



South Shore 5 Public Health Alliance

Date: December 9th, 2025
Time: 9am - 11am
Meeting Location: Virtual: https://us06web.zoom.us/j/84901257203?jst=2 Meeting ID: 849 0125 7203

Voting members in attendance:

Derek Vozzella, Executive Administrative Assistant, Hanover
Nick Corcoran, Assistant Director, Marshfield
Megan Howell, Senior Administrative Assistant, Norwell
Lisa Cullity, Health Agent, Pembroke
Delshaune Flipp, Health Agent, Rockland (partial attendance)

Non-voting members in attendance:

Haleigh Schultz, Shared Services Coordinator, BME Strategies
Keri Ball, Regional Public Health Nurse
Lorena Rocha, Regional Social Worker

Voting members absent:

Kim Dixon, Director of Public Health/Health Agent, Hanover
Ben Margro, Health Agent, Norwell

A. Opening

4/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 9:04 AM.

Motion to start the meeting

Nick Corcoran motioned to start the meeting, Derek Vozzella seconded the motion.

Roll Call Vote

Hanover: Y
Marshfield: Y
Norwell: Y



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Pembroke: Y

Rockland: Absent

Motion approved.

B. Approval of Past Meeting Minutes

- a. The group confirmed review of the November 4th and November 18th meeting minutes

Motion to approve outstanding meeting minutes

Lisa Cullity motioned to approve the November 4th minutes with Hanover correction and approve the November 18th meeting minutes, Derek Vozzella seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Absent

Motion approved.

C. Announcements & Reminders

- a. DPH Monthly Webinars for Local Public Health
 - i. On the first Tuesday of every month, OLRH hosts webinars for Local Public Health from 3pm - 4pm. In 2026, the Zoom link will be the same. If you're not signed up, [register here](#).
 - ii. Special Topics Webinars:
 1. Tuesday, December 9th: Clinical Liability from MAHB
 2. Tuesday, January 20th: Health Insurance Portability and Accountability Act (HIPAA) from MAHB
 3. Tuesday, March 10th: SAPHE 2.0 Reporting: Performance Standards
- b. MHOA
 - i. The MHOA December Quarterly Meeting will take place from 10:00am - 11:30am on December 18th. The topic is Epidemiologists in Action: Your Local Health Department's Secret Weapon.



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- ii. The MA Epidemiology Collaborative will showcase how quantitative and qualitative data are being used to understand local health challenges, guide decision-making, and improve public health outcomes in local communities.
 - 1. [Register here!](#)
- c. MEHA Title 5 Seminar Announcement
 - i. MEHA recently announced the 2026 Title 5 Seminar, taking place from 8am - 4pm in Taunton on February 26th, 2026. [Registration is now open!](#)
 - ii. Tentative sign-ups include Delshaune, Nick, Lisa, and Ben. Nick went last year and shared that the conference offers useful information.
- d. SS5 Website Launch!
 - i. The new regional website has officially been launched! Haleigh provided a walkthrough of the website and invited feedback.
 - ii. If anyone has any resources, events, or content for the website, please let Haleigh know. She can make adjustments!

D. Regional Staff Highlight

- a. Keri and Lorena presented a summary of their current work and upcoming programming.
- b. Community Naloxone Program:
 - i. For the Community Naloxone Program, please send your town's primary opioid contacts (Police, Fire, Opioid Task Force, etc.) to Keri.
 - ii. If you have ideas for Naloxone Distribution Sites, please let Keri know!
 - iii. Keri had the official program orientation last week, which means SS5 is officially enrolled as an affiliate! The medications will be arriving today. Once the Naloxone bags are sorted, Keri will start distributing the kits.
 - 1. Keri started the outreach to the Police and Fire Departments. If there are other opioid contacts or specific town task forces, please don't hesitate to share that information. It can be hard to track down those details online.
- c. Keri is still working closely with the Councils on Aging, mostly in Marshfield and Rockland, to set up continuous programming and clinics. In a few months, Ask a Social Worker will launch to complement Ask a Nurse. Rockland starts in January, and Marshfield starts in March.



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- i. Lorena wants to see what these towns are doing and bring it to the other communities.
- ii. Lisa noted that now that the new Pembroke Community Center is ready, Pembroke is working on a new Emergency Plan. A sit down with the Community Outreach Coordinator and team will be perfect! Keri and Lorena can also leverage the Community Center for work space, as well as a public health room. Private meeting space is also available.
 - 1. The Center opened over the summer with a soft launch, but Pembroke is now ready to see additional programming.
- d. Rockland Stroll was a big hit! Keri and Lorena tabled the event, circulating information to residents, both about SS5 and public health interventions to prepare for the winter respiratory virus season.
 - i. Keri noted that the stroll made it clear how large the awareness gap is across SS5's communities - town residents don't know that SS5 exists.
- e. Keri and Lorena are in the early stages of collaboration with the South Shore Public Health Collaborative, comprising the towns of Hingham, Cohasset, and Scituate. In the future, they hope to work with the Public Health Nursing and Social Work teams for shared programming and resources.
- f. Haleigh noted that the regional staff team has been busy with supply and resource procurement, including folding tables for towns to use for outreach and tabling events. Pembroke would like a table. Megan will mention it to Ben to see if there's use in Norwell. Derek will check with Kim.
- g. For any regional programming needs, please don't hesitate to reach out to Keri, Lorena, or Haleigh to coordinate regional staff support!

E. Term 1 Recap

- a. Spending Status
 - i. As of 10/31, SS5 has spent 29% of our FY26 funds. There has also been a decent amount of spending since then!
 - ii. Last year at this time, we had only spent 11.5% of our yearly budget.
 - iii. Spending successes in FY26 include:
 - 1. Regional staff positions
 - 2. Health communications supplies
 - 3. Inspection software
 - 4. Contracted inspection support
 - 5. Digitization closeout



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b. Spending in T2 and T3

- i. As we forecast out spending for the remainder of the year, we're expected to see some funds free up from our Regional Inspector line item. Potential investments include:
 1. Additional contracted support (the group will need approval from our Program Coordinator to increase our ALSCO allowance)
 2. Strategic planning - for a shorter engagement, this could focus on a specific goal
 - a. Change management
 - b. Workforce development
 - c. Development of group mission and values
 3. Training investment

c. Budget Modification

- i. Haleigh walked the group through a proposed Budget Modification to better align SS5's budget with spending to date and future spending trajectory.
- ii. The budget modification:
 1. Decreases the Health Inspector salary from 12 months to 6 months (with a small buffer)
 2. Increases ALSCO allowance from \$7,500 to \$25,000
 3. Provides additional Office Supplies allowance for regional staff and Health Department supplies

Motion to approve proposed budget modification

Nick Corcoran motioned to approve the proposed budget modification as outlined, Lisa Cullity seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Absent

Motion approved.

d. Digitization Check-In



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- i. Delshaune mentioned that Rockland is having some issues with MetaSource. Nick agreed.
 1. In Marshfield, the office's scanner is not compatible with the MetaStor system, which creates additional work and transferring of documents.
 2. Rockland is paying for MetaStor and vouched for the ease and accessibility of the system.
 - a. Delshaune is still working through the indexing system and learning how to correctly attach files to their respective folder.
 3. Lisa echoed the same issue, as not everything in Pembroke has been scanned yet. There is some confusion around scanning and uploading additional documents as new information comes in. She suggested there might be some additional training opportunities with the MetaSource team to better align on platforms and systems.
 4. Many towns experienced sticker shock with the long-term use of MetaStor for file storage and platform access.
- ii. For towns that aren't pursuing MetaStor, they will have to check with their IT department to understand the options and local storage space. During prep calls, all towns noted that they had ample storage on their local drives.

F. Workplan Check-In & Fiscal Year '26 Planning

Sustainability Objective 1	Communication & Engagement: Raise community awareness of shared services and benefits to residents.
Sustainability Objective 2	Expanded Sharing of Internal Resources: Explore opportunities for expanded sharing of services.
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.
Performance Standards Objective 2	Targeted Training Opportunities: Facilitate targeted training opportunities for staff members to address gaps in meeting the performance standards.
Performance Standards Objective 3	Disease Control & Prevention: Ensure adherence to infectious disease case investigation requirements, while enhancing staff training, capacity, and quality improvement initiatives.
Elective Objective 1	Inventory Management: Establish an inventory management system to streamline procurement processes and accurately monitor all purchases.
Elective Objective 2	Social Worker & Case Management: Hire a Community Health Worker/Social Worker to support outreach and care coordination services for SSA residents.



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a. Workplan Progress

- i. The group is making a lot of great progress! Activities that are stalled include Regional Inspector hiring, which is stalled as the group continues to navigate hiring needs and priorities.
- ii. The Inventory Management elective objective is not yet started, but it is scheduled for the latter half of the fiscal year.

b. Expanded Sharing of Internal Resources

- i. To better understand the group's needs and opportunities for expanded sharing of internal resources, per the workplan, Haleigh walked the group through an activity to scope capacity gaps and challenges. The goal is to assess the level of shared service adoption of each Participating Municipality and identify opportunities for improved sharing of services, while identifying and addressing barriers to sharing services as applicable.
- ii. Lisa noted that a primary need is data storage and data recall - that's Pembroke's biggest challenge right now.
 1. This grant could help municipalities moving forward with the creation of a platform, funding that platform, or long-term investment in that area.
 2. There was all of that METRIK funding that was going to be put towards this system - towns want to see PHE as a whole move in this direction.
 3. Accessibility to the municipalities, but also to the public. That was always a top goal - centralizing the access to materials and health information.
 4. All mid to smaller sized towns are still facing this challenge.

c. Workplan Action Items

- i. Upcoming activities include:
 1. Translation of the SS5 Coalition Fact Sheet
 2. Identifying opportunities for increased sharing of internal resources
 3. Creating an SOP or process to allow towns to request additional regional staff support
 4. Update individualized training plans
 5. Source a Health Equity Training for the coalition
 6. Conduct an internal audit of SS5 supplies



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- ii. Haleigh will put together a list of supplies ordered in FY25. Towns can then check off items that were ordered and received, with loose inventory counts as possible.

G. Adjournment

- a. Upcoming meetings:
 - i. December 16th - the group voted to cancel
 - ii. December 30th - cancel due to holiday
 - iii. January 13th
- b. If towns are unable to attend an upcoming coalition meeting, please let Haleigh know for planning purposes.

Next Meeting

The next coalition meeting will be Tuesday, January 13th from 10AM to 11AM.

Motion to adjourn meeting

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

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Absent

Motion approved.

Meeting adjourned at 10:47 AM.

Documents referenced during the meeting:

- December 9th Meeting Slides
- SS5 Coalition Website