

**Advisory Board**

Pam Fahey, Cohasset  
Susan Sarni, Hingham  
Drew Scheele, Scituate

**Advisory Board Alternate Members**

Joan Taverna, Cohasset  
Betty Nee, Hingham  
Erica Souris, Scituate

## **South Shore Public Health Collaborative**

### **Meeting Minutes Thursday August 21, 2025, at 2:00 PM**

#### **2:00 PM      Welcome & Roll Call**

Pam Fahey called the meeting to order at 2:04 PM.

Roll call vote: Pam Fahey (Cohasset), Susan Sarni (Hingham), Drew Scheele (Scituate)

#### Introduction to Nicole Roche

Zahra Ehtesham introduced Nicole Roche, the Collaborative's Regional Social Worker, who will be taking over Shared Services Coordinator duties.

#### **2:10 PM    Fiscal Year (FY26) Timeline Overview**

##### Upcoming Workplan Deadlines & FPHS Review

The board reviewed upcoming workplan deadlines. An annual notification will be sent to all Participating Municipalities no later than October 31. The board discussed the upcoming Foundational Public Health Services (FPHS) FY25 Report, which will be reviewed in a meeting before the end of October to comply with PHE Grant requirements. It was noted that the first step will be to reshare the FPHS Review Results slide deck with health directors and their Boards of Health.

Cynthia provided additional context, noting the purpose of the Foundational Public Health Services Review was to provide a landscape assessment of the state's current ability to deliver Foundational Public Health Services and Capabilities. . The board discussed that the FPHS is a national framework that outlines an aspirational array of public health services and is not a qualitative review of a Health Department's performance. The FPHS tool assesses where services are being provided, whether by the Local Health Department or another organization, and is used to identify gaps in services. It was proposed that a brief introduction be shared with the BOHs to frame the purpose of the review prior to sending the results.

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### Performance Standard: Disease Control and Prevention

The board noted the need to assess staffing and workload to allocate resources effectively for infectious disease investigations and epidemiology and to ensure MAVEN coverage. This will be revisited as a separate topic in an upcoming meeting. It was also suggested that a meeting be held with municipal and regional nurses to discuss and formalize a coverage plan and address any gaps. The IMA will be reviewed with Pam by the end of September. An update was provided on the SAPHE 2.0 reporting, noting that assessments will need to be completed between January and March and that a more thorough overview will be provided at the next meeting.

### Introduce Regional Staff Tracker

The Regional Staff Tracker was introduced as a new tool designed to more clearly understand the work of the regional shared staff. The tool will help the collaborative gain a better sense of its capacity, where time is being allocated, and ultimately, demonstrate the value of its work. It was noted that the tracker is a key step toward achieving the Sustainability Objective of developing standard operating procedures for inter-municipal service deployment. The board reviewed the tool, noting that it has a tab for each shared role and that each sheet is organized by terms.

The group debated the topic areas for the Social Worker and Community Health Worker roles. It was noted that the data from the tracker could be used to prove needs that are outside of the grant and could be helpful for advocacy.

### 2:45 PM Discussion of Grant Writing Opportunities

The board held a discussion on grant writing opportunities, prompted by an exciting offer from a CHNA participant. The conversation focused on exploring new funding streams to help extend the lifespan of the collaborative. While the FY26 budget is fully allocated, the group discussed two proactive approaches: assisting with grant opportunity reviews, and cross-training a regional staff member in grant writing.

Concerns were raised about the limited capacity of the regional staff, noting that their current workloads are already demanding. It was emphasized that any additional responsibilities would be overwhelming, and a commitment could not be made at this time.

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The discussion shifted towards a lower-lift, long-term strategy. The group agreed to follow up on the specific offer from the resident and create a roster of anticipated grant cycle dates. It was also suggested that, as capacity allows, a menu of potential grant writing training options could be provided for interested staff members to explore on their own. The board confirmed that the training budget could be leveraged for this purpose, with the understanding that pursuing the training does not obligate them to take on additional work. The overall sentiment was that this is a valuable opportunity that should be explored carefully and strategically.

### **2:59 PM Community Updates**

Hingham's social worker resigned. Nicole Roche will coordinate with Susan Sarni for coverage and future planning.

### **3:03 PM Adjournment**

Pam Fahey motioned to adjourn the meeting. Susan Sarni seconded the motion.  
Roll call vote: Pam Fahey (Cohasset), Susan Sarni (Hingham), Erica Souris (Scituate)  
Motion carried: 3-0

Meeting adjourned at 3:03 PM.