

**Advisory Board**  
Joan Taverna, Cohasset  
Susan Sarni, Hingham  
Drew Scheele, Scituate



**Advisory Board Alternate Members**

Elizabeth Miller, Hingham  
Erica Souris, Scituate

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## **South Shore Public Health Collaborative Meeting Minutes**

**November 20, 2025 at 2:00 pm**

### **Voting Members in Attendance:**

Susan Sarni, Hingham  
Joan Taverna, Cohasset  
Andrew Scheele, Scituate

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

Cynthia Baker, BME Strategies  
Ally Gittens, BME Strategies

### **2:04pm Welcome & Roll Call**

Andrew Scheele motioned to open the meeting. Susan Sarni seconded.  
Roll Call vote: Joan Taverna (Cohasset), Susan Sarni (Hingham), Andrew Scheele (Scituate)

### **Motion to Approve Previous Meeting Minutes**

Andrew Scheele motioned to approve the October 16th meeting minutes.  
Susan Sarni seconded. Roll Call vote: Andrew Scheele (Scituate), Susan Sarni (Hingham), Joan Taverna (Cohasset)

### **Review of Budget Modification**

The coalition discussed a potential budget modification. The specific line items that were discussed included the shared office space for regional staff, the extension of support from BME Strategies as part of the Consultant line item, the public health nurse salary, fringe benefits and payroll tax, telecommunication, and training/credentialing. With the proposed budget modification, there would be \$1,855 remaining to be allocated to other line items.

The Advisory Board voted to approve the proposed budget modification, which included an allocation of the additional \$1,855 towards Title 5 services.

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The Advisory Board also discussed expectations around the public health nurse role. The Board decided that it would create a list of clear deliverables to be completed by the public health nurse in a specific period of time during this fiscal year.

**Review of FY26 Expenditures**

The Advisory Board briefly reviewed the Coalition's spending to date in Smartsheet to help determine where it would be best to allocate the remaining funding for the budget modification.

**Staffing**

[Discussed during the Budget Modification Review]

**Regional Staff Activities Report**

The Advisory Board discusses the Regional Staff Activities Report Draft created by BME Strategies. The Coalition also reviewed the breakdown of social service activities provided by the social workers to each municipality in SSPHC.

**Community Updates**

Cohasset is starting interviews for the Health Director position this week.

**2:54 PM Adjournment**

The Advisory Board agreed that the Coalition will meet only once in December. The next coalition meeting will be on Thursday, December 11 at 2pm.

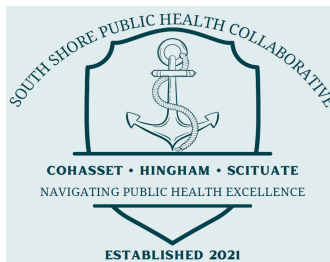
Andrew Scheele (Scituate) motioned to adjourn the meeting. Seconded by Susan Sarni (Hingham).

Roll call vote: Joan Taverna (Cohasset), Susan Sarni (Hingham), Andrew Scheele (Scituate)

Motion carried: 3-0

Meeting adjourned at 2:54 PM.

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**Documents used and referenced during the public meeting:**

- South Shore Public Health Collaborative November 21, 2025, Meeting Presentation
- South Shore Public Health Collaborative November 2025 Budget Modification