



## South Shore 5 Public Health Alliance

<b>Date:</b> November 18th, 2025
<b>Time:</b> 10am - 11am
<b>Hybrid Meeting Location:</b>  Virtual: <a href="https://us06web.zoom.us/j/84901257203?jst=2">https://us06web.zoom.us/j/84901257203?jst=2</a> Meeting ID: 849 0125 7203

### **Voting members in attendance:**

Kim Dixon, Director of Public Health/Health Agent, Hanover  
Nick Corcoran, Assistant Director, Marshfield  
Megan Howell, Senior Administrative Assistant, Norwell

### **Non-voting members in attendance:**

Haleigh Schultz, Shared Services Coordinator, BME Strategies  
Nancy Funder, Public Health Nurse/Inspector, Hanover  
Derek Vozzella, Executive Administrative Assistant, Hanover  
Keri Ball, Regional Public Health Nurse  
Lorena Rocha, Regional Social Worker

### **Voting members absent:**

Ben Margro, Health Agent, Norwell  
Lisa Cullity, Health Agent, Pembroke  
Delshaune Flipp, Health Agent, Rockland

### **A. Opening**

3/5 voting communities present, quorum was met.  
Haleigh Schultz called the meeting to order at 10:04 AM.

### **Motion to start the meeting**

Kim Dixon motioned to start the meeting, Megan Howell seconded the motion.

### **Roll Call Vote**

Hanover: Y  
Marshfield: Y



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Norwell: Y

Pembroke: Absent

Rockland: Absent

***Motion approved.***

### **B. Approval of Past Meeting Minutes**

- a. The group decided to table meeting minutes approval until the next coalition meeting.

### **Motion to table the approval meeting minutes**

Kim Dixon motioned to table approval of the November 4th meeting minutes, Megan Howell seconded the motion.

### **Roll Call Vote**

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Absent

Rockland: Absent

***Motion approved.***

### **C. Announcements & Reminders**

- a. OLRH Special Topics Webinar
  - i. OLRH is hosting a virtual webinar today on Respiratory Illness Season 2025 - 2026: Vaccines, Protection, and What's New in Massachusetts
    1. The webinar will take place from 11:00am - 12:00pm on November 18th via Zoom
- b. From the Training Hub
  - i. The Metro South Public Health Alliance (MSPHA) Training Hub sent out the 3rd issue of their newsletter yesterday. Keri, Derek, Lorena, and Megan confirmed that they are missing from the mailing list. Haleigh will reach out to the training hub to have everyone added.
  - ii. The next MSPHA Training Hub Quarterly Meeting will take place on Wednesday, December 3rd. Additional details will be sent via email.
    1. Tiffany Benoit, the Southeast Public Health Nurse Consultant, will be the speaker. Nursing staff are encouraged to attend.



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- iii. If folks are in need of Tier 2 Food or Housing training, please email [lphttrain@bu.edu](mailto:lphttrain@bu.edu) to join the waitlist or confirm your spot.
- c. Upcoming Training Opportunities
  - i. 11/19: Language Matters: Anti-Stigma and Harm Reduction (Opioid Task Force of Franklin County)
    - 1. 2pm - 3pm via Zoom
    - 2. [Register here!](#)
  - ii. 11/20: Food Safety Issues in the Event of Disasters (FDA)
    - 1. 11am - 5pm via Zoom
    - 2. [More information and registration here!](#)
  - iii. 11/25: Youth Access Tobacco Compliance Checks Training (MHOA)
    - 1. 1pm - 2pm via Zoom
    - 2. [Register here!](#)
- d. MHOA
  - i. The MHOA December Quarterly meeting will take place from 10:00am - 11:30am on December 18th. This quarter's topic is Epidemiologists in Action: Your Local Health Department's Secret Weapon.
    - 1. Registration will open soon - stay tuned for details!
  - ii. MHOA Conference Reflections: The group discussed the conference and feedback.
- e. Community Naloxone Program
  - i. SS5 was recently approved for the Community Naloxone Program! Thank you Keri for driving the process. Through the program, the state will provide SS5 with free naloxone and other harm reduction supplies and resources in exchange for data.
  - ii. Action items for the coalition:
    - 1. Let Keri know of town locations that make sense for Harm Reduction Kit distribution (libraries, community centers, etc.)
    - 2. If towns receive any referrals or outreach related to Substance Use Disorder or Harm Reduction, please reach out to Keri
    - 3. Review the Community Naloxone Program Core Competencies and explore harm reduction training opportunities
  - iii. Keri stressed that this is an easy lift for the coalition - she will manage the program. Lorena will also be available to assist.



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1. Kim recommended checking with the Police and Fire Departments first, as they might have a list of locations in mind.
2. Nancy noted that Hanover also has a clinician, Jill, who responds to opioid-related emergencies.
3. The group agreed that this partnership is another great way to build relationships and spread the word about SS5.

### D. Digitization Check-In

#### a. Progress Updates From MetaSource

- i. Haleigh reached out to MetaSource to receive an update on scanning progress to date.
  1. Hanover: 1/94 boxes complete. Kim approved the Proof of Concept on 10/26 and the town is now entering production.
  2. Marshfield: 126/126 complete. 3 pallets were returned in early October, and the second batch of work is complete and under review.
  3. Pembroke: 126/140 boxes complete.
  4. Rockland: 19/19 boxes complete, MetaStor set up for ongoing document management.
- ii. Haleigh discussed the billing to date and the progress towards the original digitization quote. The group is expecting to close out the process within the fiscal year with no additional budget modification necessary.
- iii. MetaStor: All towns now have access to their documents through MetaStor, which means each town is receiving rolling deliveries as additional boxes are scanned. MetaSource is also encouraging a delivery over SFTP.
  1. So far, Rockland is the only town that has signed onto MetaStor for an additional year.

### E. Fiscal Year '26 Planning

#### a. FY26 Workplan Content Overview

- i. Haleigh reintroduced the FY26 workplan. The group reviewed each Objective as follows:



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

### b. Expanded Sharing of Internal Resources

- i. Haleigh introduced an activity to assess the level of shared service adoption of each Participating Municipality and identify opportunities for improved sharing of services. The group decided to table the activity since multiple Health Directors were unable to attend the meeting.
- ii. The group will revisit this workplan objective at the next SS5 meeting.

### c. Workplan Action Items

- i. Upcoming workplan activities and action items include:
  1. Seek translation of the SS5 Coalition Fact Sheet
    - a. Lorena will translate to Spanish and Portuguese
    - b. Kim noted that Hanover has never received a translation request to date.
  2. Identify opportunities for increased sharing of internal resources
  3. Create an SOP or process to allow towns to request regional staff support
  4. Update individualized training plans
  5. Source a Health Equity training opportunity for the coalition
  6. Conduct an internal audit of SS5 supplies

## F. Adjournment



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- a. Upcoming meetings:
  - i. December 2nd - reschedule to December 9th
  - ii. December 16th
- 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, December 9th, from 9AM to 11AM.

### **Motion to adjourn meeting**

Kim Dixon motioned to adjourn the meeting, Nick Corcoran seconded the motion.

### **Roll Call Vote**

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Absent

Rockland: Absent

***Motion approved.***

Meeting adjourned at 10:57 AM.

### **Documents referenced during the meeting:**

- November 18th SS5 Meeting Slides