



BME STRATEGIES

South Shore 5 Public Health Alliance

Date: July 29th, 2025
Time: 10am - 12pm
Meeting Location: Virtual: https://us06web.zoom.us/j/86961779632?jst=2

Voting members in attendance:

Kim Dixon, Director of Public Health/Health Agent, Hanover (joined late)
Nick Corcoran, Assistant Director, Marshfield
Megan Howell, Senior Administrative Assistant, 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
Keri Ball, Regional Public Health Nurse

Voting members absent:

Ben Margro, Health Agent, Norwell

Non-member attendees:

Maureen Jasie, Pembroke

Opening

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

Motion to start the meeting

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

Roll Call Vote

Hanover: Y
Marshfield: Y
Norwell: Y



South Shore 5 Public Health Alliance

Pembroke: Y

Rockland: Y

Motion approved.

A. Approval of Past Meeting Minutes

- a. The group confirmed the review of the June 5th and June 17th meeting minutes.
- b. Kim requested additional details about the approval process of the FY26 Workplan to the June 17th minutes. Haleigh will add more of the conversational pieces and recirculate an updated copy for review. The group will vote to approve the June 17th minutes at the next coalition meeting.
- c. Confirm review and approval: June 5th minutes, June 17th minutes

Motion to approve the June 5th meeting minutes

Delshaune motioned to approve the June 5th meeting minutes, Derek seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Abstain

Pembroke: Y

Rockland: Y

Motion approved.

Motion to table the approval of the June 17th meeting minutes

Lisa motioned to table the approval of the June 17th meeting minutes, Delshaune seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

B. Announcements & Reminders

- a. MHOA & MEHA Fall Conferences
 - i. Haleigh expressed a friendly reminder for folks to register themselves for the MEHA Fall 2025 conference. All registrations confirmed at the June 17th



South Shore 5 Public Health Alliance

meeting have been paid for, but folks need to register on their own accounts to receive credit and CEUs from the conference.

1. Lisa, Delshaune, Kim, Will, Nick, Keri
- ii. All MHOA participants have been registered and paid for.
 1. Kim, Will, Joseph, Nick, Delshaune, Kathi, Keri
- iii. If additional participants are interested, please let Haleigh and Delshaune know.
- iv. As a reminder, travel and accommodation reimbursements are available for conferences that require hotel stays, up to the Federal GSA rate for that specific county and month. Haleigh will circulate more information as it becomes available.

b. Upcoming Tier 2 Training Opportunities

- i. The Training Hubs recently released information about the upcoming Fall Tier 2 Food course, which will be filled entirely from the waitlist.
 1. There will be no application process for this training, as the waitlist already exceeds spaces available.
 2. To confirm that you or your team members have completed Tier 1 coursework and are successfully registered for the Tier 2 waitlist, email Mark Takakjy at lphttrain@bu.edu.
- ii. More information about the Tier 2 Housing course is forthcoming.
- iii. Haleigh will reach out to Larry to see if the group can confirm training status.

c. Digitization:

- i. Haleigh asked for an update on the group's digitization process.
 1. Lisa confirmed that Pembroke received and approved the Proof of Concept, and the town is currently exploring MetaStor as a long-term data storage system.
 2. Delshaune is concerned about the storage capacity and process, as Rockland has no budget available for long-term storage. Haleigh noted that in earlier conversations, the Rockland IT team confirmed sufficient local storage.
 3. Marshfield is still waiting on restaurants. Documents are separated into Recreation, Pools, and Restaurants.
 4. Hanover confirmed that the Proof of Concept was received and approved.
- ii. All towns confirmed that document requests have been returned in a timely manner, and the quality has been excellent.
- iii. Haleigh will reach out to the MetaSource team to see if they're able to provide a status and/or timeline update on each town's progress.



South Shore 5 Public Health Alliance

d. FY25 End of Year Reporting

- i. Haleigh will submit all end of year reporting by July 31st. The group expressed interest in a report-out at the next coalition meeting.
- ii. Haleigh shared a summary document that she put together outlining SS5's key accomplishments from FY25. She will circulate it to the group with the follow-up materials.
 1. In addition to the summary document, Lisa requested a 2-3 sentence summary that towns can provide to Boards of Health to demonstrate SS5's ongoing progress. Haleigh will work on putting this together.

C. **Regional Public Health Nurse Project Updates - Keri Ball**

- a. Keri provided an update on her training progress and collaboration with each town. So far, all trainings are complete, and she is working her way through supplemental MAVEN webinars. She's assisted with blood pressure clinics in Rockland and has met with almost all towns.
- b. Now that Keri is trained and set up in MAVEN, Haleigh proposed adding Keri as an official designated user for each town. If the group approves, Keri will go into the system and update the notes to include her as the back-up user.
 - i. Lisa noted that the State sent out some confusing messaging about removing users in the past. Haleigh has heard that the State is trying to reduce excess users and redundancy by electing a designated user and back-up user, without having additional users in each town.
- c. The group agreed that this makes sense and voted to approve Keri as a designated MAVEN user in all towns.

Motion to approve Keri as a designated backup MAVEN user

Lisa motioned to approve Keri as a designated backup, Delshaune seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

D. **FY26 Kickoff**

- a. Introduction & Status Updates



South Shore 5 Public Health Alliance

- i. SS5's Program Coordinators have not yet approved the FY26 Workplan and Budget. Haleigh anticipates approval in the next couple of weeks and will be sure to share updates as necessary.
- ii. In the meantime, today, the group will regroup on:
 - 1. The launch of the FY26 Dashboard
 - 2. Upcoming Workplan Priorities
 - 3. Hiring Updates

b. Introduction to the FY26 Workplan Dashboard

- i. Like in FY25, the Workplan Dashboard is meant to provide a wide-lens view of the fiscal year and the timeline for various workplan activities. Haleigh provided a walkthrough of each objective, noting the breakdown of activities throughout the fiscal year, progress on early-year activities, and upcoming priorities.
- ii. As a reminder, the group committed to:
 - 1. Sustainability Objective 1: Communication & Engagement – Raise community awareness of shared services and benefits to residents.
 - 2. Sustainability Objective 2: Expanded Sharing of Internal Resources – Explore opportunities for expanded sharing of services.
 - 3. Performance Standards Objective 1: Enhance Staff Capacity – Enhance staff capacity to effectively meet mandated inspectional requirements and enforce regulations, in alignment with the Performance Standards for LPH.
 - 4. Performance Standards Objective 2: Targeted Training Opportunities – Facilitate targeted training opportunities for staff members to address gaps in meeting the performance standards.
 - 5. Performance Standards Objective 3: Disease Control & Prevention – Ensure adherence to infectious disease investigation requirements, while enhancing staff training, capacity, and quality improvement initiatives.
 - 6. Elective Objective 1: Inventory Management – Establish an inventory management system to streamline procurement processes and accurately monitor all purchases.
 - 7. Elective Objective 2: Social Worker & Case Management – Hire a Community Health Worker/Social Worker to support outreach and care coordination services for SSA residents.
- iii. Each quarter, the Dashboard will be updated to reflect ongoing progress and identify areas where priorities, timeline, or activities have changed.



South Shore 5 Public Health Alliance

- iv. If the group changes gear on any workplan activities, Haleigh will submit a revision request to the Program Coordinators to reflect any necessary updates.
- v. Due to group requests, Haleigh will send out the FY26 Dashboard as a separate PDF.

c. Hiring Updates

- i. In an exciting turn of events, the candidate who declined the Regional Social Worker offer in April reached out to see if the position is still available. Haleigh provided the update to the Hiring Subcommittee and was able to speak with the candidate, ultimately confirming that the position still aligned with the candidate's goals and still seemed like a good fit.
- ii. Haleigh opened it back up to the group for discussion.
 - 1. Lisa noted that this candidate went through the entire screening and interview process, with the ultimate decision that they were a good fit for the position. She feels comfortable moving forward with re-extending the offer.
- iii. No other questions or concerns were presented, and the group voted to re-extend the offer.

Motion to re-extend the offer for Regional Social Worker

Lisa motioned to re-extend the original offer of the Regional Social Worker position, Kim seconded.

Roll Call Vote

Hanover: Y

Norwell: Y

Marshfield: Absent

Pembroke: Y

Rockland: Y

Motion approved.

E. Regional Website Walkthrough

- a. Haleigh provided a walkthrough of the current draft of the SS5 regional website and opened the conversation for feedback.
 - i. The group would like to see the imagery/logo move away from the lighthouse and waves theme, since only one of the five towns is actually coastal. Lisa suggested pulling in the North River, which four towns border.



South Shore 5 Public Health Alliance

- ii. Delshaune and Kim like how straightforward the website is, and everyone agreed that the content feels comprehensive.
- b. Delshaune secured the domain for the group. Haleigh will work with the folks at Slocum Studios to update the logo and color scheme.

F. Community Updates

a. Updates

- i. Hanover: No major updates. Meeting Keri has been great! July was pretty quiet. Lots of catching up.
- ii. Norwell: Everything has been pretty much the same! Lots of perc tests and getting settled in the new Town Offices.
- iii. Marshfield: No updates.
- iv. Pembroke: Tons of perc tests, despite it being late in the season. Lots of construction going on.
- v. Rockland: No updates.

b. Upcoming Meeting Schedule

- i. Haleigh will be out of office on Tuesday, August 11th, and Tuesday, August 19th. The group decided to push the meeting cadence back one week, resuming bi-weekly meetings on Tuesday, August 26th.
- ii. As discussed at the last meeting, the group will maintain meetings every two weeks but will drop down to one hour instead of two.
- iii. Upcoming meetings include:
 - 1. Tuesday, August 26th
 - 2. Tuesday, September 9th
 - 3. Tuesday, September 23rd

Next Meeting

The next coalition meeting will be **Tuesday, August 26th, from 10AM to 11AM.**

Motion to adjourn meeting

Lisa motioned to adjourn the meeting, Kim seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y



South Shore 5 Public Health Alliance

Pembroke: Y

Rockland: Absent

Motion approved.

Meeting adjourned at 11:40PM.

Documents referenced during the meeting

- SS5 July 29th Slides
- SS5 FY25 EOY Summary
- SS5 Regional Website mock-up