



BME STRATEGIES

South Shore 5 Public Health Alliance

Date: May 19th, 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:

Nick Corcoran, Assistant Director, Marshfield
Megan Howell, Administrative Assistant, Norwell
Lisa Cullity, Health Agent, Pembroke (partial attendance)
Chris Schultz, Health Agent, Rockland

Non-voting members in attendance:

Haleigh Schultz, Shared Services Coordinator, BME Strategies
Nancy Funder, Public Health Nurse/Inspector, Hanover
Keri Ball, Regional Public Health Nurse

Voting members absent:

Kim Dixon, Director of Public Health, Hanover

A. Opening

4/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:05 AM.

Motion to start the meeting

Nick Corcoran 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.



BME STRATEGIES

South Shore 5 Public Health Alliance

B. Approval of Past Meeting Minutes

- a. The group requested to table the approval of the May 5th meeting minutes until the next coalition meeting.

Motion to table the approval May 5th minutes

Nick Corcoran motioned to table approve the May 5th meeting minutes, Chris Schultz seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Absent

Rockland: Y

Motion approved.

C. Announcements & Reminders

- a. MHOA 2026 Conference
 - i. Early-bird registration officially opens on May 7th! The conference will take place in Springfield from October 28th - 30th.
 - ii. Each town is to request early-bird registrations by May 29th. Please reach out to Haleigh with a list of attendees.
- b. Title 5 System Inspector (SI) Summer Course
 - i. In partnership with the Massachusetts Department of Environmental Protection, NEIWPC is offering a July System Inspector course.
 - ii. Dates and times to be announced - to be added to the notification list, please email title5@neiwpc.org.
- c. FY26 Supply Order & Inventory Form
 - i. Ahead of the meeting, Haleigh circulated the updated supply and inventory form for this fiscal year, with instructions for completion. Each town is to complete their own request form.
 1. To complete the form, please fill in the inventory of supplies in your town in the appropriate column, as well as any requested items for order.
 - ii. To ensure ample time to approve and order supplies, please complete the form by Friday, May 29th.



BME STRATEGIES

South Shore 5 Public Health Alliance

D. Fiscal Year '26 Planning

- a. SS5 Regional Staff Hiring Updates
 - i. Haleigh provided an overview of applications to date for the open positions. The group discussed hiring subcommittees, opting to hold off on subcommittee elections for the time being. Haleigh is to continue to review incoming applications, screen applicants as appropriate, and present the candidates to the coalition for next steps.
- b. Strategic Planning Updates
 - i. Haleigh was able to confirm with the Strategic Planning team that a hybrid or flexible approach can be taken to ensure Hanover is able to participate.
 1. Options for the Hanover team: Attend the first couple hours of the in-person session, complete the other work asynchronously (either independently, or on a call with the strategic planning team)
 - ii. The more participation, the greater output, but the goal is to be flexible and meet the needs and capacity of each town.
 - iii. Haleigh reiterated that this strategic planning is just a starting exercise. As the exercise is completed and the group is able to review the follow-up materials, decisions can be made around exploring strategic planning in FY27.
 - iv. Nancy highlighted the high cost for a single-day exercise as one of Hanover's primary concerns, as well as BME benefitting from hosting the session. Haleigh reviewed the group discussions and decision to pursue the single-day retreat, the procurement process, and the decision to move forward with BME, which was the only vendor to bid. Haleigh was recused from the procurement process.
 - v. The group discussed hosting the exercise in Hanover to provide the Hanover team with the greatest amount of flexibility. Kim will be able to drop in and out as needed.
- c. Upcoming Scheduling Items
 - i. The Anti-Stigma Training will take place from 10am - 1pm on Monday, June 15th. Rockland volunteered to host.
 1. The group is allowed 5-6 participants per town, or 25-30 total. If there are other town departments or individuals who would benefit from the training (e.g., public safety, social work, admin, departments who manage opioid abatement funds), please forward the invite.
 - ii. Strategic Planning Team Building Retreat:



BME STRATEGIES

South Shore 5 Public Health Alliance

1. The group discussed June availability for the single-day team building retreat. The preference was to move forward with Tuesday, June 16th. All towns are available. Nancy will check with Kim to explore time and space availability in Hanover.
- d. FY26 Spend-Down
- i. Haleigh introduced the possibility of a contracted epidemiology project to spend down additional funds within the fiscal year. The project is intended to set the incoming Regional Public Health Specialist up for success, as well as complement Keri's ongoing work.
 1. Given the part-time nature of the two regional roles, projects like this likely aren't feasible (especially as the RPHS onboarded). This will provide helpful insight and direction for programming.
 2. With the project remaining under \$10k, the group will have more flexibility for procurement.
 - ii. Project options include:
 1. Using existing Massachusetts Population Health Information Tool data (mortality data, ER visits, demographic data, etc.) to conduct a Regional Health Priority Scan:
 - a. Identify the most pressing shared and town-specific health challenges across the five communities
 - b. Align with the Foundational Public Health Services Foundational Areas & Capabilities:
 - i. Chronic Disease
 - ii. Communicable Disease
 - iii. Environmental Health
 - iv. Equity
 2. Chronic Disease Burden Analysis
 3. Disparities and Priority Population Analysis
 - iii. Group Discussion:
 1. The group agreed that this would be a useful investment and decided to move forward with preliminary approval. Nancy noted that the project seems very broad, but the group will be able to refine as necessary.

Motion to move forward with an epidemiology project

Chris Schultz motioned to approve spending for a contracted epidemiology project aligned with regional staff and coalition needs, Nancy Funder seconded the motion.



BME STRATEGIES

South Shore 5 Public Health Alliance

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

- iv. Other spending ideas include:
 - 1. Mini trail kiosks - one for tick safety, one for sun safety
 - a. The towns expressed interest in additional kiosks. Haleigh suggested piloting the program to better understand the management of this type of communication programming and engagement from community members.
 - 2. SS5 apparel - The group discussed preferences for SS5-branded apparel. Yetis and polos were the top suggestions.
- v. Importance of spend-down:
 - 1. This year's spending is more important than ever. Given the uncertainty of the nature of funding for FY28 and beyond, it's beneficial for SS5 to demonstrate the group's capability of spending funds, investment in capacity and programming, and confidence for long-term sustainability.
- e. FY27 Workplan & Budget Timeline:
 - i. Haleigh introduced the process and timeline for FY27 planning. The Workplan Content Menu has not yet been released, but as soon as it is, Haleigh will create and circulate the Workplan Content Survey. The group's primary programming discussion will take place at the June 2nd meeting, so reviewing the materials ahead of the next meeting is extremely important for gathering group feedback and reflecting on the preferences and priorities of each town.

E. Adjournment

- a. Upcoming deliverables:
 - i. By Friday, May 29th:
 - 1. Each town to confirm their MHOA conference registration list with Haleigh



BME STRATEGIES

South Shore 5 Public Health Alliance

2. Each town to complete and submit the FY26 Inventory & Supply Request form
 3. Each coalition member to complete the FY27 Workplan Content Survey as it becomes available
- b. Upcoming meetings:
- i. June 2nd - extended to two hours
 1. 10am - 12pm
 - ii. June 16th - will be extended to two hours based on need and progress at the June 2nd meeting
- c. 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 June 2nd from 10AM to 12PM via Zoom.

Motion to adjourn meeting

Lisa Cullity motioned to adjourn the meeting, Chris Schultz seconded the motion.

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Y

Pembroke: Y

Rockland: Y

Motion approved.

Meeting adjourned at 10:54 AM.

Documents referenced during the meeting:

- May 19th Meeting Slides