



South Shore 5 Public Health Alliance

Date: October 22nd, 2024
Time: 10 am - 11 am
Hybrid Meeting Location: In Person: Rockland Health Department, 242 Union St, Rockland MA 02370 Health Department Office Virtual: https://us06web.zoom.us/j/87971076482

Voting members in attendance:

Kathy Duddy, Administrative Assistant, Marshfield
Ben Margro, Health Agent, Norwell
Delshaune Flipp, Director/Health Agent, Rockland

Non-voting members in attendance:

Cynthia Baker, BME Strategies
Haleigh Schultz, BME Strategies
Kim Dixon, Director of Public Health/Health Agent, Hanover
Nancy Funder, PHN & Inspector, Hanover
Derek Vozzella, Executive Administrative Assistant, Hanover
Lisa Cullity, Health Agent, Pembroke

Non-member attendees:

Maureen Jasie, Pembroke

Opening

3/3 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:07 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
Rockland: Y



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Motion approved.

A. Approval of Past Meeting Minutes

Motion to approve the October 3rd meeting minutes

Kathy motioned to approve the October 3rd meeting minutes, Ben seconded.

Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Abstain

Motion approved.

B. Announcements & Reminders

- a. Larry Ramdin, who many of you know by now, will hopefully be attending the November 5th meeting
 - i. To prepare for the conversation, please consider remaining questions you have, and resources or materials that would be helpful
- b. The deadline to apply for the RIZE Municipal Matching Grant for Opioid Response has been extended to November 15th. Please find additional information in the PHE Grantee meeting notes, or on the Mosaic website.
- c. The MPHA Annual Meeting, *Moving at the Speed of Trust: Advancing Community-Led Policy Solutions*, is scheduled for December 10th, from 9AM to 1:30PM. The session is virtual.
 - i. Registration is now open on the MPHA website
- d. Upcoming PHE dates:
 - i. October 31st: Annual Notification Memorandum circulation deadline
 - ii. October 31st: IMA execution deadline
 - iii. December 2nd: Term 1 reporting deadline

C. FY25 Planning

- a. Hiring - PHN Updates
 - i. We continue to receive applications! We have received over 15 applications so far.
 - ii. The hiring subcommittee is scheduled to meet this afternoon.



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- iii. Next steps: BME will continue to monitor incoming applications. In collaboration with the hiring subcommittee, BME will conduct first-round phone screens. Selected candidates will attend a second-round panel interview with the subcommittee.
- b. Hiring - Inspector
 - i. Haleigh met with Alfred and Linda of ALSCO on Monday. They are excited about the possibility of expanding services to all five towns but need additional information to confirm there is reasonable capacity and coverage.
 - 1. ALSCO will reach out to Hanover, Norwell, and Pembroke to discuss inspection logistics. Please be on the lookout for an email. To prepare for the conversation, consider:
 - a. When you would need coverage
 - b. Your current capacity
 - c. Weekend needs (particularly Sundays)
 - d. How far in advance you would be able to provide notice or request support
 - e. Types of inspections - complexity, multi-vendor events, etc.
 - ii. BME will continue to explore options for a formal partnership and agreement.
- c. Hiring - Social Worker
 - i. The group confirmed that they reviewed the Job Description. Lisa agreed that the scope of work feels comprehensive, but she would like to see more of a focus on mental health, hoarding, and chemical dependency. She noted that while this candidate will be a social worker, there is a very specific public health focus associated with the role that may not fall under the traditional social worker scope of work.
 - ii. The group confirmed that a social worker with credentials feels more appropriate than a Community Health Specialist at this time. Lisa noted that having someone who could support from the early stages of case management all the way through court cases (if applicable) would be super helpful. From a legal standpoint, we want our communities protected. Ben and Delshaune concur.
 - 1. Ben agrees that this will fill a gap that the Health Departments alone cannot fill.
 - iii. Job logistics - the group confirmed that the qualifications, experience, and pay are appropriate. Cynthia noted that the salary was based on market research and pay ranges for similar positions. We will adjust if necessary depending on the market and applicant pool.
 - iv. Next steps:



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1. Haleigh & Cynthia will adjust the language in the Draft Job Description to better reflect the focus on mental health, hoarding, and chemical dependency. In addition to collaboration with fire, police, and COAs, partnership with schools and nursing staff will be noted. The ability to flex as necessary to address issues as they arise outside of regular working hours will be called out.
- d. Digitization
- i. Each town to report on the following questions:
 1. How are your town's files organized? (By address, file type, topic, size, etc.)
 2. What types of files do you have? (Large format, septic, handwritten, etc.)
 3. What proportion of your documents might require special handling or instruction? (For example, large format files)
 4. How would you like the files indexed?
 5. Will you provide specific instructions for indexing, or would you prefer the vendor designs the indexing system?
 6. How should files be handled post-scan? (Returned in their original folder, only a portion returned, all destroyed, etc.)
 - ii. Pembroke:
 1. Files are organized entirely by street address, without exception.
 2. All towns with septic include large format files.
 3. The proportion of documents needing special handling depends on the definition. Large format files will need to be scanned appropriately.
 4. Indexing should occur by street address. Street first, number following.
 5. We hope the vendor will provide guidance and support as subject matter experts. Preferred street, then number.
 6. Preference to retain digital files only (meeting guidance and requirements from the state).
 - iii. Rockland: Agrees with Pembroke. Noted that there won't be many large format files, as Rockland is on a sewer system (rather than septic). Defers questions about destruction to town council.
 - iv. Marshfield: Would feel more comfortable retaining files and dealing with destruction internally.
 - v. Hanover: Agrees. The indexing system with streets then numbers makes the most sense. Would also like files returned.
 - vi. Norwell: Ben noted that it's useful to put out a public notice that files will be off-site for digitization in the event of a public records request. Vendors are able to provide the document in a digital format if requested. The vendors are also



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able to handle destruction and all related forms. Cynthia agreed that this will be written out and agreed-upon by all parties during the RFP and contracting process.

- e. Cynthia reiterated the importance of outlining an indexing system up-front. To clarify, it would be helpful to know whether folks have sub-folders or files divided by type within each address folder. Typically, digitization companies will organize those files by the metadata outlined on the file itself.
 - i. Kathy noted that during site visits, MRM confirmed that towns can go in and file documents into sub-folders.
 - ii. Lisa suggested that Title 5 documents would be easy for the vendor to subdivide.
 - iii. Marshfield reiterated that they have been spending time to physically organize and reduce files in preparation for digitization.
- f. Next steps: We will continue to update the RFP with explicit language to capture the needs of each town and the scope of the project. Procurement options include issuing the RFP (and inviting MRM to apply), or using the state contract with an RFQ. Cynthia acknowledged that a one size fits all approach might not be appropriate, as each town has different systems in place. We plan to recirculate the updated RFP for review at our next meeting.

D. Other Business

- a. IMA Updates
 - i. Community updates from Hanover and Pembroke
 - 1. Pembroke: After much deliberation and discussion, the Board voted unanimously to approve the IMA and move forward with execution.
 - 2. Hanover: BME will be presenting at the town's Board of Health meeting tomorrow.
- b. Meeting Planning
 - i. Next meeting is Tuesday, November 5th from 10AM to 12PM
 - ii. Meetings for the rest of the year:
 - 1. November 5th
 - 2. November 19th
 - 3. December 3rd
 - 4. December 17th

Next Meeting

The next coalition meeting will be **Tuesday, November 5th from 10AM to 12PM.**



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Motion to adjourn meeting

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

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Had to leave early

Pembroke: Y

Rockland: Y

Motion approved.

Meeting adjourned at 11:05 AM.

Documents referenced during the meeting

- SS5 October 22nd Meeting Slides
- Social Worker Job Description (DRAFT)