



BME STRATEGIES

South Shore 5 Public Health Alliance

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| Date: April 13th, 2026 |
| Time: 11:00 am - 1:00 pm EST |
| Meeting Location: In-Person: 242 Union St, Rockland, MA 02370 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
Ben Margro, Health Agent, Norwell
Nick Corcoran, Assistant Director, Marshfield (virtual)
Delshaune Flipp, Health Agent, Rockland
Lisa Cullity, Health Agent, Pembroke

Non-voting members in attendance:

Manizeh Afridi, Coalition Management & Building Manager, BME Strategies (virtual)
Haleigh Schultz, Shared Services Coordinator, BME Strategies
Nancy Funder, Public Health Nurse/Inspector, Hanover (virtual)
Derek Vozzella, Executive Administrative Assistant, Hanover
Keri Ball, Regional Public Health Nurse

Non-member Attendees:

Diane Sawin, Hanover Board of Health (partial attendance)
Adam Gedutis, Pembroke Board of Health (partial attendance, virtual)

A. Opening

5/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 11:13 AM.

Motion to start the meeting

Lisa Cullity 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 31st meeting minutes. No changes were requested.

Motion to approve March 31st minutes

Lisa Cullity motioned to approve the March 31st meeting minutes, Ben Margro seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

C. Announcements & Reminders

- a. SAPHE 2.0 Reporting
 - i. Haleigh reviewed the upcoming timeline and deadlines for the SAPHE 2.0 Performance Standards Survey. Towns reported that they have started to look at the survey. No additional support is requested at this time.
 - ii. For questions, email performancestandards@mass.gov. Municipalities may also request 1:1 support by completing the Performance Standards Survey Technical Support Form.
- b. MHOA Quarterly Meeting
 - i. MHOA will host a Cannabis Control meeting on May 28th. It will explore the expected role of local public health, including where responsibilities may overlap with the Massachusetts Cannabis Control Commission. This session will address social consumption.
 - ii. May 28th, 10am - 12pm in Plymouth
- c. MEHA Annual Seminar



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- i. MEHA is hosting its 78th Annual Seminar on May 20th, from 8:30am - 3:30pm in Marlborough. More details to come.

D. Term 2 Recap: Spending & Workplan Progress

- a. Haleigh walked the group through SS5's spending to date. Term 2 reporting accounts for all spending through the end of February (T2), as well as some early payments from March (T3).
 - i. In FY25, the group spent roughly \$58k in T1, \$59k in T2, and \$280k in T3. The total spend was 81% of the total grant award.
 - ii. So far this year, SS5 has spent roughly \$138k in T1, \$158k in T2, and \$50k in T3. So far, the group has spent 72.9% of the total grant award.
 - iii. Remaining spending in this fiscal year includes regional staff salary, contracted inspection services, strategic planning team-building exercise, MHOA early-bird registration, SS5's health equity training, SS5 apparel, inspection supplies, and nursing supplies.
- b. Haleigh walked the group through SS5's Workplan activity progress so far. The only stalled activities are around Regional Inspector hiring, and the in-progress activities include sourcing a health equity training and completing an inventory management audit.
- c. PCs are still reviewing Term 2 reporting, so OLRH has not provided any additional feedback or questions so far. Haleigh confirmed that the Budget Modification proposed at the March 31st meeting was approved.

E. Regional Staff & Hiring Discussion

Regional Social Worker & Community Health

- a. Follow-Up on March 31st Meeting:
 - i. Status updates:
 1. Bethany & Kristin (OLRH) met with Rockland Town Admin
 2. Haleigh provided Lori's email to the coalition
 3. Rich Mucci was consulted for contract and IMA review
 4. Lori (Rockland HR) is working on formal documentation, which will go through town approval.
- b. The priority today will be discussing open positions and options for moving forward with regional staff hiring efforts.
 - i. The group expressed the lack of clarity that Rockland HR is providing to the other towns. Haleigh confirmed that the Regional Social Worker report is in progress. All other questions need to be directed to Rockland HR.



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- ii. Haleigh noted that the state recommended SME support for the next few months. The group can leverage state resources for broad or specific support, including regional staff hiring and Health Agent transition.
 - 1. Lisa and Ben expressed that the current state training system guarantees failure. Hiring and filling positions is near impossible with the level of credentialing and training that the state requires, when there is no capacity to offer those trainings.
- c. Haleigh led a discussion to reflect on Regional Social Worker Position.
 - i. What services did the Regional Social Worker provide in your town?
 - 1. In Pembroke, the Social Worker supported specific cases related to hoarding and unsanitary conditions. There was a need for providing support and resources to family members.
 - 2. The other towns were excited about the collaboration between the Regional Social Worker and the Public Health Nurse. Programming was focused around health promotion.
 - 3. Keri noted that the Social Worker was the one with mental health experience, which complemented her nursing work. Moving forward, there are concerns and restrictions around liability.
 - d. The group then discussed the creation of a new position, rooted in community health. Community Health position design and hiring:
 - i. Haleigh noted that the group received special approval from OLRH to hire a Regional Social Worker. Given the programming and needs identified over the past several months, their recommendation is to move forward with a Community Health Worker or Public Health Specialist position. If towns need specific Social Work support, they can look into leveraging their Opioid Settlement Funds.
 - ii. The group reviewed sample job responsibilities for a Community Health Worker/Community Health Educator and a Public Health Specialist. The positions demonstrated a heavy overlap with the Social Worker scope of work, but incorporated more collaboration with other Regional Staff on coalition-wide programming.
 - 1. Lisa noted that the referral process to someone with licensed social work credentials will be important. This position will be successful if there is a clear referral pathway.
 - a. Haleigh will add a bullet to demonstrate the ability to assess situations and refer to the appropriate stakeholders.



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- iii. The group agreed that the primary role responsibilities and focus areas are covered within the scope of work, and this role approach offers more flexibility with hiring.
- e. Position Preferences & Next Steps:
 - i. Haleigh will create a draft Job Description for review at the next coalition meeting, informed by market research to ensure salary and qualifications are aligned with other Massachusetts positions.

Regional Health Inspector

- a. The Regional Health Inspector position is live! So far, there have been two applicants.
- b. Haleigh noted that when the time comes to elect a hiring subcommittee, new guidance has clarified that the committee will become a public body itself, meaning all hiring subcommittee meetings are subject to open meeting law. That said, there are hiring-related exceptions to enter Executive Session and protect applicant privacy.

Per Diem Title 5 Sanitarian

- a. The group reviewed the draft Job Description.
- b. Haleigh updated the qualifications per Ben's clarification.
- c. Ben will reach out to Cohasset to see what the pricing is for their third-party inspection contractor. For salary, the role can be inspection based, or hourly.
 - i. Lisa noted that in Pembroke and much of Hanover, the average perc test can be two hours or less. If scheduling half-day inspection blocks, there might be a risk of overpaying for shorter inspections.
 - ii. Kim: Someone in our towns? Can they take on additional hours?
- d. Position next steps:
 - i. Lisa and Ben will research appropriate pay rates for the inspector. Haleigh will update the job description.
 - ii. The group will review and approve the job description at the next coalition meeting.

Regional Staff Management

- a. As the coalition continues to assess regional staff management and regional position hiring, Haleigh will continue to work with the Advisory Board and the Town of Rockland to streamline communications and expectations. Haleigh will work on



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drafting a Regional Staff Management Guide for the coalition to leverage in the next fiscal year.

F. Term 3 Planning

- a. Upcoming Workplan Priorities:
 - i. Sourcing a Health Equity training. This training will likely take place in late May or June.
 - ii. Continuing Regional Staff hiring efforts.
 - iii. Creating a Regional Staff Management Guide.
 - iv. Creating an Inventory Management Template and conducting an initial audit of coalition supplies. The audit will take place in May, and the remaining supply order will be placed in June.
- b. Health Equity Training Opportunity:
 - i. As part of the Community Naloxone Program, SS5 is encouraged to engage in additional training around substance use. The group committed to sourcing a Health Equity training during this fiscal year. To achieve both of these training requirements, OLRH provided approval for the coalition to source a training in Addressing Drug-Related Stigma & Bias, provided by Health Resources in Action (HRiA).
 - ii. Learning objectives:
 1. Unpack drug related stigma at the community, individual, and structural level
 2. Gain a framework (ladder of inference) and tools to examine personal biases and unpack them
 3. Learn about the manifestations of drug-related stigma in media, policies, politics, etc.
 4. Develop strategies to challenge workplace/community policies and culture that perpetuate stigma
 5. Build skills to interrupt/challenge drug-related stigma at the interpersonal level
 - iii. The group discussed their availability, with a preference for a training in June. Haleigh will confirm with the HRiA team and put a hold on everyone's calendar.

G. Adjournment

- a. Upcoming meetings, remainder of the fiscal year:
 - i. April 28th



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- ii. May 5th
 - iii. May 19th
 - iv. June 2nd
 - v. June 16th
- b. Please let Haleigh know if you're unable to attend an upcoming coalition meeting or expect additional attendees or representatives.

Next Meeting

The next coalition meeting will be April 28th from 10AM to 11AM via Zoom.

Motion to adjourn meeting

Lisa Cullity motioned to adjourn the meeting, Ben Margro seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

Meeting adjourned at 12:57 PM.

Documents referenced during the meeting:

- April 13th Meeting Slides
- Per Diem Title 5 Sanitarian Draft Job Description