



Northern Bristol County Public Health Alliance & BME Strategies
Meeting Minutes

Date: Tuesday, December 5th, 2023

Time: 10:00-11:00 am

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

In attendance:

Sharon Jamieson, Berkeley

Mike Hugo, MAHB

AnneMarie Fleming, North Attleboro

Meghan Russell, BME Strategies

Geri Hamel, Rehoboth

Karen Contador, BME Strategies

Adam Vickstrom, Taunton

I. Updates

a. Dashboard Review

1. Wrapping up the completion of the hiring documents. Moving forward with inspectional software, ahead of where we had scheduled. Almost done with IMA. Can look at where we want to focus next, in terms of regional staff management, epi data sets, or training plans.
 - a) Group would like to focus on staff management next

b. IMA

1. Legal counsel in Attleboro had some questions for Beth. She directed him to Meghan. Meghan has reached out and is awaiting a response with his questions.

c. Budget

1. Using funding for ipads and software
2. Lots of money available to spend down
 - a) We might need to think about a desk, phone, etc. Possibly would have space to host the new positions. I will know for sure in the next couple of months.

d. FY23 Purchases

1. Channing-Bete has provided us with the translated versions of the documents.

2. Meghan will reach out to APHC to see if they can help us with a review.
3. AnneMarie can also talk to the literacy group in Attleboro. They help with ESL.
4. Mike can have the Spanish and Brazilian Portuguese reviewed.

e. Training/Conference Requests

1. Reminder to submit lodging and mileage reimbursements

II. Nurse Hiring Documents

- a. Sent documents out last week. Any feedback? Who still needs to review?
- b. Nursing documents were sent out last week
 1. Attleboro: Allison not present, Meghan to follow up
 2. Berkley: Sharon provided to Jim, have not heard back
 3. Dighton: Nicole emailed Meghan that she had no comments
 4. North Attleboro: AnneMarie needs to review
 5. Rehoboth: Geri reviewed and has no comments
 6. Taunton: PHN reviewed and has no comments.
- c. Still working on OPEB issue. Talked to the new retirement director in North Attleboro. AnneMarie reached back out to her Town Manager with the latest information. We raised this issue with DPH in our quarterly meeting yesterday.
 1. MAHB is contracting the services of someone who is a retired CFO from Framingham. Very knowledgeable on OPEB. Mike will try to meet with her before our meeting next week. She'll be able to give your retirement person some information on OPEB. You're not the only group that is having this issue. North Andover is also dealing with this.

III. Inspectional Software

- a. How has the process gone for determining licenses?
- b. Anyone interested in Pools, Tanning, etc?
 1. Office license is \$300.

2. Attleboro - *was not in attendance*.
 - a) Meghan talked to Beth offline
 - b) Kevin Duquette already uses FoodCodePro. Would like the other contractor to use it as well. Beth will check with her. Would need an office license as well.
 - c) Beth and Sherri both do Housing inspections
3. Berkley
 - a) Would like contractor to use FoodCode Pro, would also need an office license
4. Dighton - *not in attendance*
 - a) Meghan to follow up
5. North Attleboro
 - a) Add one field and office license for Housing
 - b) Current process with FoodCodePro - print a copy of the report and put it into the file. One license for Brian, no office license.
 - c) Interested to learn more about camps and pools. I asked about pools, but they said pools are very easy and they didn't see the need for the pools, and same thing with tanning - very short form. Camps are more complicated. Would like to see a demo of camps, tanning, body art.
6. Rehoboth
 - a) Geri: Talked Karl into considering using it. I said I'd go out with him to document and then show him what I've done back here at the office. Karl tells me that we have greater than 10 food establishments.
 - b) 1 food license for Karl
 - c) Interested in learning more about camps, body art, etc.
7. Taunton
 - a) Food + Housing - Adam, Danielle, Todd
 - (1) Kevin, Eileen, Diane, Daniel

- b) Two food licenses, one housing. Not sure about an office license. Housing inspector - could base off his files. Talk to him if information is needed. As long as we can log in.
- 8. Karen and Mike: For future capacity assessments, might be easier to pull documents from electronic sources than from paper files.
- 9. Meghan: We can always add modules as we go.

IV. Next week's agenda

- a. **MH:** Bodyworks is different than body art and North Attleboro and Rehoboth have issues with this for sex trafficking. Please add this to the agenda for next week.

V. Next Steps

a. Meghan

- 1. Follow up with Attleboro about nursing documents, IMA, and inspection software
- 2. Follow up with Dighton about inspection software
- 3. Reach out to APHC about translated files
- 4. Reach out to Relavent about camps, tanning, etc. modules and licenses for the regional inspector

b. AnneMarie

- 1. Review PHN documents

c. Beth

- 1. Confirm if Deb (food contractor) will use FoodCodePro

d. Sharon

- 1. Follow up with Jim on reviewing PHN documents