



South Shore 5 Public Health Alliance

Date: July 25th, 2024
Time: 10 am - 11 am
Meeting Location: Virtual: https://us06web.zoom.us/j/81953810479

Voting members in attendance:

Delshaune Flipp, BOH Director, Rockland
Nick Corcoran, Assistant Director, Marshfield

Non-voting members in attendance:

Cynthia Baker, BME Strategies
Haleigh Schultz, BME Strategies
Diane Sawin, BOH Member, Hanover
Kim Dixon, Director of Health/Health Agent, Hanover
Ben Margro, Health Agent, Norwell
Lisa Cullity, Health Agent, Pembroke (joined late)

Non-member attendees:

Maureen Jasie, Pembroke

Opening

2/2 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:05 AM.

Motion to start the meeting

Marshfield motioned to start the meeting, Rockland seconded the motion.

Roll Call Vote

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

Motion approved.



South Shore 5 Public Health Alliance

I. Review and acceptance of previous meeting minutes

- a. July 11th meeting minutes
 - i. Confirm review, acceptance

Motion to approve previous meeting minutes

Rockland motioned to accept the July 11th meeting minutes, Marshfield seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: not present

Rockland: Y

Motion approved.

Haleigh shared the SS5 July 25th meeting slides

II. Announcements & Reminders

- a. Announcements
 - i. Awaiting official DPH approval of FY25 Workplan and Budget, but positive feedback
 - ii. FY25 fund disbursement schedule
 1. Payment 1 - 50% of total award, late July - early August
 2. Payment 2 - 25% of total award, October - December - **contingent on IMA execution**
 - a. Delshaune: IMA, town counsel has this - still waiting on updated exhibit A.
 - b. Cynthia: We will circulate an updated copy of the IMA (with the name change reflected) soon, so each community can review. The executed contract from DPH (Exhibit A) is forthcoming.
 3. Payment 3 - 25% of total award, Spring 2025
- b. Reminders
 - i. Each community to complete the Expenditure Request Form for iPad procurement if they haven't already done so
 1. Kim: Do we have a starting balance?
 2. Haleigh: The starting balance for this fiscal year is level funding from FY24 (i.e., \$475k).
 3. Diane: Can we set a deadline for iPad expenditure requests?
 4. Haleigh: Please send in your iPad expenditure requests by EOW (7/26).



South Shore 5 Public Health Alliance

- ii. 7/31 deadlines
 - 1. Expense and Narrative reports due to DPH
 - 2. List of participating communities due to DPH
 - a. This is non-binding - official participation is dependent on an executed IMA
 - b. Verbal participation:
 - i. Hanover: Y
 - ii. Marshfield: Y
 - iii. Norwell: Y
 - iv. Pembroke: Y
 - v. Rockland: Y
 - iii. Unspent funds due to DPH by 8/16
- c. Narrative Report approval
 - i. Review of successes and challenges during Q1 (July - September 2023)
 - 1. Successes - IMA progress
 - 2. Challenges - Communication, meeting attendance, overall engagement, hiring and word of mouth recruitment, lack of qualified candidates
 - ii. Review of successes and challenges during Q3 (January - March 2024)
 - 1. Successes - Developing and posting new SSC position, support and guidance from MAHB
 - 2. Challenges - Operating without an SSC, fall planning for vaccine clinics
 - iii. Call for approval

Motion to approve outstanding Narrative Reports for DPH submission

Rockland motioned to accept the narrative reports, Marshfield seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

III. FY24 Snapshot

- a. Total grant award: \$475,044.34
- b. Total spent: \$93,270.43 (19.6% of total award)
- c. Total received: \$312,521.91



South Shore 5 Public Health Alliance

- d. Tentative total to be returned: \$219,251.48
- e. Spending breakdown:
 - i. Consultant - \$40,066.25
 - ii. Shared Services Coordinator - \$17,640
 - iii. Technology Hardware - \$13,951.24
 - iv. Technology Software - \$9,656.25
 - v. Training/Credentialing - \$6,915
 - vi. Inspection Supplies - \$4,045.25
 - vii. Membership Fees - \$545
 - viii. Office supplies - \$451.44
- f. Other areas budgeted for (but not spent):
 - i. Health Inspector salary (x2)
 - ii. Public Health Nurse salary
 - iii. Community Health Specialist salary
 - iv. Travel
 - v. Nursing supplies
- g. FY24 spending trends
 - i. Misalignment between budget and expenditures
 - ii. Heavy utilization of contractors for inspectional services
 - iii. Gaps/challenges in hiring (common across SSAs)
- h. FY25 opportunities
 - i. Re-align group priorities and spending focus areas
 - 1. Cynthia: We hope to establish a regular cadence for financial review for transparency and proactive planning. Review of expenditures with Rockland's team and internal SSA check-ins will ensure funding is spent on budgeted areas (as intended) and re-allocated if challenges persist. For example, if we don't hire a municipal 0.5 or 1.00 FTE inspector, funds can be put towards digitization or strategic planning efforts.
 - ii. Track expenses and intended budgets for line items, updating or requesting modification as necessary
 - iii. Execute IMA inclusive of all participating communities to ensure all funding is received from the state

IV. FY25 Planning

- a. Dashboard check-in, upcoming activities and next steps
 - i. Priorities: PHN and Inspector job description development
 - ii. Near-future activities: document review, self-capacity assessment, training and certification audit
- b. Hiring - next steps / discussion to initiate the job development process



South Shore 5 Public Health Alliance

- i. Host communities for each position
 - 1. Typically this is the host community but other arrangements are possible (i.e., if a community lacks a PHN)
 - 2. Cynthia: What is the current capacity of each town to host a position?
 - a. Lisa: I think we've outlined the archetype that Pembroke is using for our PHN program - we have 3 nurses on staff, 4th experienced nurse is looking for additional hours. I don't think it would be a big ask to approach the town's manager to see if we can move this around (to PHE funding/shared staff). What types of services are we looking to offer, how many hours a week? Mile-high overview: 3 housing authorities, 1 senior center - clinic at each location every month. Open house style. BP and blood sugar checks, medication reviews, seasonal flu and COVID; PHNs also do MAVEN surveillance. Depending on what everyone's looking to do we can expand this into the rest of the communities.
 - b. Diane: Confirming that they're consultants.
 - c. Delshaune: They're paid through Pembroke?
 - d. Lisa: They are paid hourly, submit monthly invoices and are paid through payroll.
 - e. Delshaune: Could they work for the PHE group?
 - f. Nick: Marshfield has a PHN that only works 1 hour per week (MAVEN surveillance).
 - g. Ben: Norwell has a VNA. Willing to work with the group with our contracted resources on initiatives like wellness clinics.
 - h. Kim: Hanover has shared PHN with Pembroke - typically 5-10 hours a week between the two towns.
 - i. Lisa: Depends on disease burden but that tracks. Only concern is that I've talked to Nancy Funder, a very experienced nurse, about this program - she does not have any interest working full time (others may not as well). The question is about workload.
 - j. Kim: Do Marshfield and Rockland need a FTE depending on the numbers?
 - k. Lisa: Each town will have to do their own assessment. We're at 10-15 hours per week in terms of labor needs.
 - l. Ben: Norwell has a certain number of baseline hours per week, but then we get into a per diem rate based on demand. See this often in terms of other towns across the state.



South Shore 5 Public Health Alliance

- m. Cynthia: To continue this conversation, it would be helpful for each community to discuss with their town, estimate the number of hours per week needed for nursing services and determine the types of services needed. For towns with more robust nursing capacity, identify types of services that may be extended in an SSA/PHE capacity. We will revisit this at our next meeting.

Motion to table remaining agenda items: remaining hiring discussion, digitization next steps, community updates

Marshfield motioned to table remaining agenda items, Rockland seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

V. Other Business

- a. Future meeting schedule
 - i. Proposal: every other Tuesday (recurring)
 - ii. Confirmation from all communities that Tuesdays at 9:00 am will work for future meetings
 - 1. Delshaune: Can we receive the agenda earlier to ensure timely posting?
 - 2. Haleigh: We will send the agenda by mid-week to post by Thursday.
 - 3. Delshaune: I'm posting anyway, I would like to contact all town administrators for agenda posting. Please send a list of contacts.
- b. Relevant Updates
 - i. Working with Michael Hicks to schedule a software introduction/demonstration
 - 1. Potential options (one-hour session between 9am and 12pm)
 - a. Tuesday, August 6th
 - b. Thursday, August 8th
 - c. Tuesday, August 20th
 - d. Group preference for August 20th, immediately following the coalition meeting



South Shore 5 Public Health Alliance

- e. Haleigh: We will plan to schedule with Michael for 10:00 am on August 20th.
2. In the meantime, please send Cynthia & Haleigh a list of who will be conducting inspections, and what type of license each inspector will need

Next Meeting

The next coalition meeting will be **Tuesday, August 6th at 9:00 AM.**

Motion to adjourn meeting

Marshfield motioned to adjourn the meeting.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: No longer available

Meeting adjourned at 11:13 AM.

Documents referenced during the meeting

- SS5 July 25th Coalition Meeting Slides