests Review and Approval

- i. The coalition spent time reviewing the consolidated copy of each town's nursing supply requests. They discussed the procurement options for medical supplies that require a prescription such as EpiPens.
 1. Delshaune requested an additional supply option for odor reduction during inspections. Nick and Kim both use Vick's VapoRub.
 2. The group discussed specific needs for vaccine transport and required data loggers.

Motion to approve the Nursing Supplies requests

Kim motioned to approve the Nursing Supplies requests presented by the coalition, Delshaune seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

e. Introduction to Health Communications

- i. Haleigh presented an overview of the Health Communications line item. According to PHE's Allowable Expense Guidance, Health Communication funding can be leveraged for "creating and distributing local public health information to communicate PHE grantee shared services programs and improve residents' health in PHE municipalities." Examples include:
 1. Fact Sheet design and printing services
 2. Postage
 3. Regional website development/hosting services
 4. Translation services
 5. Staff outreach supplies: business cards, badges, etc.
- ii. Additional options include:



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1. Logo development
2. Pockettalks - handheld translation devices that allow for real-time translation without the use of an interpreter.
3. Health Edco supplies - supplies for health fairs, outreach events, and community education on various health-related topics.
- iii. Haleigh will circulate a list of Health Communications supplies for the coalition to opt into, similar to the election and tracking forms for Inspection Supplies and Nursing Supplies.
- iv. The coalition agreed upon a due date of EOD, Thursday, April 24th, in preparation of the April 29th coalition meeting. At the April 29th meeting, the group will review and approve the requests.

E. Other Business

a. Upcoming Meeting Schedule

- i. Upcoming meetings and trainings:
 1. April 29th: Regular coalition meeting
 2. May 6th: Hoarding Training Series part 1
 3. May 13th: Hoarding Training Series part 2
 4. May 27th: Regular coalition meeting
 5. June 5th: FPHS Review meeting: Data to Action
 6. June 10th: Regular coalition meeting
 7. June 24th: Regular coalition meeting & FY25 wrap-up
- ii. If folks are unable to attend any of the above meetings, please let Haleigh know ASAP.

F. Community Updates

- a. The group presented no important updates.

Next Meeting

The next coalition meeting will be **Tuesday, April 29th from 10AM to 12PM.**

Motion to adjourn meeting

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

Roll Call Vote



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Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Absent

Rockland: Absent

Motion approved.

Meeting adjourned at 12:01 PM.

Documents referenced during the meeting

- SS5 April 15th Meeting Slides
- MSPHA Training Hub Webpage
- SS5 FY25 Supply Requests Matrix
- SS5 Regional Public Health Nurse Onboarding Guide