



South Shore 5 Public Health Alliance

Date: October 3rd, 2024
Time: 10 am - 12 pm
Hybrid Meeting Location: In Person: Rockland Health Department, 242 Union St, Rockland MA 02370 H. Bernard Monahan Hearing Room Virtual: https://us06web.zoom.us/j/83474047931

Voting members in attendance:

Nick Corcoran, Assistant Director, 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
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 10:04 AM.

Motion to start the meeting

Nick motioned to start the meeting, Delshaune 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. Confirm review & approval - September 17th minutes

Motion to approve September 17th meeting minutes

Delshaune motioned to approve the September 17th meeting minutes following an update to Derek's title, Ben seconded.

Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

B. Announcements & Reminders

a. Announcements

- i. Welcoming our third official voting member... Norwell! IMA has been fully signed
- ii. The PHN role is live - more updates to come
- iii. BME reached back out to Michael Hicks with all of the license elections and user information that the coalition helped provide. Stay tuned for next steps on Town Agreements and onboarding.

b. Reminders

- i. Please continue to use the South Shore 5 Expenditure Request Form for any expense requests (thank you to everyone who submitted a request for Rat Explosion!)
- ii. Rat Explosion Seminar - November 7th, 2024
 - 1. Ben noted that rats are being transported on State-issued vehicles, such as those that visit ports. When the vehicles are parked, rats get into the wheel wells and are then transported back to communities when workers drive home.

- c. Training plans are scheduled to be sent out tomorrow morning (October 4th)



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- i. You will receive your individualized training requirements and recommendations, a personal training tracker (in Google Sheets), and a training resource document (SS5 Training Resource Guide)
 - 1. The resource document provides eligibility information, registration instructions, and additional information (when applicable) for all trainings associated with the Workforce Standards
 - 2. Please note, this is not an exhaustive list of all available trainings. Please feel free to explore additional training opportunities or complete trainings that are not included in your individualized plan. We are happy to support or provide assistance!
 - 3. Cynthia noted that contact hours (reflected in Train MA) are not necessarily representative of the number of hours that it takes to complete each training. These courses are self-paced.
- d. Annual Notification Memorandum
 - i. As part of the requirements for grant administration, the lead municipality (or SSC's on behalf of the lead municipality) are required to send an annual notification to all participating municipalities
 - ii. This is a one-way communication that requires no response - it contains standard language describing the grant and an overview of PHE participation. Each town will:
 - 1. Work with the lead municipality and the SSA to share services within the scope of the grant
 - 2. Use funds to augment existing public health infrastructure and programs (without supplanting)
 - 3. Join only this SSA
 - iii. By Friday, October 4th, please send Haleigh & Cynthia the following contacts for your town:
 - 1. Mayor, Town Administrator, or Town Manager
 - 2. Chief Financial Officer
 - 3. Select Board Chair or Board of Selectmen Chair
 - 4. Board of Health Chair

C. FY25 Planning

- a. Hiring - PHN Updates
 - i. The role has been posted on the Rockland town site, Indeed, MHOA, MMA, and MAPHN
 - ii. We already have multiple applicants!
 - 1. Cynthia and Haleigh will continue to monitor incoming applications



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- iii. Next steps
 - 1. Development of standard interview questions
 - 2. Meeting with the hiring subcommittee - Haleigh will reach out to schedule
 - 3. Initial screening of applicants
 - iv. Kim asked whether all candidates will be passed along to the Hiring Subcommittee, or if only top applicants will be forwarded. Cynthia clarified that she has used a comparison matrix in the past to ensure fair consideration of every candidate. BME can tailor the interview template to focus on specific aspects of the role, or areas that the group has deemed priority.
- b. Hiring - Inspector
- i. Based on previous conversations, the group expressed interest in food protection support, primarily providing surge or emergency support
 - 1. This role will expand current food protection capacity, which may free up current inspectors (take existing pressures off, or allow flexibility in other inspectional areas)
 - ii. Circling back to our last conversation regarding ALSCO expansion, do Hanover, Norwell, and Pembroke have an estimate of the number of establishments that would require ALSCO coverage?
 - 1. Reminder: Bucket A approach - provide a comprehensive list of establishments up front. Bucket B approach - provide a list of inspections on a monthly basis (dependent on surge, events, etc.).
 - 2. Will each town be able to provide a comprehensive list on an annual basis, or provide a month-by-month list of needed inspections?
 - a. Kim indicated that Hanover needs additional surge support for special events, such as the upcoming Gluten-Free Festival.
 - b. Lisa agreed that special events such as farmer's markets and festivals are an emerging inspectional need in Pembroke. These events typically take place after hours or over the weekends.
 - c. The group confirmed that Bucket B feels appropriate - a month-by-month basis for additional coverage aligns with anticipated need.
 - 3. Can we rule any other options (contractor, 0.5 FTE) out?
 - a. Delshaune reiterated her positive experience with ALSCO. In addition to coverage, they provide an educational component, training resources, and multilingual services through their inspectors.



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- b. Kim noted that they also have multiple inspectors on staff, which is an additional benefit for backup coverage.
 - c. Ben asked if contract expansion would have to go out to bid through official procurement processes. Cynthia noted that the total would fall within the \$10,000 - \$50,000 range, which would require two additional quotes from other service providers.
 - d. Cynthia clarified that we have an opportunity to formalize and consolidate a contract with ALSCO. We can identify the best fit for the group. A formal contract with ALSCO will need to benefit both parties.
 - i. Ben offered to share RFPs for similar proposals.
 - 4. Next steps: BME will work on putting together an RFQ and loop back to ALSCO to further gauge whether this will be a good fit, then return to the group with outstanding questions and additional information.
 - a. Derek asked what the process would entail if the group did not go with ALSCO.
 - i. This would be a larger conversation with the group to figure out the best approach.
- c. Digitization Updates
 - i. Updates from each community - per our last conversation, were folks able to identify any priority areas or opportunities for a phased approach?
 - 1. How are your files currently organized?
 - 2. Which files would you like to digitize first?
 - 3. Timeline moving forward
 - ii. Hanover has 12 cabinets of 4 drawers. Kim asked whether MRM would update the quote if the Hanover team were to go through the files and get rid of excess documents. Cynthia clarified that current quotes are based on site visits. We aren't worried about bringing the quotes down, but rather how to split up the project. As is, our budget cannot accommodate full digitization in all four towns during this fiscal year.
 - 1. Based on previous experiences, BME would like to touch base with MRM to better understand quotes and discuss scanning logistics, such as high-fidelity resolution, OCR level, and full-color scans.
 - 2. Based on current quotes, ongoing document cloud storage is not included.
 - iii. Next steps: We need to reissue a new RFP with more specific language to capture the digitization needs of the coalition.



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1. Ben noted that scanned documents will need to comply with ADA guidance per Chapter 2 requirements. Standard OCR that doesn't allow searchability for handwritten text.
- iv. Have towns started organizing files?
 1. Marshfield and Pembroke are ready to go. Rockland and Hanover are working to organize documents and get rid of excess documents. Lisa reiterated that digitization is a top priority in Pembroke.

d. Capacity Self-Assessment Results

- i. Huge progress from 2022 CART to the 2024 Self-Assessment
 1. Administration: 88% of performance standards met (+ 16%)
 2. Community Sanitation: 86% of performance standards met (+ 15%)
 3. Disease Control & Prevention: 100% of performance standards met (+ 20%)
 4. Environmental Protection: 92% of performance standards met (+ 21%)
 5. Food Protection: 93% of performance standards met (+4 %)
 6. Housing: 100% of performance standards met (+13 %)
 7. Tobacco Use Prevention: 100% of performance standards met (+ 4%)
 8. Other: 71% of performance standards met (+ 12%)
 9. Aggregated results: 91% of performance standards met (+ 13%)
- ii. Trends:
 1. There is still opportunity for additional training, understanding of requirements, and increased staff coverage, though staffing challenges and funding are less of a limiting factor now (compared to 2022)
- iii. Opportunities:
 1. Training in lead determination and hoarding
 2. Additional staff in environmental protection and licensing
 3. In the future, we can use this self-assessment as a foundation for strategic planning, informing FY26 Workplan activities and priority areas, and identifying training opportunities
 4. We are happy to review results on a town level with each of you - DPH Technical Assistance services are also a great resources for reviewing results and guiding next steps
- iv. Training updates:
- v. Nick was unable to get into the Housing Tier 2 course, along with Norwell's inspector. As a reminder, everyone should maintain a record of applications and attempts to register for courses, especially those relating to the workforce standards.



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1. The Personal Training Tracker can be used to track progress and applications (in the Notes/Comments section).
2. BME will circulate information for upcoming Tier 2 and Tier 3 courses. We will coordinate with our Training Hub Coordinators to ensure information and feedback are accurately communicated.

D. Other Business

a. IMA Updates

- i. Three towns have signed - Rockland, Marshfield, and Norwell
- ii. As a reminder, the second FY25 payment is contingent on full IMA execution (for all towns in the coalition). This is not meant to be punitive, but is instead a procedural requirement from a grant administration standpoint.
 1. Payments are batched - even if we're only a few days late to fully execute the IMA, we don't know when our "batch" of second payments would go out... this could depend on other SSAs.
- iii. Lisa anticipates that the Pembroke Board will sign soon. She noted some items for a future vote, including the identification and establishment of a Chair and Co-Chair, as well as a formal vote on meeting governance. We will need to realign on public comment during meetings.
 1. Some towns require advance notice or request for public comment or agenda items.
 2. We ask that all towns consider these items (and discuss with your Boards) for future discussion. We will bring these items up when all towns have executed the IMA, such that all towns have equal voting power and representation.

b. Q2 timeline

- i. Next steps in each Workplan area
 1. PS1: Inspector - Continue the discussion and hire/expand food protection services
 2. PS2: PHN - Hire a PHN by the end of the year
 3. PS3: Training - Continue expanding training resources and identifying opportunities
 4. S1: Digitization - Identify priority areas for phased digitization, procurement process
 5. S2: Strategic Planning - Explore Capacity Self-Assessment results
 6. E1: Vaccine Access - Attend Community of Practice meetings
 7. E2: Social Worker - Regroup on needs and develop Job Description



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- ii. Social worker regroup
 - 1. Based on previous conversations, the goal is to hire a CHS or Social Worker to provide social outreach services, case management, and enforcement of legal and ethical standards across all communities
 - 2. Priority areas include case management support for hoarding and community health, as well as leveraging partnerships with other departments or community partners
 - a. Special attention to resource coordination and outreach
 - 3. Cynthia confirmed that this role hopes to connect folks with resources, bridging gaps and providing an avenue between organizations, community partnerships, and available resources.
 - 4. Next steps: the group confirmed that this scope of work still feels appropriate. BME will put together a preliminary Scope of Work/Job Description for the group to review.
- c. Meeting Planning
 - i. October meetings:
 - 1. To avoid future scheduling conflicts, trainings, and holidays, Haleigh proposes maintaining the regular two-week meeting cadence, but shifting the schedule by one week. The group agreed.
 - 2. The next meeting will take place on October 22nd, from 10:00 am to 12:00 pm (hybrid). Haleigh will send a recurring meeting invite for the remainder of the calendar year.
- d. Action Items & Upcoming Activities
 - i. Action items
 - 1. By October 11th: provide Haleigh & Cynthia with your town's contact information for the Annual Notification Memorandum
 - ii. Upcoming activities
 - 1. Rat Explosion Seminar - November 7th, 2024
 - 2. Hiring Subcommittee meeting - TBD

Next Meeting

The next coalition meeting will be Tuesday, October 22nd from 10:00 am to 12:00 pm.

Motion to adjourn meeting

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



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Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Meeting adjourned at 12:01 PM.

Documents referenced during the meeting

- SS5 October 3rd Slides
- Personal Training Tracker Example
- PHE Annual Notification Memorandum language
- MRM Digitization Quotes