



BME STRATEGIES

South Shore 5 Public Health Alliance

Date: March 10th, 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
Megan Howell, Senior Administrative Assistant, Norwell
Lisa Cullity, Health Agent, Pembroke

Non-voting members in attendance:

Manizeh Afridi, Coalition Management & Building Manager, BME Strategies
Victoria Beltran, Strategic Planning Consultant, BME Strategies
Haleigh Schultz, Shared Services Coordinator, BME Strategies
Derek Vozzella, Executive Administrative Assistant, Hanover
Keri Ball, Regional Public Health Nurse

Voting members absent:

Ben Margro, Health Agent, Norwell
Delshaune Flipp, Health Agent, Rockland

A. Opening

4/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:06 AM.

Motion to start the meeting

Nick Corcoran motioned to start the meeting, Lisa Cullity seconded the motion.

Roll Call Vote

Hanover: Y
Marshfield: Y



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Norwell: Y

Pembroke: Y

Rockland: Absent

Motion approved.

B. Strategic Planning Discussion with Victoria Beltran (BME)

- a. Victoria Beltran, a Strategic Planning Consultant at BME Strategies, provided an explanation of the strategic planning process. She reviewed the goals, the process, and different considerations to align with group priorities.
 - i. The goal of strategic planning is to better understand the needs of the group, and align on where the group wants to end up. This will look different for every group.
- b. Group discussion and questions:
 - i. Haleigh asked how strategic planning can benefit the group under more unstable conditions, such as the current funding landscape.
 1. Victoria acknowledged that many Shared Service Arrangements are seeking financial security. Strategic planning can help everyone figure out what the potential next steps are to securing core public health services and staying true to group mission.
 2. She reiterated that the PHE workplan only drives planning and vision for a single fiscal year. Strategic planning translates that vision into a long-term, sustainable strategy for group direction and progress.
 - ii. Lisa noted that multiple Health Agents will be retiring in the near future. She's fully in favor of strategic planning, but wondered if it makes sense to hold off.
 1. Victoria highlighted the customizability of the planning process. It can be built out to ensure that whoever is hired into those positions is fully invested in the work and the intention behind the plan. If anything, it provides additional directive and framing for incoming staff.
 2. The strategic plan can also address change management and staff transitions. If that's a priority that emerges from the planning process, additional support and materials can be provided.
 - iii. Lisa asked whether the communities feel comfortable moving forward. Kim noted that Ben, who was absent for the meeting, would likely need to be a part of the conversation. Nick agreed. With Pembroke and Rockland facing



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future Health Agent transitions, Hanover, Norwell, and Marshfield need to think about this.

C. Approval of Past Meeting Minutes

- a. The group confirmed review of the February 10th meeting minutes. No changes were requested.

Motion to approve February 10th minutes

Kim Dixon motioned to approve the January 13th meeting minutes, Lisa Cullity seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Absent

Motion approved.

D. Announcements & Reminders

- a. Welcome, Manizeh!
 - i. Manizeh Afridi recently joined the Coalition Management & Building practice area at BME. She will officially take over Cynthia Baker's previous role of BME Account Manager for SS5.
 - ii. Haleigh will still serve as point consultant and Shared Services Coordinator, and Manizeh and Cynthia will continue to serve an advisory role on the BME side.
- b. SAPHE 2.0 Reporting:
 - i. As a reminder, the Workforce Standards survey is due Friday, April 10th.
 1. All local public health employees must complete the survey.
 - ii. The Performance Standards survey is due on Thursday, April 30th.
 1. The Performance Standard survey must be completed by each public health entity (municipality). Each municipality received their own unique link. The survey is designed to explore regulations that are required by the state and better understand the direction of local public health under new SAPHE 2.0 legislation.
 - iii. MAHB Certificate Program:



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1. The MAHB Certificate Program in the Southeastern region will take place on Saturday, March 21st in Plymouth. Delshaune signed several members of SS5 up for the training.
 2. As a reminder, the training is an approved PHE expense for all staff members, as well as Board of Health members.
- iv. Upcoming Trainings:
1. MEHA Food for Thought Webinar:
 - a. MEHA is offering a one-hour webinar on Kratom regulations on March 11th from 12pm - 1pm via Zoom. Attendees will learn about the power municipalities have to regulate kratom, and hear from local health officials with firsthand experience adopting and enforcing regulations.
 2. DPH Seminars: Camps, Pools, Beaches:
 - a. DPH is hosting a refresher series on camps, pools, and bathing beaches to help local public health staff prepare for their spring and summer months. One in-person and two virtual options are available (each offers the same program).
 - i. Wednesday, April 1st: In-person at Devens, 9am - 12:30pm
 - ii. Tuesday, April 14th: Virtual, 9am - 12:30pm
 - iii. Wednesday, April 15th: Virtual, 1pm - 4:30pm

E. Regional Inspector Discussion

- a. As the group continues to explore hiring a Regional Inspector, the next steps include:
 - i. Haleigh to post the existing Regional Inspector job description to Careers in Local Public Health
 - ii. Haleigh to circulate contractor scope of work/job description for the group to review ahead of the next meeting
 - iii. Upon approval, both JDs to be posted to the regular posting locations
 - iv. Hiring subcommittee volunteers and selection

F. Adjournment

- a. Upcoming meetings:
 - i. Tuesday, March 24th - *regional staff unable to attend*



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- ii. Tuesday, April 7th - *day after Easter Monday*
- iii. Tuesday, April 21st - *day after Patriots' Day*
- b. The group discussed shifting the April cadence back a week, with an in-person meeting sometime in early April. The next meeting will take place on March 31st rather than March 24th.
- c. 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, March 31st from 10AM to 11AM via Zoom.

Motion to adjourn meeting

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

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Absent

Motion approved.

Meeting adjourned at 10:56 AM.

Documents referenced during the meeting:

- March 10th Meeting Slides