



BME STRATEGIES

## South Shore 5 Public Health Alliance

<b>Date:</b> January 27th, 2026
<b>Time:</b> 10:00 am - 11:00 am EST
<b>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  
Lisa Cullity, Health Agent, Pembroke  
Delshaune Flipp, Health Agent, Rockland (partial attendance)

### **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

### **Voting members absent:**

Ben Margro, Health Agent, Norwell

### **Non-member attendees:**

Maureen Jasie, Pembroke

### **A. Opening**

5/5 voting communities present, quorum was met.

Haleigh called the meeting to order at 10:04 AM.

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

Kim Dixon motioned to start the meeting, Lisa Cullity seconded the motion.

### **Roll Call Vote**



BME STRATEGIES

## South Shore 5 Public Health Alliance

Hanover: Y  
Marshfield: Y  
Norwell: Y  
Pembroke: Y  
Rockland: Y

*Motion approved.*

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

- a. The group requested to return to the approval of meeting minutes at the end of the meeting.
- b. Open Meeting Law updates:
  - i. Now that the SS5 website is up and running, the website will officially serve as the coalition's Central Posting Location in accordance with Open Meeting Law. Haleigh will be responsible for all posting of agendas and minutes.
  - ii. Individual towns are still welcome to post.
  - iii. Haleigh will circulate updated standard language that each town can leverage.

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

- a. Upcoming MHOA Events
  - i. The MHOA March Quarterly Meeting will take place at the Devens Common Center on March 19th. The topic is Housing Court.
  - ii. MHOA Dues Update: For 2026, MHOA will offer a 6-month membership (January - June), with renewal at the turn of the fiscal year.
    1. Delshaune is going to send out a spreadsheet for membership renewals. Please complete the spreadsheet with all town requests to be paid out through the grant.
- b. NEHA Body Art Facility Inspector Training
  - i. NEHA is hosting a virtual training opportunity to equip inspectors with the foundational knowledge of body art practices, preparing inspectors to conduct informed, risk-based inspections.
    1. Kim and Nancy reiterated that this was a good course. For folks who have completed this training in the past, it could be helpful to get a refresher.
    2. Pembroke, Norwell, and Marshfield confirmed that they also have body art facilities within their communities.



BME STRATEGIES

## South Shore 5 Public Health Alliance

- c. DPH 2026 Local Health Intern Program
  - 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. Application timeline:
    - 1. Application closes: February 6th, 2026
    - 2. Host notification: February 13th, 2026
  
- d. MEHA Title 5 Seminar Announcement
  - i. The annual MEHA Title 5 Seminar will take place from 8am - 4pm on February 25th, 2026 in Taunton.
  - ii. Nick, Gary, Ben, and Delshaune are signing up. Kim will ask Will.
  - iii. If anyone signs up, please send a PDF invoice to Delshaune.

### D. Fiscal Year '26 Planning

- a. Spending to Date
  - i. Haleigh outlined the coalition's spending to date. Though T2 isn't over until the end of February, the group is tracking for:
    - 1. Term 1 spend: 28.96% of total grant award
    - 2. Term 2 spend: cumulative 53.34% of total grant award
  - ii. At this point in the fiscal year, the goal of forecasting is to understand "at-risk" funds that are not currently allocated, and brainstorm potential spending strategies. At-risk funds currently include:
    - 1. Health Inspector salary allocation: \$24,460
    - 2. Additional bugger for Social Worker hiring timeline: ~\$11,000
    - 3. Fringe benefits: ~\$2,250
  - iii. Supply spending availability includes:
    - 1. Inspection supplies: \$2,000
    - 2. Nursing supplies: \$1,360 remaining
    - 3. Health Communication: \$2,000 remaining
  - iv. The group agreed to review current supply inventories and needs. Haleigh will work with the Regional Staff team to procure necessary supplies.
    - 1. Keri and Nancy will work together to assess nursing supplies. Based on remaining funds, the group will circle back throughout the remainder of the fiscal year.



BME STRATEGIES

## South Shore 5 Public Health Alliance

### b. Fiscal Planning

- i. The group used this time to regroup on the Regional Inspector position. Given that SS5's budget outlines a significant amount of funds for the role in FY26, the coalition discussed hiring priorities and remaining need for the role.
- ii. Haleigh presented the following questions for consideration:
  1. Is there still a need for additional inspection support across the coalition?
  2. Are we ready to repost the job description and restart the hiring process?
  3. Does the job description still feel representative of the group's needs?
- iii. Group discussion:
  1. Lisa suggested that the position is still needed, but might need to be redesigned or updated to better reflect community priorities. One of the largest need areas is still back-up or surge support for inspections. Ideally, this person could serve as a back-up health agent.
  2. Kim agreed that it would be great to have back-up coverage for inspections, especially for Title 5. Megan seconded. Ben and Lisa were the original Health Directors to request Title 5 support.
  3. Delshaune noted that Rockland can use any type of inspectional support. Currently, ALSCO covers food inspection support in Rockland and Marshfield.
  4. Group preference is for 10-15 hours per week for Title 5. Ideally, this person will have inspection experience across the board. They'll have flexible availability and proximity for arising needs.

### c. Spending Opportunities

- i. Additional spending opportunities for remaining and excess funds include:
  1. Training & Credentialing:
    - a. MEHA Yankee Conference early-bird registration
    - b. MHOA Annual Conference early-bird registration
    - c. MAPHN Conference
    - d. HRIA Substance-Use Training
    - e. Health Equity Training
  2. Strategic Planning:
    - a. Single-day team-building strategic planning exercise: \$11,000



BME STRATEGIES

## South Shore 5 Public Health Alliance

- b. Additional room in the budget for strategic planning, which can be tailored based on group needs.
  3. The group expressed interest in the one-day team building exercise. Lisa also expressed interest in including additional departments or partners.

### E. Adjournment

- a. Upcoming meetings:
  - i. February 10th
  - ii. February 24th
  - iii. March 10th
- 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, February 10th from 10AM to 11AM.

### Motion to adjourn meeting

Delshaune Flipp motioned to adjourn the meeting, Lisa Cullity seconded the motion.

### Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

*Motion approved.*

Meeting adjourned at 11:03 AM.

### Documents referenced during the meeting:

- January 27th Meeting Slides