



BME STRATEGIES

## South Shore 5 Public Health Alliance

**Date:** January 13th, 2026

**Time:** 10:00 am - 11:00 am EST

**Meeting Location:**

Virtual: <https://us06web.zoom.us/j/84901257203?jst=2>

Meeting ID: 849 0125 7203

**Voting members in attendance:**

Kim Dixon, Director of Public Health/Health Agent, Hanover

Nick Corcoran, Assistant Director, Marshfield

Delshaune Flipp, Health Agent, Rockland

**Non-voting members in attendance:**

Haleigh Schultz, Shared Services Coordinator, BME Strategies

Derek Vozzella, Executive Administrative Assistant, Hanover

Lorena Rocha, Regional Social Worker

**Voting members absent:**

Ben Margro, Health Agent, Norwell

Lisa Cullity, Health Agent, Pembroke

**A. Opening**

3/5 voting communities present, quorum was met.

Haleigh called the meeting to order at 10:05 AM.

**Motion to start the meeting**

Delshaune Flipp motioned to start the meeting, Kim Dixon seconded the motion.

**Roll Call Vote**

Hanover: Y

Marshfield: Y

Norwell: Absent

Pembroke: Absent

Rockland: Y



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*Motion approved.*

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

- a. The group confirmed review of the December 9th meeting minutes. No changes were requested.

### **Motion to approve the December 9th minutes**

Delshaune Flipp motioned to approve the December 9th meeting minutes, Derek Vozzella seconded the motion.

### **Roll Call Vote**

Hanover: Y

Marshfield: Y

Norwell: Absent

Pembroke: Absent

Rockland: Y

*Motion approved.*

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

- a. RS & CHO Renewal Period
  - i. As a reminder, the renewal period for Registered Sanitarians (RS) and Certified Health Officers (CHO) closes this Thursday, January 15th.
  - ii. To renew, please log into the Health Professionals Licensing Portal to complete your renewal. If you have any questions, please contact [RS.CHO@mass.gov](mailto:RS.CHO@mass.gov).
- b. NACCHO's All-LHO Call
  - i. Please join the January All-Local Health Official call on Thursday, January 22nd at 3pm. The NACCHO All-LHO call builds connections across the Local Health Officer community, ensures timely updates, and allows for dialogue and discussion with federal partners on a regular basis.
  - ii. If you have any questions or would like to join the mailing list, please contact [membership@naccho.org](mailto:membership@naccho.org).
- c. DPH 2026 Local Health Intern Program



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- i. Towns are invited to host a local public health summer intern. To participate, towns must submit a project proposal and be accepted into the program. These internships are funded by DPH.
  - ii. Timeline:
    - 1. Application to host closes: February 6th, 2026
    - 2. Host notification: February 13th, 2026
  - iii. Rockland, Hanover, and Marshfield noted that they do not have the space or time to host an intern.
- d. MEHA Title 5 Seminar Announcement
- i. The 2026 MEHA Title 5 Seminar will take place from 8am - 4pm in Taunton on February 25th, 2026.
    - 1. Gary and Nick are already signed up.
- e. SAPHE 2.0 Reporting
- i. The SAPHE 2.0 Reporting timeline has been announced. We are still awaiting additional information.
    - 1. Winter 2026: Workforce Standards Survey, to be completed by each local public health staff person and contractor
    - 2. Early Spring 2026: Performance Standards Survey, to be completed by each public health entity
    - 3. Spring 2026: data analysis
- f. Upcoming Regional Staff Events
- i. Lorena is to send Rockland Ask a Social Worker dates to Haleigh to add to the SS5 website.
  - ii. Upcoming Public Health Nurse events:
    - 1. 1/16, 11am - 12pm: Ask a Nurse & BP clinic at Marshfield COA
    - 2. 1/22, 9:30 - 11am: BP clinic at Rockland COA
    - 3. 2/5, 9:30 - 11am: BP clinic at Rockland COA
    - 4. 2/11, 12:30 - 2pm: TRIAD presentation (topic: Hoarding an) at Marshfield COA
    - 5. 2/19, 9:30 - 11am: BP clinic at Rockland COA
    - 6. 2/20, 11am - 12pm: Ask a Nurse & BP clinic at Marshfield COA

### D. Digitization Check-In



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- a. Production is now complete for all towns. To plan accordingly, each town is to reflect on the following:
  - i. What is each town's status with MetaStor (or local alternatives for long-term file storage and access)?
  - ii. Have towns received their files back (if requested)?
  - iii. Any outstanding communications items or challenges with the MetaSource team?
- b. Open discussion:
  - i. Delshaune noted that Rockland is going with MetaStor, priced at \$6k a year.
    1. Delshaune recommended reading the contract very well if other towns choose to contract with MetaStor.
  - ii. Kim is worried about potential scanner compatibility in Hanover. Delshaune agreed that it can be tricky to scan new documents into the platform, but town IT should be able to help troubleshoot.
    1. Nick noted that Marshfield was able to troubleshoot with Travis to figure out how to scan new materials into the system.
  - iii. Marshfield is still waiting to decide whether MetaStor will be the long-term solution. They are waiting to hear final storage size estimates and pricing.
  - iv. Derek has been having trouble downloading and emailing a specific street file without the street address becoming lost from the file name. Delshaune confirmed.
  - v. Hanover is still waiting to receive files back.
  - vi. Delshaune confirmed with the state that once files are digitized, towns do not need to maintain physical copies.
- c. Haleigh will reach out to Travis to confirm the list of compatible scanners.

### E. Regional Staff Highlight

- a. Lorena shared a report-out on current Regional Staff efforts. She is working with Keri on topic-specific education opportunities in the coming months, as well as working with Marshfield and Rockland to support COA Ask a Social Worker events.
- b. Lorena has also been joining Keri at blood pressure clinics and has an upcoming meeting with the Rockland Housing Authority.
- c. In some towns and at organizations that already have Social Work staff, there is an opportunity for proactive outreach.



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### F. Fiscal Year '26 Planning

#### a. Proposed Budget Modification

- i. Haleigh proposed a second budget modification to reallocate funds to accommodate ongoing storage space charges, as well as shelving and organizers for the space itself.
- ii. The modification includes moving \$500 from Training & Credentialing to Program Facility.

### **Motion to approve proposed budget modification**

Delshaune Flipp motioned to approve the proposed budget modification as outlined, Derek Vozzella seconded the motion.

### **Roll Call Vote**

Hanover: Y

Marshfield: Y

Norwell: Absent

Pembroke: Absent

Rockland: Y

***Motion approved.***

#### b. Spending Forecasting

- i. Now that we've officially entered the second half of the fiscal year, BME is working hard to understand spending forecasts, risk assessment, and procurement opportunities for each SSA.
- ii. By the end of the month, Haleigh and Cynthia will undergo a rigorous budget assessment process to better understand spending for the remainder of the year.
- iii. In the meantime, please submit any outstanding reimbursement requests.

#### c. Fiscal Planning

- i. As we continue to brainstorm for at-risk funds to ensure a streamlined spend-down process, we should consider:
  1. The 0.5 FTE Regional Inspector position
  2. Additional staffing needs
  3. Strategic planning options:
    - a. Change Management



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- b. Mission Statement & Vision
- c. Team Building Exercise
4. Training: coalition-wide Health Equity training
5. Additional needs for long-term capacity planning

### G. Adjournment

- a. Upcoming meetings:
  - i. January 27th
    1. Lorena will be unavailable
  - ii. February 10th
  - iii. February 24th
- 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 27th from 10AM to 11AM.

### Motion to adjourn meeting

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

### Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Absent

Pembroke: Absent

Rockland: Y

***Motion approved.***

Meeting adjourned at 10:58 AM.

### Documents referenced during the meeting:

- January 13th Meeting Slides