

Advisory Board

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



Advisory Board Alternate Members

**Betty Nee, Hingham
Erica Souris, Scituate**

**South Shore Public Health Collaborative Meeting Minutes
Advisory Board
September 17, 2026 at 2pm**

Attendees:

Voting members:

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

Non-Voting members:

Nicole Balaschi, Shared Services Coordinator

2:09pm Welcome & Roll Call

Andrew Scheele Motion to call the meeting to order.; Second: Joan Taverna Vote: 3-0-0 (Andrew Scheele-Yes, Joan Taverna-Yes, Susan Sarni-Yes) — PASSED

Standard Operating Procedures Vote

Nicole Balaschi presented drafted standard operating procedures for the Regional Public Health Nurse, Regional RS, and the Community Health Worker. Susan requested clarification regarding the reporting structure and time-off management for the new hires. Nicole clarified that under section 4.2 of the procedures, she would oversee their day-to-day activities, time off, and annual evaluations, while discipline-specific inquiries would be directed to the respective experts.

Andrew: Motion to approve both standard operating procedures for the regional community health worker and for the regional RS/Public Health Nurse; Second: J. Taverna; Vote: 3-0-0 (Andrew Scheele-Yes, Joan Taverna-Yes, Susan Sarni-Yes) — PASSED

Tobacco MOU Vote

Nicole presented a drafted Memorandum of Understanding (MOU) detailing tobacco compliance services provided by Kathleen Mahoney for Scituate and Cohasset, including operations, charges, and reimbursement processes. Mr. Scheele confirmed the MOU was acceptable and authorization to Nicole to sign the document on behalf of the towns.

Joan: Motion to approve the MOU between Cohasset, Scituate, and Kathleen Mahoney for the tobacco compliance with Nicole Balaschi signing off.; Second: A. Scheele; Vote: 3-0-0 (Andrew Scheele-Yes, Joan Taverna-Yes, Susan Sarni-Yes) — PASSED

Advisory Board

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



Advisory Board Alternate Members

**Betty Nee, Hingham
Erica Souris, Scituate**

Conference Discussion

Nicole presented a request from Jackie to attend the PANS-PANDAS symposium in Portsmouth, New Hampshire, on November 14th for a \$195 registration fee. She noted the conference aligns with the work plan for tick-borne awareness and mental health, and explained that grant funds would cover the registration fee pending an allowable request to the Office of Local and Regional Health (OLRH), but would not cover out-of-state travel or lodging. The board discussed projected training needs through June 30, 2027. Susan recommended allocating approximately \$1,800 for Hingham trainings, while Joan and Andrew noted upcoming MAPHN and MHOA conferences. Nicole informed the board that the new Regional Sanitarian, Jose, would start at a lower salary than budgeted, leaving approximately \$6,000 in floating funds available for reallocation, as well as Community Health Worker vacancy.

Andrew: Motion to approve Jackie's request to go to the PANS-PANDAS symposium taking place on November 14th in Portsmouth, New Hampshire, contingent on the approval of OLRH.; Second: J. Taverna; Vote: 3-0-0 (Andrew Scheele-Yes, Joan Taverna-Yes, Susan Sarni-Yes) — PASSED

Substitution of Services Vote

Nicole outlined the onboarding plan for the new Regional Sanitarian, Jose, noting he would begin by shadowing in Hingham before meeting with Andrew in Scituate. Nicole explained that OLRH approved a substitution of services request, pending a board vote, to utilize a different company for an ongoing project in Hingham. She noted the cost for the alternative company's services was \$260. Susan confirmed the amount was small and asked for support for the substitution.

Joan: Motion to approve substitution of services for Title 5/Septic services of \$260 towards a different company than PGB.; Second: A. Scheele; Vote: 3-0-0 — PASSED

2:32 PM Adjournment

The next coalition meeting will be on October 8, 2026 at 2pm.

J. Taverna: Motion to adjourn the meeting; Second: S. Sarni; Vote: 3-0-0 — PASSED

The meeting adjourned at approximately 2:32 PM.

Documents used and referenced during the public meeting:

- South Shore Public Health Collaborative September 17, 2026 Meeting Presentation
- Standard Operating Procedure Documents
- Kathleen Mahoney MOU Document

Advisory Board

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



Advisory Board Alternate Members

**Betty Nee, Hingham
Erica Souris, Scituate**

Please Note: *There will be no public participation in speaking at this meeting unless recognized by the chair.*

Please note that the Advisory Board may act on items in a different order than they appear on this agenda. If it so votes, the Board may go into Executive Session during the meeting. Persons interested are advised that, in the event any matter taken up at this meeting remains unfinished at the close of the meeting, it may be put off to a continued session of this meeting without further notice.

This meeting is being held remotely as an alternate means of public access pursuant to Chapter 2 of the Acts of 2025 and all other applicable laws temporarily amending certain provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting may be recorded by the Town of Hingham in accordance with the Open Meeting Law. If any participant wishes to record this meeting, please notify the chair at the start of the meeting in accordance with M.G.L. c. 30A, § 20(f) so that the chair may inform all other participants of said recording.