



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

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**Date:** Tuesday, December 19th, 2023

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

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

**In attendance:**

Sharon Jamieson, Berkeley

Adam Vickstrom, Taunton

Heather Guenard, Dighton

Mike Hugo, MAHB

AnneMarie Fleming, North Attleboro

Meghan Russell, BME Strategies

Geri Hamel, Rehoboth

Karen Contador, BME Strategies

**I. Updates**

**a. No meeting next week 12/26**

**b. FY24 Funding**

1. Received contract document for the amended funding amount for FY2024 and turned them in to DPH Monday.

**c. Dashboard Review**

1. Hiring - documents are drafted, need to review the nursing documents. Waiting on finalizing OPEB issue with NA town manager
2. Working on staff assignment process

**d. IMA**

1. Met with Attleboro lawyer last week. He provided some minor language changes. Reviewed with MAHB, nothing substantive. Did want to add in for NBC to be able to "direct" NA to hire staff. AnneMarie to send to NA Town Manager for review.

**e. FY23 Purchases**

1. Talked with rep at Halo - they will fix typos but will not change dialect preferences
2. Spanish and Portuguese reviews complete. Karen identified a few typos in Spanish

3. Reached out to Pinpoint Translations per recommendation from Literacy Center. They said that they're happy to do a second review. They will take a look at the files and give us a cost estimate, and then see if we want to proceed. We can use this price to pay the others that are doing reviews.

**f. Training/Conference Requests**

1. Still haven't received any completed reimbursement requests
2. Received an update on the Training HUBs at our SSC meeting last week. We should be hearing more at the PHE meeting tomorrow.
  - a) They did say that there will be refresher training on Housing and Food, which were advertised in the LPH newsletter last week.

**II. Hiring and OBEP Update**

**a. MAHB Update**

1. OPEB contact will start in the new year.

**b. Internship Program**

1. Internship program with DPH
2. Intern would be here May/June - August. They have to complete a project, but should also participate in other day-to-day activities in the health department.
3. Accepting 30 interns this year, up from 18
4. DPH will pay the stipend up to 160 hours. Some students need to work more hours for their practicums. It is up to the municipality to pay them for this extra time. Think about if we have any projects that an intern could work on.
5. Application is due February 4th.

**III. Inspectional Software Next Steps**

- a. Need to confirm details with Beth
- b. Confirm iPad accessory purchases. Will work through North Attleboro IT department



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### **IV. Next Steps**

#### **a. Meghan**

1. Coordinate translation second opinions
2. Develop staff assignment process
3. Confirm Relavent licenses

#### **b. AnneMarie**

1. Send IMA to Town Manager