



BME STRATEGIES

## South Shore 5 Public Health Alliance

<b>Date:</b> May 5th, 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  
Nick Corcoran, Assistant Director, Marshfield  
Delshaune Flipp, Health Agent, Rockland  
Lisa Cullity, Health Agent, Pembroke

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

Manizeh Afridi, Coalition Building & Management Practice Lead, BME Strategies  
Cynthia Baker, Coalition Building & Management Practice Lead, BME Strategies  
Haleigh Schultz, Shared Services Coordinator, BME Strategies  
Derek Vozzella, Executive Administrative Assistant, Hanover  
Kathy Duddy, Administrative Assistant, Marshfield  
Chris Schultz, Health Agent, Rockland  
Keri Ball, Regional Public Health Nurse

### **Voting members absence:**

Megan Howell, Administrative Assistant, Norwell

### **A. Opening**

4/5 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, Kim Dixon seconded the motion.

### **Roll Call Vote**

Hanover: Y



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Marshfield: Y

Norwell: Absent

Pembroke: Y

Rockland: Y

*Motion approved.*

### **B. Quick Announcements**

- a. Welcome, Chris!
  - i. Chris Shultz joins the coalition as Rockland's new Health Agent.
- b. Congratulations and thank you, Delshaune!
  - i. The group celebrated Delshaune's retirement and all of her hard work and leadership over the past few years. SS5 will miss you!

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

- a. The group confirmed review of the April 13th meeting minutes. No changes were requested.

### **Motion to approve April 13th minutes**

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

### **Roll Call Vote**

Hanover: Y

Marshfield: Y

Norwell: Absent

Pembroke: Y

Rockland: Y

*Motion approved.*

### **D. Announcements & Reminders**

- a. SAPHE 2.0 Reporting Reminder
  - i. As a gentle reminder, if you have not already done so, please submit your town's Performance Standards Survey as soon as possible. Reach out to Haleigh or the performance standards team with any questions.
- b. MHOA 2026 Conference
  - i. Early-bird registration officially opens on May 7th! The conference will take place in Springfield from October 28th - 30th.



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- ii. Last year, SS5 registered Keri, Kim, Will, Joe, Nick, Delshaune, Kathi, and Haleigh
- iii. This year, Haleigh will work with each town to finalize early-bird registrations and membership renewals.

### E. Strategic Planning Check-In

- a. Procurement Summary
  - i. Thank you to Delshaune for leading procurement!
  - ii. The RFQ was circulated to five vendors from the Management Consultant & Planning Services state contract. One submission was received from BME Strategies.
    - 1. Haleigh was recused from the procurement process, and will not participate in the group's discussion or deliberation.
- b. Quote Overview
  - i. Deliverables include:
    - 1. Team Communication Charter
    - 2. 4-5 Guiding Principles
    - 3. Foundational Identity Statements:
      - a. Mission Statement
      - b. Vision Statement
      - c. 3-4 Strategic Priorities
    - 4. Retreat Summary Report
  - ii. Cost:
    - 1. \$14,932.45
    - 2. Includes:
      - a. Pre-retreat planning
      - b. 8-hour in-person team cohesion retreat
      - c. Post-retreat materials and follow-up
- c. Group Discussion
  - i. Kim inquired about delaying strategic planning until FY27, given how busy each town is for the remainder of the fiscal year. The Hanover team will likely have scheduling issues.
    - 1. Haleigh noted that this is only a small start to a strategic planning engagement. SS5 has money available in this year's budget to leverage, and the abbreviated team building retreat will serve as a building block for FY27.



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2. Lisa echoed that delaying this specific engagement means money lost in SS5's FY26 budget.
  3. Cynthia noted that in addition to serving as an integral part of the spend down plan, this is a major investment in capacity with funds that are available to the group. This is also an opportunity for everyone to step back, take a breather, and go through a facilitated process to understand what grounds this group, especially through times of change and transition. By showing up for one day, there is a huge output of support materials and line of sight for future work.
  4. The Rockland team is in and excited to move forward.
  5. Marshfield is interested, but Nick is out of the office until June.
- ii. The group discussed scheduling options in June. The general consensus was for mid June, on a Tuesday, Wednesday, or Thursday.
    1. Hanover is not comfortable committing at this time.
    2. Haleigh will touch base with the BME Strategic Planning team to see if there are options for a blended or hybrid engagement in order to fully include the Hanover team.
  - iii. The group voted to move forward to approve BME Strategies as the approved vendor, noting that the motion is not a full commitment at this point. Haleigh will assess options and work with the group to find a solution.

### **Motion to approve vendor selection**

Lisa Cullity motioned to select BME Strategies as the strategic planning vendor and move forward with contracting, Chris Schultz seconded the motion.

### **Roll Call Vote**

Hanover: Abstain

Marshfield: Y

Norwell: Absent

Pembroke: Y

Rockland: Y

***Motion approved.***

### **F. Regional Staff & Hiring Discussion**

- a. Haleigh walked the group through the two Job Descriptions that are up for final review and approval.
- b. Title 5 Sanitarian Role:



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- i. Last meeting, the group reviewed the job description and updated the required qualifications. Today, the group will designate the pay range, provide any additional feedback or change requests, and call for approval.
- ii. Group discussion:
  1. Pay: \$30 - \$40/hour to start.
  2. Kim wondered whether 10 hours is enough to start. Lisa noted that in Pembroke, the role will primarily provide vacation coverage if the Health Agent is out of the office. Hanover would also be looking to back-fill when folks are out of town.
- c. Public Health Specialist/Community Health Worker:
  - i. Last meeting, the group reviewed sample job description language and discussed the hiring options for the position. Today, the group will name the role, designate pay, provide feedback on the job description, and call for approval.
  - ii. Group discussion:
    1. The group opted for the same pay range as above to provide hiring flexibility. The preferred job title is Regional Public Health Specialist.
- d. Next steps:
  - i. Haleigh will post the Job Descriptions on the SS5 Website and Careers for Local Public Health. She will coordinate with Rockland HR as necessary for additional posting and circulation.

### **Motion to approve the Draft Title 5 Sanitarian Job Description**

Lisa Cullity motioned to approve the Per Diem Title 5 Sanitarian Job Description and move forward with posting, Chris Schultz seconded the motion.

### **Roll Call Vote**

Hanover: Y

Marshfield: Y

Norwell: Absent

Pembroke: Y

Rockland: Y

***Motion approved.***

### **Motion to approve the Regional Public Health Specialist Job Description**

Kim Dixon motioned to approve the Regional Public Health Specialist Job Description and move forward with posting, Lisa Cullity seconded the motion.



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### Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Absent

Pembroke: Y

Rockland: Y

*Motion approved.*

### G. Adjournment

- a. Before the next meeting, Haleigh will circulate an updated version of the supply list. Each town will be asked to 1) record the quantity of each item that they currently have available for use in their municipality, and 2) request additional items for ordering.
- b. Upcoming meetings:
  - i. May 19th
  - ii. June 2nd
  - iii. June 16th
- 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 May 19th from 10AM to 11AM via Zoom.

### Motion to adjourn meeting

Kim Dixon motioned to adjourn the meeting, Delshaune Flipp seconded the motion.

### Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Absent

Pembroke: Y

Rockland: Y

*Motion approved.*

Meeting adjourned at 11:05 AM.

**Documents referenced during the meeting:**



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## **South Shore 5 Public Health Alliance**

- May 5th Meeting Slides
- Strategic Planning RFQ Submission - BME Strategies
- Per Diem Title 5 Sanitarian Job Description
- Regional Public Health Specialist Job Description