



BME STRATEGIES

South Shore 5 Public Health Alliance

Date: August 26th, 2025
Time: 10am - 11am
Hybrid Meeting Location:
In-Person: 242 Union St, Rockland, MA 02370 Upstairs Conference Room
Virtual: https://us06web.zoom.us/j/84901257203?jst=2 Meeting ID: 849 0125 7203

Voting members in attendance:

Kim Dixon, Director of Public Health/Health Agent, Hanover
Megan Howell, Senior Administrative Assistant, Norwell
Nick Corcoran, Assistant Director, Marshfield
Lisa Cullity, Health Agent, Pembroke (partial attendance)
Delshaune Flipp, Health Agent, Rockland

Non-voting members in attendance:

Haleigh Schultz, Shared Services Coordinator, BME Strategies
Derek Vozzella, Executive Administrative Assistant, Hanover
Keri Ball, Regional Public Health Nurse
Lorena Rocha, Regional Social Worker
Kathi Ryan, Public Health Nurse, Rockland

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 10:08 AM.

Motion to start the meeting



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

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Abstain

Pembroke: Y

Rockland: Y

Motion approved.

A. Approval of Past Meeting Minutes

- a. Kim requested additional time to review the June 17th meeting minutes. The group decided to return to meeting minute approval at the end of the meeting.

B. Announcements & Reminders

a. Upcoming Tobacco Trainings

- i. MHOA is hosting the following upcoming tobacco trainings:
 - ii. Model Tobacco Sales Regulation Information Training
 - 1. September 15th, 1pm - 2:30pm
 - 2. Virtual - register [here](#)
 - iii. Retail Tobacco Inspection Training
 - 1. September 25th, 1pm - 2:30pm
 - 2. Virtual - register [here](#)
- iv. Lisa noted that tobacco and nicotine regulation has been a huge concern in Pembroke. Unregulated ingredients, often synthetic alternatives to regulated compounds, are listed in many sale items. She wondered whether other towns have run into the same issue.
 - 1. Kim noted that Hanover belongs to the South Shore regional tobacco collaborative, and all tobacco matters are handled by Kathleen Mahoney, Hanover's Tobacco Program Coordinator. All SS5 towns except for Marshfield participate in the collaborative.
 - 2. Nick noted that Marshfield would like to join, and is waiting to hear back on approval. Kim will follow up with Kathleen.
- v. A recurring concern of the group is the responsibility of each town to regulate tobacco and nicotine products and sales. The group discussed the state's role in ongoing tobacco control issues. Lisa proposed the adoption of new regulations from a regional level, where the collaborative would pass and enforce legislation,



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rather than each town individually. The others expressed interest, as long as they can continue working with Kathleen.

- vi. Haleigh noted that Tobacco Use Prevention is one of the workplan objective options for FY26, so there are likely other towns who are working through similar concerns. She will forward any related information along to the group.

b. Additional Upcoming Trainings

- i. 8/28, 10-11am: [Retail Vibrio Investigations](#) (Virtual)
- ii. 11/3 - 11/7, 11am-5pm: [FD207 Plan Review for Food Establishments](#) (Virtual)
- iii. 11/17 - 11/19, 11am-4pm: [FD312 Special Processes: Fundamentals for Retail Establishments](#) (Virtual)
- iv. 11/20, 11am-5pm: [ER310 Food Safety Issues in the Event of Disaster](#) (Virtual)

c. Attend or Testify at SAPHE 2.0 Virtual Public Hearings

- i. Join OLRH at upcoming public hearings on SAPHE 2.0. The Department is seeking input from partners to identify ways to improve the efficiency and effectiveness of public health service delivery. Hearings will be held on Zoom on:
 - 1. September 18th: 11am - 12:30pm
 - 2. September 29th: 2pm - 3:30pm
 - 3. October 8th: 6pm - 7:30pm

d. MHOA Mentorship Program

- i. Applications are now open for the [MHOA Mentorship Program](#)! Register now to become a mentor or mentee. The program is designed to provide partnership and learning opportunities to public health professionals at all stages of their careers.
- ii. Once matched, mentors and mentees engage in a series of ongoing, monthly conversations over the course of the 9-month program. Goals include:
 - 1. Developing skills and knowledge
 - 2. Fostering career development
 - 3. Creating a supportive community
 - 4. Building a sustainable workforce
- iii. Learn more and apply [here](#)!

C. **Regional Social Worker Introduction**

a. Welcome, Lorena!

- i. The group welcomed Lorena Rocha, who will serve as SS5's Regional Social Worker. Lorena has extensive background in mental health, case management,



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and referrals. She's worked alongside Police Departments, Housing Collaboratives, and other municipal departments. Welcome, Lorena!

b. Regional Social Worker Planning

- i. The group spent time revisiting each community's social working needs, current social work support and capacity, and the logistics of Lorena's role.
- ii. Community summaries:
 1. Hanover: Hanover has a Social Worker for the Police Department, as well as one who works with Elder Services. Kim will reach out to the two social workers to see if they are able to connect with Lorena.
 2. Marshfield: Absent at time of discussion.
 3. Norwell: Absent at time of discussion.
 4. Pembroke: Pembroke has a part-time Social Worker with the Police Department, who works on a grant basis. They also have an Outreach Coordinator with their Council on Aging, who works with the Board of Health and related agencies. Pembroke's ultimate goal is to connect folks with resources and additional services.
 5. Rockland: Rockland has no current Social Worker, but they have plenty of need in social work-related services. Other departments are interested in working with Lorena. Lorena will be accompanying Health Department staff on a housing inspection this week.
- iii. The group reported no changes to the desk space availability for regional staff.
- iv. In the coming weeks, Lorena will be reaching out to the individual communities to schedule town introductions and 1:1 meetings with the Health Department and town staff.
- v. The towns presented no questions about Lorena's position, but offered her a warm welcome to the team!

D. **FY26 Planning**

a. Grant Administration and Upcoming Activities

- i. As part of the FY26 Workplan, SS5 is required to participate in or complete the following activities.
- ii. Annual Notification to Participating Municipalities:
 1. Similar to last year, each town will receive a summary of the PHE Engagement Scope and the memorandum outlining their town's commitment and participation.



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2. Haleigh will reach out to confirm town contacts ahead of the October 31st deadline.
 3. If towns have any questions ahead of then, please don't hesitate to reach out!
 - iii. FPHS Review: As we continue exploring the preliminary results of the FPHS Shared Services Review, SS5 will:
 1. Email the FPHS Preliminary Results slide deck to all Participating Municipality Board of Health members and health directors who did not attend the SSA's preliminary results meeting
 2. Request Technical Assistance to review preliminary results
 3. Ensure that the FPHS Report is on an agenda and discussed during at least one governance board meeting
- b. SS5 FY26 Spending Approach
 - i. To better plan for the fiscal year and avoid end-of-year spend-down scramble, Haleigh would like to explore options for linear spending across the three Terms. Spending is already underway for FY26, but in an effort to account for timeline changes and additional funds available, spending requests will be approved on a rolling basis.
 1. To request spending through PHE funds, please send Haleigh and Delshaune an email with the relevant request information.
 2. Requests will be approved on a rolling basis, depending on budget availability, FY26 Allowable Expense Guidance, and group preference.
 3. Additional group approval will be requested and discussed as necessary.
 - ii. Haleigh prefaced that the group will have spending conversations throughout the fiscal year, including contingency planning for leftover funds.
 1. Lisa highlighted the opportunity to invest in training, knowledge sharing, and a foundation for future tobacco-related compliance checks and legislation.
 2. Delshaune suggested updating staff technology (primarily laptops). If towns have specific items or quotes from their IT departments, Haleigh can submit a spending request to the Program Coordinators.

E. Digitization Check-In

- a. MetaSource has provided the following update on scanning status and progress:
 - i. Rockland: Almost everything has been scanned. One additional box was picked up and will need to be added to the previously scanned addresses once MetaStor is implemented.



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- ii. Marshfield: Scanning expected to wrap up by late September. There were additional scanning requests, which will require confirmation of budget availability once all other projects wrap up.
- iii. Pembroke: Work is operational, and the scanning is estimated to wrap up in late September or early October.
- iv. Hanover: Due to the physical prep necessary to remove files from binders and folders, the Hanover files are still in the “Proof of Concept” phase as it moves through the scanning queue. The vendor will have a better idea of completion estimates once scanning is underway.
- b. Some towns have started exploring MetaStor. Others are expected to launch in the near future.
- c. Hanover is still awaiting their Proof of Concept and wondered whether they should reach out to MetaSource. Haleigh recommended waiting a couple of weeks, but then she is happy to follow up with Travis.

F. Community Updates

- a. Current updates
 - i. Hanover: West Nile-positive mosquitoes have been identified in Hanover.
 - ii. Marshfield: West Nile-positive mosquitoes have been identified in Marshfield.
 - iii. Norwell: West Nile-positive mosquitoes have been identified in Norwell.
 - iv. Pembroke: Absent at time of discussion.
 - v. Rockland: EEE-positive mosquitoes have been identified in Rockland.
- b. Upcoming meeting schedule:
 - i. Tuesday, September 9th
 - 1. Delshaune has a conflict in the morning and requested to move the September 9th meeting to the afternoon. The group confirmed their availability for 2PM - 3PM.
 - ii. Tuesday, September 23rd
 - iii. Tuesday, October 7th
 - iv. Tuesday, October 21st

Motion to approve outstanding meeting minutes

Delshaune motioned to approve the June 17th and July 29th meeting minutes, Kim seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Abstain



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Pembroke: Absent

Rockland: Y

Motion approved.

Next Meeting

The next coalition meeting will be Tuesday, September 9th from 2PM to 3PM.

Motion to adjourn meeting

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

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Abstain

Pembroke: Absent

Rockland: Y

Motion approved.

Meeting adjourned at 11:04 AM.

Documents referenced during the meeting

- SS5 August 26th Meeting Slides