



BME STRATEGIES

South Shore 5 Public Health Alliance



Date: May 27th, 2025
Time: 10am - 12pm
Meeting Location: Virtual: https://us06web.zoom.us/j/85125742179

Voting members in attendance:

Kim Dixon, Director of Public Health/Health Agent, Hanover (joined late)
Nick Corcoran, Assistant Director, Marshfield
Lisa Cullity, Health Agent, Pembroke
Delshaune Flipp, Health Agent, Rockland

Non-voting members in attendance:

Cynthia Baker, BME Strategies
Haleigh Schultz, BME Strategies
Keri Ball, Regional Public Health Nurse
Adam Gedutis, Pembroke

Voting members absent:

Ben Margro, Health Agent, Norwell

Non-member attendees:

Lauren Cusing, Pembroke
Maureen Jasie, Pembroke

Opening

3/5 voting communities present, quorum was met.
Haleigh called the meeting to order at 10:10 AM.

Motion to start the meeting

Nick motioned to start the meeting, Lisa seconded the motion.

Roll Call Vote

Hanover: Joined late
Marshfield: Y
Norwell: Absent
Pembroke: Y



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Rockland: Y

Motion approved.

A. Approval of Past Meeting Minutes

- a. The group confirmed review of the April 29th meeting minutes. No changes were proposed.

Motion to approve outstanding meeting minutes

Delshaune motioned to approve the April 29th meeting minutes, Lisa seconded.

Roll Call Vote

Hanover: Joined late

Marshfield: Y

Norwell: Absent

Pembroke: Y

Rockland: Y

Motion approved.

B. Announcements & Reminders

- a. Welcome Keril
 - i. Huge welcome to our Public Health Nurse, Keril! Each coalition member introduced themselves.
 - ii. In the coming weeks, Keri will be reaching out to each Health Director/Agent to coordinate 1:1 meetings and opportunities to visit each community and meet municipal staff.
- b. In-Person Title 5 Plan Review Training
 - i. The Lynnfield Health Department is offering a second Title 5 Plan Review training on June 10th. The training will take place from 8:00am - 4:00pm in Lynnfield. More information and registration links can be found [here](#).
- c. Model Tobacco Sales Regulation Information Training
 - i. MHOA is hosting a virtual Tobacco Sales Regulation informational training from 1PM - 2:30PM on Tuesday, June 17th. Register [here](#).
- d. 2026 Annual Conferences & Early-Bird Registration
 - i. MEHA: September 10th - 12th in Plymouth. Early bird registration is now open! The group confirmed the following attendees:



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1. Nick, Keri, Lisa, Delshaune, and Kim
- ii. MHOA: November 5th - 7th in Springfield. Early bird registration is now open! The group confirmed the following attendees:
 - a. Nick, Keri, Delshaune, Kim
- iii. As a general reminder, early-bird registration is the only approved expense for FY25 funds. Travel costs can be reimbursed up to the Federal GSA rate, which will come out of FY26 funds.
 1. MHOA hotel blocks have not yet been released. Haleigh will circulate additional information as it becomes available.

C. FY26 Planning

a. Introduction to the FY26 Workplanning Process

- i. This meeting serves as the official launch of SS5's FY26 workplanning process. The timeline for FY26 Workplan and Budget development and submission is as follows:
 1. May 27th: FY26 workplan launch and initial coalition planning session
 2. June 5th: FPHS Data-to-Action meeting with OLRH partners
 3. June 17th: Coalition meeting, final collaborative session and Workplan & Budget approval
 4. June 23rd: FY26 Workplan and Budget due to OLRH
- ii. Goals of today's meeting include critical evaluation of FY25 workplan progress, discussion of priority areas for FY26 programming, review of the FY26 workplan content, and electing options for inclusion in the FY26 workplan.

b. FY26 Workplan Components

- i. The FY26 workplan must include PHE Requirements, 2+ Sustainability Objectives, 2+ Performance Standards Objectives, and optional Elective Objectives.
 1. All Sustainability, Performance Standards, and Elective Objectives must incorporate a racial equity theme.

c. Goals of today's collaborative session

- i. Today, the goal of the meeting is to critically evaluate FY25 workplan progress, discuss priority areas for FY26 programming, review the early-release workplan content menu, and elect workplan objectives.
- ii. The coalition will review materials on June 17th during the next regular coalition meeting.



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d. FY25 Workplan reflection

- i. Haleigh reviewed the group's FY25 workplan items. The group discussed completion, challenges, and in-progress work. Some goals, activities, and themes might continue into FY26.
- ii. Reflections:
 1. Timeline: Everything takes longer than expected
 2. Hiring: Hiring was the main challenge and roadblock to completing workplan activities.
 3. Strategic planning: While the group didn't explore this in FY25 (as outlined in the workplan), this could be a worthwhile investment to continue building a group identity and foundation in the future.
 4. Ownership of workplan objectives: In the last fiscal year, SS5 didn't have regional staff to assign to workplan objectives. This year, building out leaders or practice groups may help promote accountability and progress.

e. FY26 Workplan components

- i. Similar to last year, the FY26 workplan must include:
 1. PHE Requirements:
 - a. Grant Administration: Complete/perform all PHE Grant Program contractual requirements for the upcoming fiscal year
 - b. Governance: Execute and maintain IMA or equivalent
 - c. FPHS Review: Review and utilize the data from the FPHS Shared Services Review
 - d. SAPHE 2.0 Reporting: Ensure each participating municipality completes the annual SAPHE 2.0 reporting requirements
 - e. METRIK: Participate in the onboarding to METRIK
 2. Sustainability Objectives (2 required)
 3. Performance Standards Objectives (2 required)
 4. Elective Objectives (Optional)
 5. Racial Equity Themes
- ii. Sustainability Objectives:
 1. Communication & Engagement: Raise community awareness of shared services and benefits to residents.
 2. Improved Sharing of Resources: Develop a framework to optimize operational efficiency and effectiveness.
 3. Expanded Sharing of Internal Services: Explore opportunities for expanded sharing of services.



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4. Community Partnership Development: Complete a process to identify new partners and expand partnerships to fill gaps/build capacity.
5. Diversification of Funding: Grants.
- iii. Performance Standards Objectives:
 1. Enhance Staff Capacity: Enhance staff capacity to effectively meet mandated inspectional requirements and enforce regulations, in alignment with the Performance Standards for Local Public Health.
 2. Improve Inspectional Processes: Identify areas for improvement in inspection processes and provide targeted training to enhance the effectiveness and consistency of inspection across all participating municipalities.
 3. Targeted Training: Facilitate targeted training opportunities for staff members to address gaps in meeting the Performance Standards.
 4. Disease Control & Prevention: Ensure adherence to infectious disease case investigation requirements, while enhancing staff training, capacity, and quality improvement initiatives.
 5. Tobacco Use Prevention: Create and implement a plan for meeting tobacco control and prevention needs.
- iv. Elective Objectives:
 1. Organizational Competencies: Pool municipal Opioid Abatement funds.
 2. Communicable Disease Control: Expand vaccine access.
 3. Maternal, Child, & Family Health: Support caregivers and newborns.
 4. Chronic Disease & Injury Prevention: Cardiovascular screening for vulnerable populations.
 5. Chronic Disease & Injury Prevention: Harm reduction prevention.
 6. Access to & Linkage with Clinical Care: Improve and maintain continuous, coordinated care.
 7. Education, Training, and Credentialing: Assess and plan for all staff to work towards meeting the Workforce Standards.
 8. Assessment & Surveillance: Use data to inform public health programming to maximize health outcomes.
 9. Inventory Management: Establish an inventory management system to streamline procurement processes and accurately monitor all purchases.
- v. Group discussion:
 1. Lisa proposed that hiring a Social Worker or Community Health Worker is still a top priority for the group, which will benefit each Health Department, but also the greater community and region.



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2. Kim requested clarification on Diversification of Funding.
 - a. Cynthia explained that this could mean multiple things - first, some groups are beginning to account for future change and investment. PHE funding is guaranteed through FY27, but there is currently no contract in place for FY28 and beyond. We don't know what the long-term implications of SAPHE 2.0 will be for grant longevity. Additionally, if groups have topic-specific goals and seek additional support that doesn't fit within the PHE budget, they can explore grant opportunities to support programmatic activities.
 - i. With level-funding, there is also the strain of costs and salaries increasing year to year – some groups may benefit from an additional buffer to allow greater budget flexibility elsewhere.
 3. Kim noted that these objectives feel a bit overwhelming, given how much time and capacity the teams are dedicating to training and catching up on Workforce Standards.
 - a. Cynthia reassured the group that the trajectory for catching up on required trainings takes a lot of time and significant investment. With SAPHE 2.0, we expect to see an update on progress and next steps. Generally, the workplan is meant to guide ongoing progress and programming, and this conversation is meant to better understand what feels meaningful, but also feasible.
 - i. The ultimate goal is to maintain compliance with the grant, while building a foundation that moves the group and the communities forward.
- f. Additional discussion
- i. In addition to the drop-down menu options, the group can also create custom Objectives in any area. Consider the following questions:
 1. Are there programmatic or practice areas that resonate?
 2. Are there public health-related issues or topics that you're interested in exploring that aren't reflected in the content menu?
 3. What would success look like in the next year?
 4. What does workplan accountability look like for the coalition?
 - ii. Next steps:



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1. To allow everyone time to review and reflect on the content menu, Haleigh will put together a workplan content survey for everyone to complete in the next week.
 - a. All coalition members are to complete the Workplan Content Survey by the end of next week (EOD, June 6th).
2. Haleigh will work 1:1 with regional staff to discuss workplan activities.
3. Haleigh will then draft out a workplan for review and approval at the June 17th coalition meeting.

D. FY25 Planning

a. Digitization Update

- i. Contracting with the Digitization vendor is officially complete! Huge thank you to the Town of Rockland for their support and hard work throughout the process.
- ii. MetaSource has proposed the following timeline for pick-ups:
 1. Rockland: 5/28
 2. Pembroke: Week of 5/26
 3. Hanover: Week of 6/2
 4. Marshfield: Week of 6/2

b. Supply Requests Updates

- i. Please coordinate with Delshaune to pick up your town's requested supplies.
- ii. Any additional training, supply, or spending requests will need to be approved by Haleigh and Delshaune. Please submit any outstanding requests as soon as possible.

c. Remaining FY25 Meeting Schedule

- i. Upcoming meetings include:
 1. June 5th: FPHS Data-to-Action Meeting with OLRH partners
 2. June 17th: Regular coalition meeting
 - a. FY26 workplan and budget review and approval
 3. June 24th: Regular coalition meeting & FY25 wrap-up
- ii. If towns are unable to attend meetings, please let Haleigh know.
- iii. Delshaune proposed an SS5 Luncheon in Rockland to provide a time for each community to meet SS5's new Public Health Nurse, Keri. The group decided on Monday, June 9th.



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E. Community Updates

- a. No community updates reported.

Next Meeting

The next coalition meeting will be Tuesday, June 17th from 10AM to 12PM. The FPHS Data-to-Action meeting will take place on Thursday, June 5th, from 1PM to 2PM.

Motion to adjourn meeting

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

Roll Call Vote

Hanover: Y

Marshfield: Y

Norwell: Absent

Pembroke: Absent

Rockland: Y

Motion approved.

Meeting adjourned at 12:09 PM.

Documents referenced during the meeting

- SS5 May 27th Slides
- FY26 Workplan Content Menu