



South Shore 5 Public Health Alliance

Date: June 17th, 2025
Time: 10am - 12pm
Meeting Location: Virtual: https://us06web.zoom.us/j/85125742179

Voting members in attendance:

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

Non-voting members in attendance:

Cynthia Baker, BME Strategies
Haleigh Schultz, BME Strategies
Derek Vozzella, Executive Administrative Assistant, Hanover
Keri Ball, Regional Public Health Nurse

Voting members absent:

Ben Margro, Health Agent, Norwell

Opening

5/5 voting communities present, quorum was met.

Motion to start the meeting

Lisa Cullity motioned to start the meeting, Derek Vozzella seconded the motion.

Roll Call Vote

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

Motion approved.



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Haleigh called the meeting to order at 10:06 AM.

A. Approval of Past Meeting Minutes

- a. The group confirmed their review of the May 27th meeting minutes

Motion to approve outstanding meeting minutes

Lisa Cullity motioned to approve the May 27th meeting minutes, Delshaune Flipp seconded.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Abstain

Pembroke: Y

Rockland: Y

Motion approved.

Delshaune

B. Announcements & Reminders

- a. 2026 Annual Conferences & Early-Bird Registration
 - i. Haleigh confirmed the group's registrants for the Fall 2025 MEHA and MHOA conferences
 - 1. MEHA: Nick, Keri, Lisa, Delshaune, Kim, Will
 - 2. MHOA: Nick, Keri, Delshaune, Kim, Will, Joseph, Kathi
 - ii. Reminder that travel can be reimbursed up to the Federal GSA rate, which differs according to date and location. This will come out of FY26 funds.
 - iii. Delsahune asked that all towns confirm their elections by Thursday. All invoicing will go through the Town of Rockland.
 - 1. All participants will be registered for MHOA, but each participant will need to register themselves for MEHA.

C. FY26 Planning

- a. Goals of today's collaborative session
 - i. Today, the goal is to review, discuss, and approve the coalition's submission materials for FY26. The Workplan and Budget submissions are due to the Office of Local and Regional Health (OLRH) on June 23rd.



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b. FY26 Workplan components and discussion

- i. The FY26 Workplan content selections were based on ongoing programming, previous coalition conversations and expressed interest, and the results of the FY26 Workplan Content Survey.
- ii. The Workplan includes the following PHE Requirements:
 1. Grant Administration: participate in the PHE grant
 2. Governance: maintain a fully-executed IMA
 3. FPHS Review:
 - a. Email all BOH members the summary slide of our preliminary results
 - b. Meet with the TA team to receive additional support
 - c. Include the FPHS FY25 report in at least one governance meeting
 4. SAPHE 2.0 Requirements:
 - a. With the passing of SAPHE 2.0, all towns are now required to participate in reporting.
 - i. SSCs will provide a notification to all Participating Municipalities of the reporting requirements, as well as ensure compliance throughout the year
 - ii. All PHE funded staff are to complete the LPH Workforce Survey
 - b. Derek asked whether all towns are required to follow these reporting requirements. Haleigh confirmed that this is a statewide requirement.
 5. METRIK Onboarding:
 - a. The METRIK responsibilities include:
 - i. Begin planning to offboard inspectional software and onboard METRIK software
 - ii. Support municipalities in timely submission of required documents and onboarding components
 - iii. Coordinate with key municipal contacts to attend METRIK trainings
 - b. Lisa expressed concern for towns who utilize multiple inspectors. Training staff on a product that will change in the near future isn't a reasonable investment of time and resources. Cynthia acknowledged the concern, adding that this is a loose timeline,



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and the State is doing everything they can to support towns through the transition.

- iii. In addition to the PHE Requirements, the proposed workplan includes Sustainability Objectives, Performance Standards Objectives, and Elective Objectives.
- iv. **Sustainability Objective 1: Communication & Engagement** - Raise community awareness of shared services and benefits to residents.
 - 1. Deliverables:
 - a. Support communications to Boards of Health as appropriate
 - b. Develop a coalition fact sheet / one-pager to leverage across offices and in communities
 - c. Translate the fact sheet
 - d. Distribute
 - 2. Staff:
 - a. Haleigh, Delshaune, Keri
 - 3. Racial Equity Theme: Linguistic Justice
 - 4. Feedback:
 - a. Lisa highlighted a general capacity concern, noting that municipal responsibilities still availability and capacity away from PHE work.
- v. **Sustainability Objective 2: Expanded Sharing of Internal Resources** - Explore opportunities for expanded sharing of services.
 - 1. Deliverables:
 - a. Leverage the FPHS results and tools
 - b. Better understand current sharing
 - c. Identify training opportunities to increase capacity and expertise
 - d. Consider opportunities for sharing
 - e. Consider offering additional services through internal partnership
 - 2. Staff:
 - a. Haleigh, Delshaune
 - 3. Racial Equity Theme: Workforce Diversity
 - 4. Feedback:
 - a. Lisa noted that this is a great step towards advancing regionalization, with a very clear outline.
 - b. Kim expressed some overwhelm with further expansion. Haleigh and Cynthia are here to support, with the goal of sustainability



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and improvements that will make sharing resources and services easier in the long term.

- vi. **Performance Standards Objective 1: Enhance Staff Capacity** - Enhance staff capacity to effectively meet mandated inspectional requirements and enforce regulations, in alignment with the Performance Standards for LPH.

1. Deliverables:

- a. Hire a 0.5 FTE regional inspector
- b. Create a comprehensive onboarding plan
- c. Create a regional request standard
- d. Create a system for managing and supervising staff
- e. Create an SOP for hiring to guide ongoing and future hiring efforts

2. Staff:

- a. Delshaune, Nick (hiring subcommittee)
- b. Health Directors
- c. Incoming Regional Inspector

3. Racial Equity Theme: Workforce Diversity

4. Feedback:

- a. Lisa agreed that this looks reasonable, confirming that this is what the group had in mind for hiring and the role.
- b. Kim wondered if there have been any applicants that meet SS5's goals and criteria. Haleigh has been reviewing applications and has not yet come across anyone with the experience that the group is looking for, but she will continue to screen applicants and bump the role as necessary.
- c. Cynthia highlighted a success story from another group, who invested in a Regional Inspector with little inspectional experience. The candidate came in with a great attitude and desire to learn, and they were able to onboard and train in a very reasonable timeframe. To support the onboarding timeline, the group offered a salary bump upon successful completion of training requirements.

- vii. **Performance standards Objective 2: Targeted Training Opportunities** - Facilitate targeted training opportunities for staff members to address gaps in meeting the performance standards.

1. Deliverables:



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- a. Leverage the FPHS Shared Services review and additional tools
 - b. Update individualized training plans and work with staff 1:1
 - c. Source a health equity-focused training for the coalition
 - d. Assess ongoing completion of workforce standards
 - e. Source additional trainings upon request
 2. Staff:
 - a. Haleigh, Delshaune, incoming SW hire
 3. Racial Equity Theme: CLAS Standards, Workforce Diversity
 4. Feedback:
 - a. The group called out that most major trainings are offered in towns and cities that are extremely far away from the South Shore. They wondered whether there is any flexibility to source additional training opportunities internally. Haleigh confirmed that the group can explore sourcing trainings if there is a clear desire for a specific SS5 training.
- viii. **Performance Standards Objective 3: Disease Control & Prevention** - Ensure adherence to infectious disease case investigation requirements, while enhancing staff training, capacity, and quality improvement initiatives.
1. Deliverables:
 - a. Leverage FPHS review and tools to assess gaps
 - b. Understand staffing workload and MAVEN coverage
 - c. Connect with LPHN consultants
 - d. Develop an SOP for case management and MAVEN coverage
 - e. Partner with LPHN consultant to explore additional opportunities in expanded vaccine access
 2. Staff:
 - a. Haleigh, Keri, Delshaune
 3. Racial Equity Theme: Community Engagement
 4. Feedback:
 - a. Keri extended an invitation for nursing-related feedback.
- ix. **Elective Objective 1: Inventory Management** - Establish an inventory management system to streamline procurement processes and accurately monitor all purchases.
1. Deliverables:
 - a. Create a log of all supplies procured thus far
 - b. Create a system to track inventory and share supplies



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- c. Train staff members on newly established inventory procedures
 - d. Create a system for twice annual inventory audits to maintain current inventory logs
 - 2. Staff:
 - a. Haleigh, Delshaune, Incoming RI
 - 3. Racial Equity Theme: Environmental Justice
 - 4. Feedback:
 - a. Lisa and Kim expressed support and highlighted the later start date for this objective, which aligns with capacity in the earlier half of the fiscal year.
- x. **Elective Objective 2: Social Worker & Case Management** - Hire a Community Health Worker/Social Worker to support outreach and care coordination services for SSA residents.
 - 1. Deliverables:
 - a. Update JD
 - b. Hire a 1.0 CHW/SW
 - c. Create a regional case management SOP to outline referral procedures and resources
 - d. Conduct a regional assessment of community needs related to hoarding, mental health, and substance use disorder (exploratory)
 - 2. Staff:
 - a. Haleigh, Lisa, Delshaune, Nancy, incoming Hire
 - 3. Racial Equity Theme: Workforce Diversity, Community Engagement
 - 4. Feedback:
 - a. No feedback reported.
- xi. Haleigh reiterated that the Workplan is meant to provide a framework to guide decision making and programming, but as group priorities and focus areas change throughout the year, the group has the opportunity to continue amending and tailoring the workplan as necessary.
- xii. The group presented no additional questions and proposed approval of the Workplan for submission to OLRH.

Motion to approve the FY26 Workplan for submission to OLRH

Nick Corcoran motioned to approve the FY26 Workplan for submission to OLRH. Lisa Cullity seconded the motion.



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Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Absent

Motion approved.

c. FY26 Budget Walkthrough and Approval

- i. The group walked through the proposed FY26 Budget, which reflects programming outlined in the FY26 Workplan. The group presented no questions and proposed approval of the Budget for submission to OLRH.

Motion to approve the FY26 Budget for submission to OLRH

Delshaune Flipp motioned to approve the FY26 Budget for submission to OLRH. Kim Dixon seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Absent

Rockland: Y

Motion approved.

D. FY25 Updates

a. Digitization Update

- i. The towns provided status updates on their Digitization projects. Delshaune confirmed that Rockland received their test scans back for Proof of Concept, and the scans look great!

b. Spending

- i. Haleigh confirmed that the request for Meeting Owls and Pocketalks was approved by OLRH. Haleigh and Delshaune will continue to closely monitor spending as the fiscal year comes to a close. If towns have any outstanding spending requests or reimbursement requests, please forward to Haleigh and Delshaune as soon as possible.



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- ii. To prepare for EOY reporting, Haleigh noted that the group will need to submit one more Budget Modification Request to align line items with actual expenditure. The group agreed to a preliminary approval of the final Budget Modification, which will be submitted in July.

Motion to approve a final Budget Modification Request

Lisa Cullity motioned to approve the submission of a final Budget Modification Request in alignment with SS5's final expenditure. Delshaune Flipp seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

c. Upcoming Meeting Schedule

- i. To prepare for upcoming programming, end of year reporting, and accommodate summer vacations, the group proposed cancelling the June 24th meeting and taking a July recess to regroup for FY26.
- ii. Moving forward, Haleigh proposed a two-hour meeting to kick off the FY26 year, followed by one-hour meetings every two weeks. The group expressed enthusiasm and support for this approach, which would limit meeting time, while maintaining regular group communication.
 - 1. The July meeting will take place on Tuesday, July 29th.

Motion to cancel the June 24th meeting

Lisa Cullity motioned to cancel the June 24th meeting, with meetings resuming on July 29th. Delshaune Flipp seconded the motion.

Roll Call Vote

Hanover: Absent

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.



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Motion to adopt a new and abbreviated meeting cadence in FY26

Lisa Cullity motioned to move to the proposed one-hour meeting schedule in FY26, rather than meet for two hours every two weeks. Delshaune seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

E. Community Updates

- a. Pembroke called out the progress and growth that the group has demonstrated in the past year. SS5 has accomplished so much, and while there has been definite progress, the group looks forward to continuing to evolve and grow in FY26.

Next Meeting

The next coalition meeting will be Tuesday, July 29th from 10AM - 12PM.

Motion to adjourn meeting

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

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

Meeting adjourned at 12:00 PM.

Documents referenced during the meeting

- SS5 June 17th Slides



BME STRATEGIES

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- Draft FY26 Workplan
- Draft FY26 Budget