



BME STRATEGIES

## South Shore 5 Public Health Alliance

<b>Date:</b> March 31st, 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  
Ben Margro, Health Agent, Norwell  
Nick Corcoran, Assistant Director, Marshfield  
Delshaune Flipp, Health Agent, Rockland  
Lisa Cullity, Health Agent, Pembroke

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

Manizeh Afridi, Coalition Management & Building Manager, BME Strategies  
Haleigh Schultz, Shared Services Coordinator, BME Strategies  
Nancy Funder, Public Health Nurse/Health Inspector, Hanover  
Derek Vozzella, Executive Administrative Assistant, Hanover  
Bethany Griles, Office of Local and Regional Health

### **Non-member Attendees:**

Lauren Cushing, Pembroke Board of Health  
Adam Gedutis, Pembroke Board of Health

### **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**

Nick Corcoran motioned to start the meeting, Ben Margro seconded the motion.

### **Roll Call Vote**

Hanover: Y



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Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

*Motion approved.*

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

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

### **Motion to approve March 10th minutes**

Lisa Cullity motioned to approve the March 10th meeting minutes, Kim Dixon seconded the motion.

### **Roll Call Vote**

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

*Motion approved.*

### **C. Regional Staff Regroup**

- a. To address the recent departure of SS5's Regional Social Worker, Haleigh introduced Bethany and opened the space for group discussion, questions, and feedback. The conversation provided an opportunity for the coalition to consider ongoing communication structures, staffing needs, and regional staff management.
  - i. Bethany and the Office of Local and Regional Health are available to support the group through transitions and challenges with the grant.
- b. The group discussed the need for more established regional staff performance management, expressed concerns with the lack of communication between town administrators and the Advisory Board, and noted concern for upcoming programming. All towns expressed interest in wanting to streamline communication and management around regional staff moving forward.
- c. The group discussed staffing implications on other regional staff members who work together. At this point in the year, regional staff are operating collaboratively, so



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- disruptions impact the entire regional team. Regional staff have expressed interest in more stability and clear guidance around performance management and reporting.
- d. Bethany reviewed the IMA language, reiterating that all decisions around regional staff must be made by the SS5 Advisory Board. The logistics are handled in partnership with the fiscal lead.
  - e. The group requested additional details and clarity from Rockland. All questions were directed to Rockland HR. Haleigh will provide the contact information.
  - f. Next steps:
    - i. Haleigh will pass along HR's contact information
    - ii. Bethany will propose a meeting with Rockland admin
    - iii. As necessary, Haleigh and Bethany will reach out for state legal support
    - iv. The coalition will regroup on open positions, hiring, and next steps for regional roles
    - v. Haleigh and Bethany will reach out to Rockland HR for formal documentation

### D. Strategic Planning Discussion & Next Steps

- a. Given this period of transition, including recent staffing changes and upcoming retirements, Haleigh highlighted the importance of strategic planning as an opportunity for the coalition to come together and intentionally reset. There has been group hesitation in the past around a full strategic planning engagement, but a single-day team building exercise is a chance to reestablish SS5's shared foundation and align on priorities moving forward.
  - i. This session would give the coalition dedicated time to reconnect around our collective goals, clarify roles and expectations, and identify where regional collaboration can have the greatest impact.
  - ii. If the exercise points to additional opportunities for more formal strategic planning, that's something the group can explore as an option for early summer or FY27.
- b. Haleigh recently submitted Term 2 reporting and will provide an in-depth review at the next coalition meeting. Based on spending so far, there are funds available in the current fiscal year to begin strategic planning. To date, the group has spent just over \$350,000. That leaves roughly \$125,000 to spend in this fiscal year. There are additional anticipated expenditures, such as early bird registration for MHOA, Regional Public Health Nurse salary, and spring membership renewals, but given the open staffing positions, there are funds available.



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- c. The group reviewed the Strategic Planning Team Retreat RFQ Draft that Haleigh provided. No questions or updates were proposed. Haleigh reiterated that beginning the procurement process is in no way binding. Starting now will give the group more flexibility for the remainder of the year, as well as FY27.

### **Motion to approve the Draft RFQ**

Ben Margro motioned to approve the Team Building Retreat RFQ and move forward with procurement, Lisa Cullity seconded the motion.

### **Roll Call Vote**

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

*Motion approved.*

- d. As part of the Term 2 reporting process, Haleigh proposed a budget modification to align line items with spending so far. The budget modification will include:
  - i. Increasing the Office Supplies line item
  - ii. Increasing the Travel line item
  - iii. Decreasing the Health Inspector line item

### **Motion to approve the proposed Budget Modification**

Ben Margro motioned to approve the proposed budget modification for T2 reporting, Lisa Cullity seconded the motion.

### **Roll Call Vote**

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

*Motion approved.*

## **E. Announcements & Reminders**

- a. SAPHE 2.0 survey information and deadlines.



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- i. Friday, April 10th: Workforce Standards Survey due
  - 1. The Workforce Standards Survey is officially live. All local public health employees must complete the survey.
- ii. Thursday, April 30th: Performance Standards Survey due
  - 1. The Performance Standards Survey is officially live. Each public health entity (municipality) must complete the survey. The primary contact of each town should have received a link to their community's survey.
- b. Available resources and support:
  - i. Weekly office hours:
    - 1. Tuesdays, 9am - 10am, March 17th - April 28th
    - 2. Thursdays, 3pm - 4pm, March 12th - April 30th
  - ii. Technical Support:
    - 1. For questions, please email [performancestandards@mass.gov](mailto:performancestandards@mass.gov)
    - 2. Municipalities may also request 1:1 support by completing the [Performance Standards Survey Technical Support Form](#)
- c. DPH Spring Seminars:
  - i. 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 date offers the same program).
    - 1. Wednesday, April 1st: In-person at Devens, 9am - 12:30pm
    - 2. Tuesday, April 14th: Virtual, 9am - 12:30pm
    - 3. Wednesday, April 15th: Virtual, 1pm - 4:30pm
  - ii. Register [here!](#)

### F. Adjournment

- a. The group reviewed the upcoming meeting dates and proposed an in-person meeting in April.
- b. Upcoming meetings:
  - i. Monday, April 13th: In-person meeting in Rockland from 11am - 1pm
    - 1. A remote option will be available for those unable to attend in person.
  - ii. Tuesday, April 28th: Regular Tuesday meeting from 10am - 11am via Zoom

### Next Meeting

The next coalition meeting will be April 13th from 11AM to 1PM in Rockland.



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### **Motion to adjourn meeting**

Ben Margro 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 11:15 AM.

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

- March 31st Meeting Slides
- SS5 Team-Building Retreat RFQ Draft