



South Shore 5 Public Health Alliance

Date: November 19th, 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 (virtual)
Nick Corcoran, Assistant Director, Marshfield
Ben Margro, Health Agent, Norwell (virtual)
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)
Derek Vozzella, Executive Administrative Assistant, Hanover (virtual)
Kathy Duddy, Administrative Assistant, Marshfield (virtual)

Non-member attendees:

Maureen Jasie, Pembroke (virtual)

Opening

5/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:08 AM.

Motion to start the meeting

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

Roll Call Vote

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



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Motion approved.

A. Approval of Past Meeting Minutes

- a. The group confirmed review of the November 5th meeting minutes.

Motion to approve the November 5th meeting minutes

Delshaune motioned to approve the November 5th meeting minutes, Ben seconded the motion.

Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

B. Announcements & Reminders

- a. The first Community of Practice meeting for Expanded Vaccine Access will kick off on December 3rd. DPH put together these communities of practice to connect towns and SSAs who are working towards similar goals. We expect the meeting to provide information sharing and resources that may be helpful for planning and execution of vaccine-related goals.
 - i. If folks are interested in joining the Community of Practice meeting from 11AM to 12:30PM on December 3rd, please reach out to Haleigh for the meeting invite.
- b. The FPHS Review process kicks off in the spring. Expect more information to come! In short, the FPHS review process aims to assess delivery and access of public health services to align with the national Foundational Public Health Services across Massachusetts. The review process has been specifically designed for Local Public Health.
 - i. For now, please reserve 3PM to 4PM on January 14th for a kickoff meeting. BME will continue to circulate information on the FPHS Review process as it becomes available.
- c. Thank you all to those who have already reviewed and signed their Relavent Town Agreements. If you have not yet signed, please don't hesitate to reach out with any questions. Once agreements are signed, Relavent representatives will reach out to discuss the onboarding process.



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- i. Ben: Norwell is experiencing an unexpected staffing change, and we may need to update our licenses and have a delayed onboarding process.
- d. Gentle reminder for Hanover, Norwell, and Pembroke to touch base with Alfred and Linda at ALSCO.

C. Official Votes

- a. Centralized Agenda Posting. Moving forward, Rockland will post meeting-related materials on behalf of the coalition. This includes agendas and meeting minutes. To direct folks to the correct place, we ask that each town issues a notice indicating the new posting location.
 - i. Lisa: Can other towns continue to post the agenda and minutes if desired?
 - 1. Haleigh: I don't believe there are any restrictions preventing this, but we will clarify with Mike Hugo. Our understanding is that the Town of Rockland will become the only municipality required to post within the 48-hour timeframe.
 - 2. CB: The AG's office will be looking to the centralized posting location to ensure compliance in the event of an Open Meeting Law complaint.

Motion to post meeting agendas and minutes in a centralized location on behalf of the coalition

Delshaune moved that in accordance with the provisions of 940 CMR 29.03(3), South Shore 5 Public Health Alliance adopt the Open Meeting Law posting methods specific to Regional or District Public Bodies and that the method of posting meetings shall then be those posting mechanisms for the Town of Rockland, the South Shore 5 Public Health Alliance's host community. Nick seconded the motion.

Roll Call Vote:

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

Motion approved.

- b. Coalition Chair & Co-Chair. The SS5 Chair and Co-Chair will serve as primary meeting leaders. Beyond mentioning that we will elect a Chair and Co-Chair, the IMA doesn't



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outline specific responsibilities or facilitation roles, so we have the flexibility to map out what we want this to look like. Potential responsibilities include reviewing the agenda ahead of posting, assisting with meeting organization, meeting facilitation, and calling for motions and official votes.

- i. Additionally, the Chair and Co-Chair can delegate responsibilities as they see fit, including meeting facilitation to BME.
- ii. The group nominated Delshaune as Chair, Ben as Co-Chair, and Lisa as Clerk. The Clerk role will provide additional coverage and support in the event of Chair or Co-Chair absence.
 1. Lisa clarified that if the Chair or Co-Chair is absent, the meeting can still run as long as quorum is met.

Motion to approve coalition Chair

Lisa motioned to approve Delshaune Flipp as the SS5 Chair, Ben seconded.

Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

Motion to approve coalition Co-Chair

Lisa motioned to approve Ben Margro as SS5 Co-Chair, Delshaune seconded.

Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

Motion to create SS5 Clerk position

Ben motioned to create on the Executive Board a coalition Clerk position, Delshaune seconded.



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Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

Motion to approve coalition Clerk

Delshaune motioned to nominate Lisa Cullity as coalition Clerk, Ben seconded.

Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

- c. Public Participation Protocol. As discussed at the November 5th meeting, we would like to discuss and enact a protocol or internal process for the allowance of public participation during SS5 coalition meetings.
 - i. To request participation or the addition of an agenda item at a SS5 meeting, members of the public will submit a South Shore 5 Request for Public Participation form no less than one week prior to the coalition meeting. Upon review and approval by the coalition, they will be notified and provided the meeting date. Submitting a request does not guarantee approval. Participation during the meeting will be at the discretion of the Chair.
 - ii. Instructions for submitting a request can be found at the central posting location (the Town of Rockland site) .
 - iii. The group reviewed the South Shore 5 Request for Public Participation Form and proposed a time limit for public participation. The group agreed on three minutes, with the opportunity to grant more time during the meeting.

Motion to approve the SS5 Public Participation Protocol

Lisa motioned to approve the proposed public participation protocol outlined, including the South Shore 5 Public Health Alliance Request for Public Participation form, Delshaune seconded.



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Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

D. FY25 Planning

- a. Public Health Nurse Hiring Update. To date, we have received 28 applications for the Regional Public Health Nurse position. The hiring subcommittee has been hard at work reviewing resumes.
 - i. 7 candidates have been selected for first-round phone interviews. Following round one, the hiring subcommittee will review notes and select final candidates for second-round, in-person interviews.
 - ii. We hope to interview on December 17th, with the goal of hiring by the end of the calendar year.
 - iii. BME will begin to put together onboarding materials.
- b. Social Worker Hiring Update. The Regional Social Worker position has been approved by the Town of Rockland and is now live on the Rockland site. A request for MHOA posting was submitted this morning.
 - i. The group decided that they would also like to post to Indeed.
 - ii. Delshaune noted that she will start asking around for desk space within the Rockland Town offices. Other communities are encouraged to assess space and capacity to host additional shared staff members as well.
 - iii. Hiring subcommittee confirmation: Nick and Delshaune volunteered. Additional participants who have subject-area expertise or may work in tandem with the Social Worker are encouraged to participate.
- c. Digitization
 - i. The group reviewed the Draft Statement of Work and did not propose any additional changes.
 - ii. All towns agreed that the following indexing structure makes sense:
 1. Address_Date_DocumentNameOrType_Number
 2. Ex. 310ChurchSt_10.24.20_SepticPlan_2



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- iii. Next steps: BME will touch base with the Rockland procurement team to issue an RFQ through the state contract.

Motion to approve the Digitization Statement of Work

Nick motioned to approve the Digitization Statement of Work, Delshaune seconded.

Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Stepped away.

Rockland: Y

Motion approved.

E. Other Business

- a. Upcoming Meeting Schedule. The next meeting is scheduled for Tuesday, December 3rd. The regular 10AM - 12PM meeting time conflicts with the Community of Practice meeting scheduled for 11AM.
 - i. The group expressed interest in meeting from 10AM - 11AM, rather than an earlier two-hour block.
 - ii. As a reminder, we propose an in-person meeting on Tuesday, December 17th. The meeting can serve as an end of year wrap-up and holiday party.
 - 1. The Town of Rockland will host.
 - 2. The group decided to shift the meeting to 11AM to 1PM to allow for a lunch meeting.

F. Community Updates

- a. Delshaune: The Town of Rockland might be having a Vaccine Van clinic in December.
- b. Ben: Norwell is experiencing staff turnover. Please bear with us as we transition.

Next Meeting

The next coalition meeting will be **Tuesday, December 3rd from 10AM to 11AM.**

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 11:18 AM.

Documents referenced during the meeting

- SS5 November 19th Meeting Slides
- South Shore 5 Public Health Alliance Request for Public Participation form
- Draft Digitization Statement of Work