



South Shore 5 Public Health Alliance

Date: January 7th, 2025
Time: 10am - 12pm
Meeting Location: In-Person: Rockland Board of Health, 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, Director/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

Opening

5/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:04 AM.

Motion to start the meeting

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

Roll Call Vote

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

Motion approved.

A. Public Health Nurse Hiring Discussion



South Shore 5 Public Health Alliance

a. Candidate Approval

- i. Again, a huge thank you to the PHN Hiring Subcommittee for all of their help throughout the hiring process!
- ii. Now that all interviews have wrapped up, the hiring subcommittee is seeking final candidate approval from the coalition. The subcommittee seeks approval for the following candidates:
 - a. First choice hire: Kathy Joyce
 - b. Second choice hire: Evelyne Lebrun
2. Both nurses have a great deal of experience and nursing expertise, and will be an asset to the coalition.
- iii. The group reported no questions.

Motion to approve the proposed candidates

Delshaune motioned to approve the Regional Public Health candidates proposed by the hiring subcommittee, Kathy Joyce and Evelyne Lebrun. Lisa seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

b. Onboarding & Next Steps

- i. Haleigh and Delshaune will work directly with Rockland's Human Resources team to issue a formal offer letter. The group discussed and agreed on the final offer details.
- ii. The group discussed available desk space for the Regional Public Health Nurse (PHN).
 1. Hanover confirmed that desk space is available.
 2. Norwell confirmed that no space is or will become available.
 3. Pembroke confirmed available part-time desk space from 1pm - 4:30pm. The desk is shared amongst other staff who do not work in the afternoons.
 4. Rockland confirmed desk space on Wednesdays and Fridays.
 5. Nancy highlighted the need for privacy when conducting case interviews for MAVEN work.



South Shore 5 Public Health Alliance

- iii. Haleigh presented the Draft Public Health Nurse Onboarding Guide. The group felt that the guide is comprehensive of the role and the necessary training elements, and provides useful information and trainings for all public health-related roles.
 - 1. Haleigh will circulate the Onboarding Guide to the group in the post-meeting follow-up.
- iv. The group discussed potential PHN schedules. The group consensus proposes a three- or four-day week, totaling 15-19 hours per week. All towns agreed to a rotating town schedule, and encouraged group collaboration and flexibility. The towns proposed working out the exact schedule with the candidate, as they are all flexible.
 - 1. Nancy noted that there will likely be seasonal variation in the schedule to align with seasonal PHN responsibilities, such as flu clinics.
 - 2. The group proposed additional opportunities for PHN office hours, as well as partnership for a speaking series with local libraries and Councils on Aging.
 - 3. The group noted that the schedule may differ during the initial training period, as there will be a huge up-front time investment in training and coalition familiarization.

B. Approval of Past Meeting Minutes

- a. Haleigh confirmed review of the November 19th, December 3rd, and December 17th meeting minutes.
 - i. The group proposed no changes or updates.

Motion to approve the November 19th, December 3rd, and December 17th meeting minutes

Delshaune motioned to approve the November 19th, December 3rd, and December 17th meeting minutes, Kim seconded.

Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.



South Shore 5 Public Health Alliance

C. Announcements & Reminders

a. Relavent Town Agreements

- i. Each town provided an update on the status of their outstanding Relavent agreements and training.
- ii. Haleigh reminded the group that she, Michael Hicks, and Amanda Sanon are available for questions and additional support.

b. MHOA 2025 Conference

- i. Haleigh informed the group that the 2025 MHOA Conference has been announced. The conference will take place in Springfield from November 5th to 7th.
 1. The group expressed concerns with the location, which does not serve much of the state. They also mentioned the lack of available accommodations, especially as most accommodations were not entirely covered by Federal GSA reimbursement rates.
 2. Haleigh proposed circling back on intent to register at a later date. If Early Bird Registration is an option again this year, this may be a good spend-down opportunity for the coalition. If not, the group will budget accordingly during the FY26 planning process.

c. Digitization Update

- i. Haleigh noted that she is working with Rockland Town management for digitization procurement through the state contract. The coalition was given the go-ahead to proceed.
- ii. Haleigh also noted that Morgan Records was recently acquired by Vital Records Control, who is not listed as an approved vendor on the state contract.
 1. Lisa suggested reaching out to King Information Systems. Haleigh will proceed depending on their participation in the state contract.

D. FPHS Review Check-In

a. Upcoming FPHS Information Sessions

- i. Upcoming FPHS-related webinars include:
 1. Tuesday, January 14th, 3-4PM: Intro to FPHS Shared Services Review
 2. Tuesday, January 21st, 3-4PM: Intro to FPHS Service Delivery Tool
 3. Tuesday, January 28th, 3-4PM: Intro to FPHS Cost Tool
 - a. Kim asked whether the sessions will be recorded. Haleigh does not believe so but will confirm. Materials are generally circulated post-meeting.



South Shore 5 Public Health Alliance

- ii. The webinars will take place on Zoom, using the standard DPH Local Public Health Monthly Webinars link. These upcoming meetings are mandatory for Health Directors/Health Agents, though attendance is encouraged by any Health Department Staff who might be involved throughout the review process.
 - 1. Haleigh can circulate the registration link if that would be helpful.
 - iii. The group reported no FPHS-related questions in the meantime.
- b. Planning for SS5 x BME FPHS Check-In Meeting
- i. As a reminder, each SSA is assigned one BME Contact to provide additional guidance and support throughout the process. The BME Contacts are providing required 1:1 meetings with each SSA to discuss data collection tools and address any questions or concerns that the group may have.
 - ii. SS5's BME Contact is Melanie Mackin.
 - iii. The group worked together to schedule a meeting that worked for everyone's schedules.
 - 1. **SS5 will meet with Melanie from 2:30pm - 3:30pm on Tuesday, February 11th.**
- E. **FY25 Planning**
- a. Hiring Updates - Social Worker
- i. The hiring subcommittee will be meeting next week to review preliminary hiring materials and plan for interviews (when the time comes).
 - ii. To date, there have only been three applicants.
 - iii. The group discussed whether or not it makes sense to consider Job Description updates, such as Pay Range or Qualifications/Licensure.
 - 1. The group wondered why groups are having such a hard time hiring for the role. Haleigh will ask around to see if there's a common theme.
 - iv. The group decided to maintain the current Job Description, but see if additional posting locations or advertising might be possible.
 - 1. Haleigh will check to see if the posting is still live across posting locations, and request extension if not.
 - 2. The group will revisit this at the next coalition meeting.
- b. Hiring Updates - Regional Inspector



South Shore 5 Public Health Alliance

- i. A qualified candidate reached out to Rockland HR to inquire about part-time inspectional work. The candidate is extremely experienced, with training and certification in Food Protection, Housing, Title 5, Pools, and Camp inspections.
 1. Lisa noted that she had an in-depth conversation with the candidate by phone. She supported the qualifications and encouraged the coalition to move forward with consideration.
- ii. Haleigh proposed a draft job description to the group to reflect the proposed 0.5 FTE Regional Health Inspector role. The job responsibilities include the full Scope of Work reviewed and approved by the coalition in the Fall.
 1. The group reviewed the Draft Regional Health Inspector Job Description and proposed no changes. The group noted that the role responsibilities or breadth may change over time, though the initial priority is filling inspectional needs across the coalition.
 2. The group then discussed and agreed upon an appropriate pay range for the position.
 - a. Lisa argued that a higher range would be appropriate in the event of a hire with the qualifications that the proposed candidate has.
 - b. Nancy noted that the salary should align with municipal rates, in order to ensure equity and agreement amongst municipal employees. She argued that state-funded employees should not be making significantly more than municipal employees, especially when everyone is held to the same training expectations and Workforce Standards.
 - c. Kim noted that this candidate would be below the threshold of receiving benefits, so the higher pay accounts for the lack thereof.
 - d. The group agreed on a pay range of \$40,000 to \$45,000, commensurate with experience.
- iii. Haleigh will work on coordinating with Rockland HR to post the role as soon as possible.
- iv. Lisa volunteered to participate in the Hiring Subcommittee, with additional support from Kim on an as-needed basis.

Motion to approve the Regional Health Inspector Job Description

Kim motioned to approve the Regional Health Inspector Job Description, Lisa seconded.

Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Not Present



South Shore 5 Public Health Alliance

Pembroke: Y

Rockland: Y

Motion approved.

c. FY25 Spend-Down Planning

- i. Haleigh forwarded the inspectional supply requests (to date) to Bethany for preliminary approval. Once approval is received, the group will consider priority areas and assess procurement and ordering options.
 - 1. Delshaune expressed interest in a GoPro for court-ordered video capture during an inspection. Haleigh will explore whether this might be an allowable expense.
- ii. All towns are encouraged to continue generating supply requests list, which can be forwarded to Haleigh and Delshaune.
- iii. Beyond supplies, Training & Credentialing is another great area to consider spend-down opportunities.
 - 1. The group expressed interest in a Hoarding Training series with Marnie Matthews, as well as a Housing Court training with Paul Halfmann. Haleigh will reach out to the vendors to assess date options and availability for FY25.

d. Individualized Training Plan Check-In

- i. Haleigh reintroduced the Individualized Training Plans, which were circulated to each individual in the Fall. The group stated that they have not engaged much with the Plans, though will revisit their Training Plan and Personal Training Tracker. Haleigh will check back in within the next couple of meeting cycles.

F. **Other Business**

a. Voting Members

- i. At the last meeting, Hanover, Marshfield, Norwell, and Rockland proposed primary and alternate voting members.
- ii. Lisa proposed voting members for Pembroke, with the caveat that they might change in the coming weeks per conversations with Pembroke's Board of Health.
- iii. Current elections, which are intended to provide clarity and guidance within coalition meetings and official SS5 business, are as follows:
 - 1. Marshfield:
 - a. Primary: Nick Corcoran
 - b. Alternate: Gary Russell, Kathy Duddy
 - 2. Hanover:



South Shore 5 Public Health Alliance

- a. Primary: Kim Dixon
- b. Alternate: Derek Vozzella, Nancy Funder
- 3. Norwell:
 - a. Primary: Ben Margro
 - b. Alternate: Incoming Hire
- 4. Pembroke:
 - a. Primary: Lisa Cullity
 - b. Alternate: Adam Gedutis
- 5. Rockland:
 - a. Primary: Delshaune Flipp
 - b. Alternate: Kathi Ryan

Motion to approve Primary and Alternate Voting Members

Nick motioned to approve the list of Primary and Alternate voting members as outlined, Kim seconded.

Roll Call Vote:

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

Motion approved.

- b. Proposed IMA Sustainability Amendment
 - i. Haleigh introduced a potential Sustainability Amendment to de-identify coalition members by name in the current IMA. The Amendment aims to provide flexibility and transitional ease in the event of retirements or staff turnover.
 - ii. The group will consider potential Amendment items and circle back at the next coalition meeting.
- c. Upcoming Meeting Schedule
 - i. Meetings will occur every second Tuesday from 10AM - 12PM. Upcoming meetings include:
 - 1. January 21st
 - 2. February 4th
 - 3. February 18th - Delshaune out
 - 4. March 4th



South Shore 5 Public Health Alliance

G. Community Updates

- a. No community updates reported.

Next Meeting

The next coalition meeting will be **Tuesday, January 21st from 10AM to 12PM.**

Motion to adjourn meeting

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

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Not Present

Pembroke: Y

Rockland: Y

Meeting adjourned at 11:57 AM.

Documents referenced during the meeting

- SS5 January 7th Slides
- PHN Onboarding Guide
- SS5 Social Worker Job Description
- Draft Regional Health Inspector Job Description