



Northern Bristol County Public Health Alliance & BME Strategies
Meeting Minutes

Date: Tuesday, August 15th, 2023

Time: 10:00-11:00 am

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

In attendance:

AnneMarie Fleming, North Attleboro

Angie Truesdale, BME Strategies

Allison Brum, Attleboro

Karen Contador, BME Strategies

Sharon Jamieson, Berkley

Mike Hugo, MAHB

I. Updates

a. Welcome Angie, new Director for BME Strategies!

b. FY24 Workplan

1. Submitted 8/10

c. Engagement Packet

1. **AnneMarie:** Meeting with Tony today to ask who can sign the contract and then will submit to DPH.

d. IMA

1. Any updates from North Attleboro?

AnneMarie: No updates, the law office gave it to a second person. I will reach out and ask if they have any comments or if there will be any progress.

Mike: Anything MAHB can be doing to help you out?

AnneMarie: Not sure. I can reach out. KP Law is the firm we work with. I will CC you and Rich. I sent the Rehoboth comments.

e. Scheduling online hoarding training

1. Proposing to reschedule for February 27th and March 5th. Any conflicts with this?

AnneMarie: Works for me. How many other people would we be able to invite? Would love to have the health agent, human services

coordinator, and someone from the Police Department. Is there a maximum number?

Allison: Can you create an event and I can share it with my colleagues?

Karen: I will send out the context/description of the courses to everyone, as well as an event placeholder, and we'll also follow up on how many people can attend that training.

II. Inspector Job Description

a. *The draft job description was reviewed as a group*

1. Attending members approved the first version of the job description.
2. Job description (duties and responsibilities) will be sent out to Alliance and Alliance members will review with their internal stakeholders.
3. The group still needs to decide on the payment and hourly structure, the equitable distribution of services, prioritization of requests, oversight of the position, job posting strategies, and interview process. To be discussed at a future meeting.

- b. **Karen:** Since this position will need to be trained, perhaps there is an opportunity to do this by leveraging the support of existing inspectors in your communities. Some communities have used stipends as incentives.

AnneMarie: Are stipends allowed?

Mike: You could use the 15%.

- c. **Karen:** Worth noting that if we cannot find a person that is a perfect fit but has relevant experience or knowledge (i.e. degree in biology), there is opportunity to train them so they can acquire the necessary skills to be the perfect fit.

AnneMarie: Is there an option to do two part-time people?

Mike: Some groups do have multiple inspectors doing different inspections.

Karen: There are some consulting groups that provide Title 5 and soil evaluator support, so if we can't find someone with those distinct

qualifications, perhaps we can contract out to one of the consulting companies to provide support for those two topics. The second inspector for the Alliance could focus on other types of inspections where training is more available. Also, we could contract for Title 5 and soil evaluator support for the interim while the State works on providing those types of trainings more often. Once the training hubs are in place, we could move towards hiring someone specifically for the Alliance instead of contracting out for Title 5 and soil evaluation.

III. Other Business

- a. **Mike:** Looking to see if people have had challenges providing vaccinations for children before school?

AnneMarie: We've used [Manut](#) and they have been very helpful.

Allison: We ran into a lot of situations where people were getting vaccinated in our office but not following up with the PCP. We now use Manut and they also help families enroll in health insurance. They are great.

IV. Next Steps

a. BME Strategies

1. Send out placeholders for online hoarding training
2. Send out training descriptions for hoarding trainings
3. Check to see if there is a max attendance for the online hoarding training
4. Send updated draft of Regional Health Inspector job description to the Alliance
5. Ask DPH if stipends can be used for Regional Health Inspector trainings

b. Northern Bristol Public Health Alliance

1. Submit engagement packet
2. Review and confirm the content (duties/responsibilities) of the job description (besides the payment & supervisory language)
3. Receive feedback from legal teams on IMA