



Northern Bristol County Public Health Alliance & BME Strategies  
Meeting Minutes

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**Date:** Tuesday, October 31st, 2023

**Time:** 10:00-11:00 am

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

**In attendance:**

Sharon Jamieson, Berkeley

Adam Vickstrom, Taunton

Nicole Mello, Dighton

Mike Hugo, MAHB

AnneMarie Fleming, North Attleboro

Meghan Russell, BME Strategies

Geri Hamel, Rehoboth

Karen Contador, BME Strategies

**I. Updates**

**a. MHOA Conference**

1. Process for submitting hotel and travel reimbursements:

a) Reimbursement:

[https://docs.google.com/spreadsheets/d/1Wnafp-wOCL6QJefzEr2OktmHzPabI\\_Hw/edit#gid=1085656566](https://docs.google.com/spreadsheets/d/1Wnafp-wOCL6QJefzEr2OktmHzPabI_Hw/edit#gid=1085656566)

b) Mileage form:

<https://docs.google.com/spreadsheets/d/1mk1vFdmd8JcCma voymIsIPFymnpJiVpe/edit#gid=478900241>

c) Make a copy for your own use. Complete with required information

d) Send to Meghan with additional items - proof of attendance (i.e. agenda), redacted credit card statement, gps map route, receipts.

**b. Dashboard Review**

1. Need to finalize hiring documents.
2. Need to get hiring approval from North Attleboro.
3. Meghan will start working on nursing documents after inspector and social worker documents.
4. Bump back the Epi dashboard and training items.
5. On track with IMA - almost ready to move on to signatures.

**c. IMA**

1. Had some back and forth with the North Attleboro lawyer on language regarding who had the authority to hire, fire, etc.
2. Came up with new language agreed to by lawyer, MHOA, and AnneMarie
  - a) IMA has changes in red from N.Attleboro Town Manager and Rich Mucci from MAHB. The proposed language is for the Alliance to authorize the hiring and N.Attleboro facilitates the process (hiring, contracts). The Alliance will vote to allocate the funds to pay for all of those things (wages, benefits, expenses). North Attleboro can decide to relocate an employee within North Attleboro if the Alliance decides they no longer want to keep them as an Alliance staff member.

**d. FY23 Purchases**

1. Reviewed the two proposals to the Health Education Materials RFP responses (2 bids) today.
  - a) Halo Branded Solutions provided responses that met the evaluation criteria for years of experience with health education materials and language translation, and ability to meet the specified timelines
  - b) Adam Graphic submitted a response that partially met the criteria and did not provide specific data to evaluate against each of the criteria.

*Unanimous decision for Halo Branded Solutions (5 out of 5).*

Meghan: We'll get back to the N.Attleboro contracting department and work with them for the next steps.

- c) Meghan will reach out to North Attleboro contracting on next steps for awarding the contract
2. All materials from FY23 have been distributed to each municipality. The final items were delivered to Taunton at the MHOA conference.

**e. Training/Conference Requests**

1. Dan and Patrick are all set for their training next week
2. Need Patrick's confirmation email for the invoice. Sharon will get it from Patrick.
3. Dan's check should have been sent out Friday, along with Heather's CPO check.

**II. Inspector Hiring Process**

- a. Review of inspector documents
  1. Geri has responses from Karl she will sent
  2. Jim in Berkley signed off on them
  3. Nicole has not heard from Jim in Dighton, he has been out of the office for various reasons. Meghan will reach out to him directly.
  4. Meghan will follow up with Beth in Attleboro.
- b. AnneMarie had emailed her Town Manager about OPEB questions. Have not heard back yet and will try to talk to him in person.

**III. Social Worker Hiring Process**

- a. Comments on job description and posting that were sent 10 days ago
  1. Geri: Outreach coordinator will have a response by Friday.
  2. Nicole: I'll look at them before the next meeting.
  3. AnneMarie: I have not. Need to send it out to Joan, our Human Services Coordinator. I'll have it by next week.
  4. Adam: I'll pass it along to the Public Health Nurse. Will have it reviewed by next week.
  5. Sharon: Will review with Jim and see if he wants anyone else to take a look

**IV. Quarterly reporting**

- a. New process this year where you answer questions online
- b. Deadline is November 10th.
- c. Provide you the questions ahead of time. I have completed them and sent them to AnneMarie for review.

d. Question on turnover in each department

1. Nicole: New Health Director and Health Agent in Q1. Previous position left in July.
2. Geri: Performance Standards - is there a certification that needs to get done? Are they checking to see how we're meeting those objectives?

**V. Next Steps**

**a. Meghan**

1. Follow up with North Attleboro Contracting on proposal award next steps
2. Reach out to Jim in Dighton about inspector documents
3. Reach out to Beth in Attleboro about IMA and hiring documents
4. Complete quarterly reporting

**b. AnneMarie**

1. Follow up with Town Manager on OPEB question

**c. NBCPHA**

1. Review social worker documents

**d. Sharon**

1. Get Patrick's confirmation email for training

**e. MHOA attendees**

1. Send reimbursement forms and supporting materials to Meghan

**f. Attleboro**

1. Review inspector documents
2. Review IMA