



**Northern Bristol County Public Health Alliance & BME Strategies**  
**Meeting Minutes**

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**Date:** Tuesday, December 12th, 2023

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

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

**In attendance:**

Allison Brum, Attleboro

Adam Vickstrom, Taunton

Sharon Jamieson, Berkeley

Mike Hugo, MAHB

Geri Hamel, Rehoboth

Meghan Russell, BME Strategies

Karen Contador, BME Strategies

**I. Updates**

**a. Dashboard Review**

1. Next steps include:
  - a) Review nursing documents
  - b) Finalize IMA
  - c) Build out internal SOPs

**b. IMA**

1. Meghan is meeting with Peter Mello, Lawyer from Attleboro, at 11:30 am.

**c. FY23 Purchases**

1. Reached out to APHC last week about reviewing the translated files. Their timeline doesn't work for us and they also do not have all of the languages we need.
2. Karen reviewed the files in Spanish. Meghan reached out to Mike for Portuguese. Karen has a contact she is going to reach out to for Cambodian.
  - a) Monk from UMASS Lowell to help with Cambodian.
  - b) Meghan to look into the cost for one hour of translation.
3. Allison has a contact at the Literacy Center in Attleboro and will put Meghan in contact.

**d. Training/Conference Requests**

1. Geri has submitted her mileage for MHOA. Will send her lodging as well
2. Sharon will submit mileage reimbursement for Pat and Dan for Title 5 certification
3. Meghan will confirm with Beth if she needs reimbursement

## **II. Nursing Hiring Documents**

- a. AnneMarie: *not present*
- b. Allison: Yes, all good.
- c. Sharon: All good.

## **III. Hiring and OBEP Update**

- a. MAHB Update
  1. Mike is supposed to talk to new OPEB contact today today, she was on vacation until yesterday. Hopefully by this time next week will have an update for you.

## **IV. Inspectional Software Next Steps**

- a. Finalize list of licenses. Send to Mike Hicks.
  1. Mike will put together packages for each of the municipalities that outline the services agreement and ask for the list of permitted establishments so that they can be loaded into the system. They will pull logo, header, and footer information from municipal websites and send it out for review.
  2. For pools and camps software, similar to Food Code Pro. Checklist to go through during an inspection, but not as complex as Housing Code Pro and Food Code Pro.
  3. License requests by municipalities
    - a) Attleboro: 2 Housing, 2 Food - Meghan to confirm with Beth
    - b) Berkley: 1 Food, 1 Office
    - c) Dighton: 2 Food, 2 Housing, 2 Pools, 2 Camps, etc.
    - d) North Attleboro: 1 Housing
    - e) Rehoboth: 1 Food

- f) Taunton: 2 Food, 1 Housing
- 4. Geri: Would like to understand the body work tool. Not massage therapists, they're called body workers.
  - a) Relevant tool is for body art, not body workers.
- 5. If everything stays even - expected licenses and salaries for regional staff we would have about 7500 left over to spend on training, mileage, etc. in next year's budget, based on this year's funding amount.
  - a) Bethany said that level funding is the worst case scenario, so we should expect more funding in the next fiscal year.
- b. Need to determine how many iPads for each municipality
  - 1. Taunton - 3 iPads. We use Microsoft tablets. Meghan will check on when the update is to allow other types of hardware.
  - 2. Berkley - 1 iPad for Matt
  - 3. Attleboro - 4 iPads? Meghan will check with Beth
  - 4. Rehoboth - 1 iPad for Karl
  - 5. North Attleboro - don't need more iPads, Meghan will check with Beth
  - 6. Dighton - 2 iPads
- c. Allison - Food Code Pro, does it allow you to print out the yearly permits? Or is it just for inspections?
  - 1. MR: Just inspections.

## **V. MAHB Body Worker Update**

- a. Between 2011-2014, the state decided that they would take massage parlors away from BOHs. They said they would assign 4 inspectors state-wide, instead of the 800-1000 inspectors that were doing it. Mike presented a regulation that Framingham put together to try and crack down on illegal prostitution and sex trafficking in Framingham.
- b. Allison: What do we know about the hydration clinics? Who regulates that?
  - 1. No answers.

## **VI. Next Steps**



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### **a. Meghan**

1. Outreach to Literacy Center
2. Follow up with Beth and AnneMarie
3. Meet with Attleboro lawyer
4. Finalize licenses and send to Relavent
5. Work on regional staff SOPs

### **b. NBCPHA**

1. Complete reimbursement requests for fall training and conferences