



Northern Bristol County Public Health Alliance & BME Strategies

Meeting Minutes

Date: Tuesday, August 8th, 2023

Time: 10:00-11:00 am

Zoom Meeting Link: <https://us06web.zoom.us/j/87979991206>

In attendance:

Allison Brum, Attleboro

Sharon Jamieson, Berkley

Beth Hallal, Attleboro

Nicole Mello, Dighton

AnneMarie Fleming, North Attleboro

Mike Hugo, MAHB

Courtney Cogliano, North Attleboro

Meghan Russell, BME Strategies

Adam Vickstrom, Taunton

Karen Contador, BME Strategies

I. Updates

a. FY24 Work Plan

1. Meghan made updates to the workplan that were sent out on Monday:

a) Across all tabs:

(1) Updated Activity Measure of Success (column G) on all tabs to include more detail beyond "complete X activity on time"

(2) Updated timelines

b) LICSW, PHN:

(1) Added onboarding activity

(2) Updated "community needs assessment" to "social services gap analysis"

(3) Added activity to integrate LICSW, PHN, and Inspector

(4) Updated "create programming" row to be "create priority list"

c) Inspector:

(1) Added onboarding activity

(2) Added activity to integrate LICSW, PHN, and Inspector

d) Training, IMA:

(1) Created more detailed activities

2. Meghan to send workplan to Robin on Tuesday for review
3. Meghan and AnneMarie meeting with Robin on Thursday
 - a) Potentially submit on Thursday, as long as everyone agrees what is in there. Feedback from Robin has been helpful assistance to make it even better.

b. FY23 Supplies

1. AnneMarie sent the bags over to Allison and Nicole on Friday.
2. Need to sign a contract with Live Action Safety for the whistles.
Preparing this contract to send it out.
3. Need to start a bidding process for the Channing-Bete documents.
Since this was more than \$50k, it needs to go through a bidding process and we are working through that.

c. IMA

1. Still waiting on North Attleboro and Taunton
2. Rehoboth and Berkley have the same lawyer/feedback:
 - a) Meghan will send this feedback to North Attleboro and Taunton so that they can review.
 - b) Want a yearly audit of funds
 - (1) This is very expensive and will have to come out of PHE funds.
 - (2) Meghan and AnneMarie will write up what the current process looks like from the North Attleboro and PHE/DPH perspective so that they understand what kind of auditing is already being done.
 - c) Added in the Program Manager/SSC as a Tie-breaker on votes since we have an even number of municipalities
 - d) When contracting with someone, specifically for independent contractors, is that with the Alliance or North Attleboro on behalf of the Alliance?

- e) Signed agreement - everyone can sign their own individual PDFs and we can merge them together
- 3. Once we get all the feedback we will work with MAHB and the lawyers to merge it all together.

d. Conferences and Trainings

- 1. https://docs.google.com/spreadsheets/d/1KuPgs0RNWmA_6rAwPUE_F6RyP4cdFbEyUGq05Hty2UVI/edit#gid=2067329606
- 2. Projected to spend just over half with our current requests
 - a) MHOA attendance is for 2 days, not 3
 - b) North Attleboro does not need mileage reimbursement, just lodging for Yankee conference
 - c) North Attleboro can pay for one MHOA attendee, need PHE for second attendee
 - d) Berkley BOH members would like to attend Title 5 instead of Soil training
- 3. We can approve what has been requested so far.
- 4. AnneMarie to check with NA accounting on if there is any type of documentation needed to approve spending on conferences.

II. Inspector Job Description

- a. Feedback on description
- b. Who will this person report to? Determine a way to prioritize assignments across the municipalities. Central place where the inspector can look to see what their assignments are.
- c. Fixed monthly salary or hourly rate?
 - 1. Meghan will look at the budget and determine what makes sense to be an hourly pay range and expected number of hours worked per month
- d. Need to develop a protocol to prioritize the work of the regional inspector
 - 1. There is also a certain amount of supervision where it will make it illegal to supervise, because at that point they are no longer "independent."

2. Hard to quantify the number of inspections they will do each month, it depends on the kind of inspections. Ideally they are doing soil and Title 5 but we need to see what the qualifications are of the person we hire.
3. Also include how this person will conduct reporting. How it will vary across the municipalities and use of inspectional software.

III. Meeting Next Week

- a. Meghan will be out. Karen will lead the discussion on the inspector job description and any updates to the workplan if necessary.

IV. Next Steps

a. Meghan/BME

1. Follow up on Title 5 training availability
2. Send IMA feedback to Taunton and North Attleboro
3. Send updated workplan to SME (Robin)
4. Work with AnneMarie to finalize FY23 spending contracts

b. AnneMarie

1. Work with accounting to close out FY23 items
2. Ask what is needed to approve spending on training and conferences

c. NBCPHA/All

1. Send any workplan feedback to Meghan
2. Review Inspector job description
 - a) Anything missing that you expect this person to do?
 - b) Anything in there that you do not expect them to do?