



South Shore 5 Public Health Alliance

Date: November 5th, 2024
Time: 10 am - 12 pm
Hybrid Meeting Location: In Person: Rockland Health Department, 242 Union St, Rockland MA 02370 H. Bernard Monahan Virtual: https://us06web.zoom.us/j/87971076482

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 (virtual)
Delshaune Flipp, Director/Health Agent, Rockland

Non-voting members in attendance:

Cynthia Baker, BME Strategies (virtual)
Haleigh Schultz, BME Strategies (virtual)
Nancy Funder, PHN & Inspector, Hanover (virtual)
Derek Vozzella, Executive Administrative Assistant, Hanover
Larry Ramdin, MetroSouth Field Training Hub (virtual)

Non-member attendees:

Maureen Jasie, Pembroke (virtual)

Opening

5/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:02 AM.

Motion to start the meeting

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

Roll Call Vote

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



South Shore 5 Public Health Alliance

Rockland: Y

Motion approved.

A. Training Review with Larry Ramdin

- a. Welcome Larry, the coalition's training hub coordinator at the Metro South Public Health Alliance Training Hub
- b. Presentation: How Do the Training Tiers Work?
 - i. Larry's presentation included guidance, clarification, and resources to support the coalition in attaining the current Workforce Standards
- c. Questions answered:
 - i. Ben: What happens when folks complete Tier II and haven't finished Tier I coursework?
 1. Larry: There will be new guidance coming out that requires Tier I coursework completion within a specific timeframe for all folks who attend Tier II training.
 - ii. Kim: How do we find the time?
 1. Larry: Folks need to be flexible and work with their managers to set aside time to complete the required coursework. If you need to work from home to limit distractions, discuss the options with your director.
 - iii. Kim: We all attended the in-person Housing course with Paul Halfmann a couple of years ago. Does that count as Tier II training?
 1. Larry: It should. Will confirm once a list of all individuals who have completed Tier II becomes available.
 2. Ben: You can submit a certificate of the training to Train.
 - iv. Delshaune: In the event of future staff turnover and municipal hiring, how would each Town know that there are training requirements for different positions?
 1. Larry: You should share the link to the Public Health Performance Standards to your manager and HR.
 - v. Delshaune: Are Housing and Food structured the same way?
 1. Larry: Yes. More resources can be found in the training hub Google Drive.
 - vi. Delshaune: During inspections, do we need to have the relevant code memorized?
 1. Larry: No. You need to know which code applies from the list provided. Make sure you have the updated code.
- d. For further questions, Larry is available for support and technical assistance



South Shore 5 Public Health Alliance

B. Approval of Past Meeting Minutes

- a. Confirm review & approval - October 22nd minutes

Motion to approve the October 22nd meeting minutes

Delshaune motioned to approve the October 22nd meeting minutes, Lisa seconded.

Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

C. Announcements & Reminders

- a. A huge welcome to the coalition's newest voting members, Hanover and Pembroke!
 - i. Thank you to all five towns for the hard work to meet the October 31st deadline
 - ii. All documentation has been submitted to DPH for review and approval
 - iii. Once approval is granted, BME will circulate the copy containing all signatures
 - iv. Ben: Now that everyone has officially signed on, can we centralize agenda postings?
 - 1. Haleigh: Yes. There is a specific script we can follow to adopt a centralized posting location. We will add an agenda item to our next meeting for an official vote.
- b. The MPHA Annual Meeting is scheduled for December 10th, from 9AM to 1:30PM (virtual)
 - i. If folks are interested in attending, please submit an Expense Request Form
- c. Rat Explosion Seminar reminder - November 7th
- d. Friendly reminder to Hanover, Norwell, and Pembroke - please touch base with ALSCO when you have a moment to discuss inspectional needs

D. FY25 Planning

- a. Hiring - Social Worker
 - i. Did folks have a chance to review the updated SOW document? We adjusted the language to further highlight the focus on public health, specifically - hoarding, mental health, and chemical dependency
 - 1. The group confirmed review and no additional changes were proposed.



South Shore 5 Public Health Alliance

- ii. Salary range - we adjusted the salary to reflect a range. Does this still feel appropriate? Again, this is based on current market rates per our research.
 - 1. Kim: Is it possible to get a summary of market rates for different types of roles?
 - a. Haleigh: Absolutely. We will work on putting a resource together.
 - b. Lisa: It's hard for Boards to understand the disparity between salary, training requirements, and the time needed to complete required trainings. This sort of resource would be extremely helpful.
 - c. CB: To summarize, folks are asking for a resource to summarize publicly available data to leverage for conducting budget and salary-related conversations. Social workers are not currently considered "essential public health staff," so they don't have the same set of Workforce Standards requirements.
- iii. Qualifications:
 - 1. The qualifications have been updated to reflect a masters degree in social work and LCSW required, LICSW preferred. This will provide the most flexibility and independence with an Independent SW license.
 - a. Cynthia: This is also important for planning and capacity scoping, as someone working towards an LICSW would need some supervision for their clinical hours.
 - b. In other social worker roles, this supervision is naturally received through inherent mentorship structure for clinical roles. As a public health coalition, we don't have that same structure in place.
 - c. If needed, we could potentially create this system through partnership with town departments, such as Councils on Aging.
- iv. Time requirement for full-time equivalence in Rockland
 - 1. Delshaune: Typically 40 hours/week, with the exception of Union employees.
 - 2. Cynthia: This is likely a union-exempt position.
- v. Next steps: We will look into posting the role on MHOA, MMA, and the Rockland town site.
- vi. Hiring subcommittee
 - 1. Delshaune and Nick volunteered to participate in the Social Worker Hiring Subcommittee. We encourage additional participants from different departments who have experience in social work or may interact with the Regional Social Worker.
 - a. Participation is encouraged, with the caveat that we can have no more than two voting members.



South Shore 5 Public Health Alliance

Motion to approve the Social Worker Job Description

Lisa motioned to approve with the updated number of hours per week, Kim seconded.

Hanover: Y

Norwell: Y

Marshfield: Y

Pembroke: Y

Rockland: Y

Motion approved.

b. Digitization

- i. Review of Scope of Work and walkthrough as a group
- ii. Specific areas to review:
 1. Transportation delivery/pick-up services - bullet 2 (packing)
 - a. Each town confirmed that they would like the vendor to pack the appropriate files.
 2. Scanning services - bullet 2 (indexing)
 - a. Cynthia: Each vendor has a different sort of price threshold for specific indexing structure (ex., MRM has 75 characters as the margin for the lower-price indexing)
 - i. The quotes likely don't have a precise price associated with indexing
 - ii. Vendor can exercise judgment and break up subject matter into different categories (if all filed within the same address folder)
 - iii. We can propose a standard indexing system, with the opportunity to riff to meet each municipality's needs
 - iv. Leveraging the physical address, dialing down further in accordance with whatever metadata is listed within the document
 3. Scanning services - bullet 4 (OCR + handwritten)
 - a. The group agreed that guidance is appropriate as long as street addresses remain searchable
 4. Scanning services - bullet 3 (record requests)
 - a. The group proposed to add explicit language to reflect a 5-day turnaround time for document requests.
 5. Destruction services (community-dependent)



South Shore 5 Public Health Alliance

- a. Hanover, Marshfield, and Rockland requested that all files be returned.
- b. Pembroke likely will not need all files returned (will confirm with the Town)
- 6. Additional questions:
 - a. Delshaune: if files were incorrectly placed in the wrong folder, does the vendor correct that?
 - i. Cynthia: No. Unless such requests are explicitly outlined in the statement of work and contract agreement. Folks should be able to rename/reclassify documents if necessary once scanning is complete.

E. Other Business

- a. Official vote items for our next meeting include:
 - i. Centralized posting location - we will propose a motion to post all SS5-related OML materials in Rockland
 - 1. This will take pressure off of each town to post each agenda
 - ii. Coalition Chair and Co-Chair
 - 1. We will elect each of these positions. BME will likely still facilitate meetings, but for official business and internal governance per the IMA, we can discuss what a formal Chair and Co-Chair looks like
 - a. The group nominated Lisa for Chair and Ben for Co-Chair
 - iii. Public participation/comment during coalition meetings
 - 1. The group would like to enact a request form for adding agenda items to coalition meetings. Community members who do not participate directly in the coalition can submit requests up to one week in advance
 - a. Haleigh and Cynthia will create a Google Form for the group to review
- b. Meeting Planning
 - i. Next meeting is Tuesday, November 19th from 10AM to 12PM
 - 1. Proposal for an in-person meeting on December 17th
 - ii. The Expanded Vaccine Access Community of Practice kickoff meeting is scheduled for 11AM on December 3rd
 - 1. The meeting will likely need to shift (earlier or shorter) - the group will decide at the next coalition meeting.



South Shore 5 Public Health Alliance

Next Meeting

The next coalition meeting will be **Tuesday, November 19th from 10AM to 12PM.**

Motion to adjourn meeting

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

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

Meeting adjourned at 12:08 PM.

Documents referenced during the meeting

- SS5 November 5th Meeting Slides
- Presentation from Larry Ramdin: How Do the Training Tiers Work?
- Metro South Public Health Alliance Training Hub Google Drive - Training Resources
- Social Worker Job Description (DRAFT)
- Digitization Scope of Work (DRAFT)