



South Shore 5 Public Health Alliance

Date: June 2nd, 2026
Time: 10:00 am - 12:00 pm 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 (partial attendance)
Nick Corcoran, Assistant Director, Marshfield
Megan Howell, Administrative Assistant, Norwell
Lisa Cullity, Health Agent, Pembroke
Chris Schultz, Health Agent, Rockland

Non-voting members in attendance:

Haleigh Schultz, Shared Services Coordinator, BME Strategies
Nancy Funder, Public Health Nurse/Inspector, Hanover (partial attendance)
Derek Vozzella, Executive Administrative Assistant, Hanover (partial attendance)
Keri Ball, Regional Public Health Nurse

A. Opening

4/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:03 AM.

Motion to start the meeting

Kim Dixon motioned to start the meeting, Chris Schultz seconded the motion.

Roll Call Vote

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

Motion approved.



South Shore 5 Public Health Alliance

B. Approval of Past Meeting Minutes

- a. The group opted to return to meeting minute approval later in the meeting.

C. Fiscal Year '27 Planning

Workplan Planning

- a. FY27 Workplan Timeline
 - i. June 2nd: Review of workplan content menu and initial group discussion
 1. Haleigh to draft workplan and budget based on group feedback, group to review ahead of the next meeting
 - ii. Mid-June: Final review and approval of workplan and budget
 1. Haleigh to make any additional changes requested by the group, circulate final draft
 - iii. July 1st: Submission of materials to OLRH
- b. FY27 Workplan Content Requirements
 - i. The Workplan must contain the Grant Requirements, 2+ Sustainability Objectives, 2+ Performance Standards Objectives, and optional Elective Objectives. Each Objective must have at least three activities and one racial equity theme.
- c. Grant Requirements
 - i. Haleigh reviewed the Grant Requirements: Grant Administration, Governance, and SAPHE 2.0.
 1. Lisa noted that the Performance Standards team reached out to clarify expenditure reporting on the FY26 SAPHE 2.0 Performance Standards Survey. Digitization should be reported by the fiscal lead, not each individual town.
 2. Haleigh will provide the town by town breakdown of digitization estimates.
- d. Sustainability Objectives
 - i. Haleigh introduced the Sustainability Objectives and reviewed the survey results. The group discussed and agreed upon the following Objectives and Activities:
 1. Communication & Engagement:
 - a. Activities A, C, and D.
 - b. The group expressed concern that Keri would be solely responsible for this objective. Haleigh clarified that the entire coalition would participate. The Communications & Engagement objective is meant to spread awareness of the



South Shore 5 Public Health Alliance

coalition, the PHE grant, and the resources and services provided through the program. Towns are already sharing back to their boards and community partners.

2. Comprehensive Sharing of Services:
 - a. Activities A, B, and C.
 - b. The group expressed interest in adding Activity D dependent on staff hiring and success of A, B, and C.
 - c. Lisa noted that many communities in the South Shore are not expanding services. Many are actually cutting back on department resources and personnel.
- e. Performance Standards Objectives
 - i. Haleigh introduced the Performance Standards Objectives and reviewed the survey results. There was some level of interest expressed for every single objective, but there were some with more votes than others. The group discussed and agreed upon the following Objectives and Activities:
 1. Recreational Camps for Children:
 - a. Activities B, C, F, and G.
 - b. The group acknowledged that this is an area with fewer training opportunities. For those who have gone through training in the past, inspectors would likely benefit from a revisit or refresh.
 - c. The group agreed that a review of current inspection standards across the group would be beneficial, even if there is no further opportunity for standardization identified. If appropriate, the group is interested in creating a Standard Operating Procedure for inspectors to leverage.
 2. Housing:
 - a. Activities B, C, H, and I.
 - b. The group is specifically interested in exploring existing documentation and standards around ADU inspection. Notably, landlord responsibilities are falling on community members who have not been landlords or property managers in the past.
 - c. The group would like to work with an SME at the state level to understand guidance and regulations, and provide education or outreach materials to community members around ADU management and regulations.



South Shore 5 Public Health Alliance

- d. If these materials do not already exist, the group is interested in creating materials to share back with other communities.
- f. Elective Objectives
 - i. Haleigh introduced the Elective Standards Objectives and reviewed the survey results. Interest in Electives was all across the board. The group discussed and agreed upon the following Objectives and Activities:
 - 1. Tobacco Use Prevention:
 - a. Activities: A, B, C, and D.
 - b. Marshfield is interested in joining the Tobacco Collaborative that the other communities participate in. If capacity is too strained, the coalition would like to evaluate existing capacity and demonstrate the need for additional investment, resources, and support from the state.
 - 2. The group discussed an Elective Objective for Keri to own. There was interest in:
 - a. Chronic Disease & Injury Prevention: Cardiovascular Screenings
 - i. Programming is already expanding in Pembroke, Rockland, and Marshfield. There is still opportunity to expand beyond traditional blood pressure screening, to either incorporate additional screening types or focus on harder-to-reach populations.
 - b. Chronic Disease & Injury Prevention: Harm Reduction
 - i. Focus on expansion of the Community Naloxone and related community outreach, education, and harm reduction efforts.
 - c. Haleigh and Keri will connect offline to finalize the second Elective Objective.
 - ii. Nancy expressed interest in a tickborne disease objective. Haleigh noted that there is no specific objective option beyond basic MAVEN coverage under Disease Control & Prevention, but the group can work to incorporate infectious disease programming.
 - iii. Haleigh acknowledged that there will likely be excess funding available in the FY27 budget given the part-time nature of the shared staff positions. The group will have some flexibility to explore a contracted epidemiology project, or consider a longer-term strategic planning engagement. Other groups have leveraged insights from strategic planning to inform epidemiology projects



South Shore 5 Public Health Alliance

and identify priorities and opportunities. Even if the group doesn't opt into the strategic planning elective objective, there is still opportunity to explore strategic planning.

FY27 Updates

- a. Relevant updates for FY27
 - i. Michael Hicks walked Chris through a demo of the upcoming web-based program, which will launch on July 1st. Rather than the app, the web version will be more intuitive, more user friendly, and have all of the inspection platforms in one place.
 - ii. Once confirmed with Michael, Haleigh will circulate the FY27 seat elections to the group for review. If towns would like to update and current licenses, they can reach out to Haleigh directly.

D. Fiscal Year '26 Planning

- a. Hiring Updates
 - i. Haleigh provided an update on applications to date, noting that traction has been slow for the active positions. With the budget and personnel cuts across the state, Lisa suggested that there might be more traction in the future as existing positions get cut from municipal budgets. The group would like to see additional programming or support from the State.
 - ii. Haleigh recommended updating the Regional Health Inspector posting language to express more flexibility around the role. In addition to a part-time employee, the coalition is open to a per diem contractor. The group agreed to update the job description and posting language.

Motion to update Regional Health Inspector job description and posting language

Lisa Cullity motioned to update the Regional Health Inspector job description and posting language, Chris Schultz seconded the motion.

Roll Call Vote

Hanover: Absent

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.



South Shore 5 Public Health Alliance

- b. MHOA Registrations
 - i. Haleigh will reach out to MHOA to register Keri, Chris, Nick, Kim, Will and herself for the 2026 MHOA Conference. Megan and the incoming Norwell Health Agent, as well as any others who are interested, may register in the future with FY27 funds.
- c. Upcoming Scheduling Items
 - i. Anti-Stigma Training with HRiA: June 15th
 - 1. The training will take place from 10am - 1pm on Monday, June 15th in Rockland.
 - 2. Towns are welcome to extend the invite to additional town departments or partners who work on community health and substance use prevention.
 - ii. Strategic Planning Team Building Retreat: June 16th
 - 1. The SS5 Team Building Retreat will take place from 9am - 5pm on Tuesday, June 16th, likely in Hanover.
 - iii. FY27 Workplan & Budget Approval Meeting:
 - 1. The group opted to reschedule the June 16th coalition meeting for June 15th, following the in-person anti-stigma training.
- d. FY26 Spend-Down
 - i. Haleigh provided updates on recent approvals for end of year spend-down. If towns have any additional requests or invoices for PHE reimbursement or payment, please reach out to Haleigh.
 - ii. There has been a lot of interest in tick removal kits. Haleigh and Keri are working on a more comprehensive tick education campaign.

E. Announcements & Reminders

- a. Workplan Safety and De-escalation Training
 - i. This instructor-led course is designed to equip participants with the knowledge, tools, and practical techniques needed to stay safe in a variety of settings.
 - 1. Thursday, June 18th, from 9:30am - 3:00pm in Canton
 - ii. There is a prerequisite online training completion. Registration is available on the MHOA website.
- b. Title 5 System Inspector (SI) Summer Course
 - i. In partnership with the Massachusetts Department of Environmental Protection, NEIWPCC is offering a July System Inspector course.
 - 1. Course: July 10th and 13th, 9am - 12pm (virtual)



South Shore 5 Public Health Alliance

2. Exam: July 23rd
- ii. For more information or to register, reach out to title5@neiwpcc.org.

F. Adjournment

- a. Meeting minute approval:
 - i. The group confirmed review of the May 5th meeting minutes. No changes were requested.
 - ii. The group confirmed review of the May 19th meeting minutes. No changes were requested.

Motion to approve outstanding meeting minutes

Chris Schultz motioned to approve the May 5th and May 19th meeting minutes, Lisa Cullity seconded the motion.

Roll Call Vote

Hanover: Absent

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

- b. Upcoming meetings:
 - i. June 15th, 1pm - 2pm
 - ii. Please let Haleigh know if you're unable to attend an upcoming coalition meeting or expect additional attendees or representatives.
- c. FY27 meeting cadence:
 - i. Haleigh will be out of the office for the first two weeks of August. The group will reevaluate a July recess and FY27 meeting cadence at the June 15th meeting.

Next Meeting

The next coalition meeting will be June 15th from 1PM to 2PM in Rockland.

Motion to adjourn meeting

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



South Shore 5 Public Health Alliance

Roll Call Vote

Hanover: Absent

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

Meeting adjourned at 11:39 AM.

Documents referenced during the meeting:

- SS5 June 2nd Meeting Slides
- FY27 Workplan Content Menu