



South Shore 5 Public Health Alliance

Date: December 3rd, 2024
Time: 10 am - 11 am
Meeting Location: Virtual: https://us06web.zoom.us/j/87971076482

Voting members in attendance:

Derek Vozzella, Executive Administrative Assistant, 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

Non-member attendees:

Maureen Jasie, Pembroke

Opening

5/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:03 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
Pembroke: Y
Rockland: Y

Motion approved.

A. Approval of Past Meeting Minutes



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- a. The group decided to table the approval of the November 19th meeting minutes to allow additional time to review.

Motion to table approval of the November 19th meeting minutes

Lisa motioned to approve the November 19th meeting minutes, Delshaune seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

B. Announcements & Reminders

a. FPHS Review Process

- i. As a reminder, the FPHS Review process kicks off in the Spring. The project aims to assess delivery and access of public health services to meet the Foundational Public Health Services in Massachusetts. The process is designed specifically for Local Public Health.
 - 1. Throughout the process, Haleigh and Cynthia will be asking for your patience and collaboration. A more comprehensive introduction will be provided at the December 17th meeting.
 - 2. For now, please hold 3PM - 4PM on January 14th for a kickoff meeting.
 - 3. More information will be shared during the December 3rd Local Board of Health Webinar (hosted by DPH).

b. Upcoming Training Opportunities

- i. There is a Tier 2 Hybrid Housing Training opportunity in January. The course will consist of an in-person session in Salem, MA on January 15th, followed by virtual sessions on January 28th, 29th, and 30th.
- ii. The deadline to apply is 5PM on Wednesday, December 4th. For folks who have applied in the past, please note that on your application.
- iii. Delshaune reminded folks to touch base with Larry Ramdin to assess current Tier 2 training status.

C. SS5 Term 1 Recap

a. Expenses to Date



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- i. So far, the coalition has spent \$62,984.12, or 13.3% of the yearly budget. As a reminder, the group spent just under 20% of the budget in FY24.
 - ii. Some big-ticket expenditures are expected in Term 2, which will increase the group's overall expenditure. These include hiring, digitization, and pending technology software invoices.
 - iii. During the December 17th meeting, the coalition will continue to brainstorm spend-down opportunities. Haleigh will circulate the spending ideas list following the meeting.
- b. Workplan Progress
 - i. In place of Narrative Reporting, SSC's provide real-time updates on workplan activities directly in Smartsheet. For each Performance Standard, the progress and any notes relating to individual activities are noted.
 - 1. The slide displays the summary of activity progress, which reflects completed, in-progress, stalled, and not yet started activities.
 - 2. The group is fairly on track given proposed deadlines in the workplan.
 - ii. According to the group's FY25 dashboard, priority areas include continuing to assess inspectional needs, reassessing Strategic Planning objectives, and continuing to pursue hiring efforts. Similarly, as the Community of Practice kicks off, the group will continue to assess opportunities to expand vaccine access across all five communities.
 - 1. Lisa noted that the FY25 dashboard provides a great summary for Boards of Health. Haleigh will include the summary slide to describe each performance standard.
- c. Smartsheet Walkthrough
 - i. Haleigh provided a walkthrough of the Rockland Dashboard on Smartsheet, which includes an overview of coalition progress to date.
 - ii. The Dashboard reflects a note from the Program Coordinator that Hanover, Marshfield, Pembroke, and Rockland do not currently have designated MAVEN backup users.
 - 1. Lisa confirmed that Nancy Funder provides primary coverage for Hanover and Pembroke. There is no designated backup user.
 - 2. Nick confirmed that Marshfield has primary coverage but no designated backup user.
 - 3. Delshaune noted that she serves as Rockland's backup user, but she currently does not have access to the platform.



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D. FY25 Planning

a. Hiring Updates

- i. Public Health Nurse: As of yesterday, 7 candidates have participated in first-round phone interviews with Haleigh. 4 candidates have been selected for second-round in-person interviews with the hiring subcommittee. The interviews will take place on December 17th, with a hopeful hire by the end of the calendar year.
 1. As the hiring process comes to a close, Haleigh and Cynthia will be putting together onboarding and training materials. Please reach out to Haleigh with any town-specific materials that should be included in the Onboarding Plan.
- ii. Social Worker: As of yesterday, in addition to the MHOA and Town of Rockland postings, the position has been posted on Indeed. Haleigh reached out to a Social Worker contact to share the job description within a Social Work networking group.
 1. No applications have been received to date, but Haleigh will continue to monitor incoming applications and share back updates.
 - a. The group agreed to keep the current job description for the time being, with potential adjustments to pay and qualifications in the future. The group will continue to reassess.
 2. In addition to Nick and Delshaune, a representative from the Rockland Police Department volunteered to participate in the hiring subcommittee. Haleigh will be reaching out to schedule a kickoff meeting in the coming weeks - please reach out if any additional town representatives would like to participate.

b. Digitization

- i. At the November 19th meeting, the group approved the Statement of Work outlining the following indexing structure:
 1. Address_Date_DocumentNameOrType_Number
 2. Ex. 310_ChurchSt_10.24.20_SepticPlan_2
- ii. The group decided to reverse the address structure, such that the street name precedes the street number. Haleigh will update the indexing language as follows to reflect the change and recirculate the Statement of Work.
 1. StreetName_StreetNumber_Date_DocumentNameOrType_Number
 2. Ex. ChurchSt_310_10.24.20_SepticPlan_2

Motion to update the Digitization Statement of Work

Lisa motioned to update the Indexing structure in the Digitization Statement of Work, Delshaune seconded.



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Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

E. Other Business

- a. Upcoming Meeting Schedule: The next meeting is scheduled for Tuesday, December 17th, in-person in Rockland from 11AM - 1PM. Delshaune will order lunch for the group. Festive holiday wear encouraged!
 - i. Haleigh proposed returning to the regular biweekly meeting cadence on Tuesday, January 7th. The group confirmed availability.
- b. Voting Members: Per the IMA, each community is to appoint or elect a primary voting member and an alternate voting member. Haleigh requested that each town consider who they would like to appoint and touch base with Boards of Health if applicable.
 - i. Lisa asked whether folks could be appointed by position, rather than by name. Haleigh confirmed that this would be appropriate.
 - ii. The coalition will vote to approve the list of primary and alternate voting members during the December 17th coalition meeting.

F. Community Updates

- a. Ben reminded folks to be patient as the Norwell office navigates an unexpected staffing change. The coalition offered additional support if needed.
- b. Pembroke and Hanover are both busy with permitting.
- c. Marshfield is busy with end-of-year inspections.

Next Meeting

The next coalition meeting will be **Tuesday, December 17th from 11AM to 1PM** in Rockland.

Motion to adjourn meeting

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



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Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Meeting adjourned at 10:55 AM.

Documents referenced during the meeting

- SS5 December 3rd Slides
- Rockland Smartsheet Dashboard