



South Shore 5 Public Health Alliance

Date: September 17th, 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/89916140107

Voting members in attendance:

Nick Corcoran, Assistant Director, Marshfield (virtual)
Delshaune Flipp, Director/Health Agent, Rockland (in person)

Non-voting members in attendance:

Cynthia Baker, BME Strategies (virtual)
Haleigh Schultz, BME Strategies (in person)
Kim Dixon, Director of Public Health/Health Agent, Hanover (in person)
Nancy Funder, PHN, Hanover (in person)
Derek Vozzella, Health Agent, Hanover (in person)
Ben Margro, Health Agent, Norwell (in person)
Lisa Cullity, Health Agent, Pembroke (virtual, joined late)

Non-member attendees:

Maureen Jasie, Pembroke

Opening

2/2 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:06 AM.

Motion to start the meeting

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

Roll Call Vote

Hanover: Y
Marshfield: Y
Norwell: Y
Pembroke: not present
Rockland: Y



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Motion approved.

A. Approval of Past Meeting Minutes

- a. Confirm review & approval - August 27th minutes

Motion to approve August 27th meeting minutes

Delshaune motioned to approve the August 27th meeting minutes, Nick seconded.

Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

B. Announcements & Reminders

a. Announcements

- i. Thank you all for your participation in the Training Survey! We will be reviewing results today and circulating individualized training plans by the end of the week
- ii. The first PHE disbursement has been received by Rockland - iPads coming soon! iPad requests reviewed and confirmed during the meeting as follows:

Hanover - 3

Marshfield - 1

Norwell - 1

Pembroke - 3

Rockland - 2

TOTAL: 10

- a. Delshaune asked whether there are any specs necessary for the iPad ordering. Ben suggested that the latest iPad model will be more than sufficient, with adequate photo and software compatibility. There is no need to wait until the next model of iPad is released.
- b. The group discussed options for wifi access and cellular data. The group decided that the wifi-only iPads would suffice, as cellular data plans for municipal staff members fall outside the scope of the grant. If needed, the group may explore mobile hotspot options for additional offline capacity.



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- c. Cynthia reminded the group that Michael confirmed that inspections using Relavent software can be done entirely offline. The inspection, including all photos and notes, will then sync to the system once connected to wifi.
 - iii. Delshaune made a note to check in with the Marshfield team regarding inspectional supply purchases requested at the end of FY24. Nick will report back.
 - iv. MHOA Conference registration status - The pre-registration was never paid at the end of FY24. Haleigh reassured the group that there is adequate funding allotted in the Training and Credentialing line item to proceed with registration using FY25 funds.
 - 1. Delshaune, Kathi, and Kim will no longer be attending the conference. Nick, Gary (per Nick), and Ben confirmed their intention to attend. Lisa will report back as to whether she and Pete are able to attend.
 - 2. Delshaune asked if travel is covered by PHE funds. Cynthia noted that travel reimbursements are tied to Federal GSA rates. Folks can reimburse up to the Federal GSA rate in the location of the event (for example, for mileage reimbursement to Springfield). It may not cover the entirety of travel costs, but is meant to contribute.
 - a. Reminder - travel funds and reimbursements cannot supplant existing funding. Haleigh & Cynthia encourage each town to explore travel options from municipal funds.
 - b. Reminders
 - i. All communities are to complete the Capacity Self-Assessment by **Friday, September 20th**
 - 1. Thank you to those that have submitted - we've already received two self-assessments
 - ii. For future spending requests, please utilize the [SS5 Expenditure Request Form](#)
 - 1. Haleigh will circulate this link with the meeting minutes
 - 2. The form allows us to track internal requests, invoices, and provide adequate documentation to DPH during expenditure reporting
- C. FY25 Planning**
- a. Hiring - PHN
 - i. Confirm review of latest PHN Job Description draft
 - 1. Updates since the last meeting
 - a. Increased the weekly commitment to 15-19 hours/week
 - b. Added the hourly wage - \$38-\$40/hour
 - 2. Any additional feedback or proposed changes?



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ii. Next steps

1. Confirmation of Hiring Subcommittee - reminder, no more than 2 voting members (quorum)
 - a. Delshaune
 - b. Nancy F.
 - c. Kathi Ryan?
 - d. Marshfield representative
2. Rockland HR to approve the JD, Rockland to post
 - a. Goal: posted by the end of September
 - b. Each community is welcome to post an announcement on their individual town sites
 - c. MHOA, MAPHN, MMA, Indeed
 - d. Ben: Let HR folks know that if they get any communications to send to Rockland but want to limit confusion
3. Once posted, BME will conduct initial application screenings. Qualified candidates will be passed along to the Hiring Subcommittee for additional screening, interviews, and final selection
 - a. The selected candidate will be presented to the Advisory Board for final approval
 - b. Cynthia: BME has a template format that we've been leveraging, with the possibility of tailoring the questions to the candidates based on the posting and need, or specific areas of competency that we want to be a part of the ongoing hiring process

Motion to approve PHN Job Description

Delshaune motioned to approve the PHN Job Description, Nick seconded.

Roll Call Vote:

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.



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- b. Hiring - Inspector
 - i. ALSCO conversation with Alfred & Linda Scoglio - Cynthia and Haleigh met with Alfred and Linda to discuss services offered and potential contract/coverage expansion
 - 1. Two approaches - towns can either provide a comprehensive list of establishments up front (like Rockland), or provide a monthly case-by-case list of needed inspections (like Marshfield)
 - 2. Pricing structure - fixed prices for contracts with a fairly steady inspection demand, such that longer/more complex inspections and shorter/straightforward inspections balance out
 - 3. Emergency support: often doable, but it depends on the scope of the request and timing (for examples, ALSCO's inspectors typically don't work on Sundays)
 - 4. For expansion, this needs to feel like a value-add for both the coalition and ALSCO
 - a. Which of the two approaches feels realistic for Hanover, Norwell, and Pembroke?
 - b. To understand potential scope, can towns (Hanover, Norwell, Pembroke) provide an estimated number of establishments they would reasonably anticipate having ALSCO inspect on a monthly basis?
 - i. Seasonal fluctuations, surge support, etc.
 - ii. Next steps:
 - 1. Determination of ALSCO, contractor, or FTE employee
 - a. If interested in ALSCO expansion, Hanover, Norwell, and Pembroke to estimate number of establishments and need
 - iii. Nick confirmed that Marshfield mostly uses ALSCO for weekend coverage and events. Ben is looking for weekend and emergency coverage in Norwell, as Cindy is full-time with another SSA. Delshaune confirmed that Rockland never had their own food protection inspection.
 - iv. Ben noted that food inspections are often predictable and pre-scheduled, unlike housing and other emergency inspections. The time frame and training requirements might serve as a potential obstacle for hiring a new municipal shared staff member.
 - 1. The Hanover team confirmed that the unpredictability of many inspections, as well as the responsibilities of inspectors to cover all inspection types, creates a strain on capacity.



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- v. Ben has started the FDA prerequisite coursework, which is a huge time commitment. He also noted the recent update in Workforce Standards, such that previously “recommended” items are now “required” for certain roles.
- vi. Kim, Ben, and Nancy noted that not everyone is able to complete the coursework required to meet Workforce Standards compliance on their own time. It’s hard to balance work responsibilities with the time commitment of current training expectations. This is a consideration for future hiring needs. Cynthia agreed that it’s best practice to outline training requirements in alignment with the Workforces Standards in job descriptions.
- vii. Ben is waiting to hear back from Norwell’s legal team in regards to the waiver requirement and expectations for existing municipal staff. The language of the training waiver is targeted towards new staff members. Delshaune raised the question of who (or which department) is monitoring compliance with Workforce Standards. Ben noted that new hires are not legally allowed to conduct inspections until certain training requirements are met.
- viii. Cynthia noted that training prerequisites for FDA coursework has been reduced for Tier 1 and Tier 2 training courses. The Training Hubs hope to make the training commitment a bit lighter. We can follow up with the Workforce Standards Development Unit to clarify outstanding questions and report back to the group.
- ix. With the new training requirements, the hope is to standardize the training and credentialing process for new employees. Formerly, folks could have received different types of training from different places, which was an equity and sustainability concern across the state. For existing staff members, we are playing catch-up to align (to the best of our abilities) with current Workforce Standards. PHE funds are meant for exactly this - to provide additional capacity and funds for training and credentialing to better equip communities.
- x. The training survey hopes to help us understand the current status of training and credentialing across the coalition. Individualized training plans, which will go out by the end of the week, will provide resources, instruction, and outline next steps for individual health department staff members.
- xi. The Workforce Standards continue to involve. We will keep everyone updated with updates or upcoming training opportunities. The path towards achieving training levels outlined in the Workforce Standards will look different for everyone.
- xii. Nancy noted that it would be helpful to know when and where winter, spring, and summer training courses will happen. That way folks can plan accordingly. Cynthia acknowledged that it can be difficult to get a spot in courses (as they do



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fill up), but we encourage folks to keep trying. DPH knows that capacity and space for training does not meet demand. Don't feel discouraged!

- c. Training Survey Results - Slides were skipped as all information was relayed in the prior conversation.
 - i. As a reminder, folks will receive individualized training plans from Haleigh by the end of the week.
 - ii. We received 12 responses (and counting) across the coalition, representing 5 different role types.
 - iii. PHE funds can be leveraged to support folks in next steps.
- d. Digitization Updates
 - i. Quotes:
 - 1. MRM - site visits and estimates -
 - a. Total estimate of \$167,690 for the project
 - 2. Our budget currently allots nearly \$70k to digitization for FY25, though there will likely be additional funding available from other areas such as hiring. That said, even if additional funding becomes available within the budget, we do not have the ability to conduct this project in full.
 - ii. Options for digitization moving forward - come Q2, we want to have a comprehensive understanding of procurement needs and the ability to start the project when appropriate. In order to proceed, we recommend a phased digitization effort, where we can break the project into more manageable pieces.
 - 1. Phased digitization - how do folks have their files organized currently? Opportunity for phased projects by file type, file size, subject matter, etc.
 - 2. Ben noted that Norwell is currently going through documents manually, in an effort to organize and get rid of any unnecessary documentation. That way, only documents that need to be retained are scanned.
 - 3. Kim expressed concerns for sustainability and future maintenance, as the current estimates only include the initial phase. More documents will need to be scanned and stored in the future.
 - 4. Ben clarified that once documents are scanned, they are accessible (either internally or publicly) on a cloud-based database. Each digitization company likely has their own database system. The physical copies can be destroyed once successfully scanned.
 - 5. Haleigh noted that this will require up-front coordination and investment. If the group has any file types or priority areas in common, we can decide how to structure the project into distinct phases.



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6. Cynthia reiterated that the goal of presenting these estimates is to demonstrate the sheer scope of the project, as well as provide context for a phased approach. We want to make sure this project is funded sustainably, while scanning documents in a way that will provide valuable and usable (readable) results.
7. The group was unable to identify a single document type that all towns have in common, though many towns organize files by street address. In this case, we ask that towns consider priority areas, and we will return to this conversation at our next meeting.

D. Other Business

a. IMA Review

i. Community updates

1. Hanover: We are meeting with town counsel this week.
2. Marshfield: Signed!
3. Norwell: Board meeting Monday. Town administration is at the ready.
4. Pembroke: The IMA is on the next board agenda - they had previously affirmed the intention to join and sign. The Town Manager is ready.
5. Rockland: Chair and then administrator. We will have signatures as soon as possible.

ii. Timeline for review

1. If possible, we hope to gather all signatures across the coalition to execute the IMA before our first October meeting
 - a. The meeting falls right at the beginning of Q2, and allows ample time to execute before the deadline of October 31st
 - b. The group confirmed that this feels feasible.

b. Relavent Next Steps

- i. Confirmation of Relavent licenses - we need to revisit and finalize remaining Hanover/Pembroke details. The Hanover team will stick around after the meeting to confirm elections.
- ii. Next steps - Haleigh & Cynthia will coordinate with Michael to arrange town agreements and/or an FY25 contract. Relavent will then schedule onboarding community training sessions.
 1. Each town will need to review and sign individual town agreements - the sooner the better!

c. Meeting Planning

- i. Next meeting - Tuesday, October 1st from 10:00 am to 12:00 pm



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1. This meeting will serve as an opportunity to review and closeout Q1, and provide a planning kickoff for Q2
 - ii. In-person option to meet in Rockland
 - iii. We will touch base on meeting preference and recurring cadence at our next meeting. We ask that folks review their calendars and determine what schedule might make the most sense for Q2.
- d. FY25 Timeline
 - i. Action items (for the towns to complete)
 1. ASAP - Reach out for additional IMA support
 2. By September 20th - Capacity Self-Assessment
 3. October 1st - GOAL: All towns to sign the IMA
 - ii. Review timeline
 1. October 1st meeting
 - a. Review Capacity Self-Assessment results
 - b. Q1 recap
 - iii. Other
 1. End of September - PHN JD posted
 2. October 31st - IMA fully executed (hard deadline)

Next Meeting

The next coalition meeting will be **Tuesday, October 1st, from 10:00 am to 12:00 pm, with both in-person and virtual options.**

Motion to adjourn meeting

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

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Meeting adjourned at 12:06 PM.

Documents referenced during the meeting

- SS5 September 17th Meeting Slides
- SS5 Public Health Nurse Job Description