

**Date:** Tuesday, January 9th, 2024

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

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

**Attendees:**

*Sharon Jamieson, Berkley*

*Heather Guenard, Dighton*

*AnneMarie Fleming, North Attleboro*

*Danielle Edmands, Taunton*

*Mike Hugo, MAHB*

*Meghan Russell, BME Strategies*

## **I. Updates**

### **a. Introducing Danielle**

1. Danielle Edmands, new Executive Director in Taunton

### **b. Dashboard Review**

1. Budget:
  - a) Through Q2 we spent \$47,764.5. Due to a delay in hiring, we have about \$250,000 in funding for FY24 to reallocate.
  - b) This does not include the second opinion translations. We are still waiting for a quote on this.
2. Hiring:
  - a) Will review the nursing JD next week

### **c. IMA**

1. AnneMarie will reach out to the Town Manager for an update. He mentioned last week that he had the document and would take a look.

### **d. FY23 Purchases**

1. Had some back and forth with Pinpoint (translation group) and Channing-Bete on getting the right file types.

### **e. Training/Conference Requests**

1. Reimbursement requests are still outstanding for MHOA and Title 5 training travel

## **II. Hiring and OBEP Update**

### **a. MAHB Update**

1. Mary Ellen Kelly has begun working on the OPEB issue and will reach out when she is ready to meet with us. She will be able to help North

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Attleboro determine how much funding needs to be set aside for OPEB/retirement.

### **III. Inspectional Software Next Steps**

- a. Mike Hicks sent out the licensing agreements today. They were sent to:
  1. Attleboro - Beth Hallal
  2. Berkley - Jim Romano/Sharon Jamieson (BOH email address)
  3. Dighton - Jim Aguiar
  4. North Attleboro - AnneMarie Fleming
  5. Rehoboth - Karl Drown/Geri Hamel
  6. Taunton - Danielle Edmands
- b. Please complete and return these as soon as possible. They can be signed by anyone with the authority to enter into contractual agreements on behalf of the municipality. If you have any questions, please reach out to Mike directly and CC me so that I can track if all questions have been answered.
- c. Meghan will move forward with ordering iPads for the group.
  1. Standard 12.9-inch screen size
  2. Make sure they are data-enabled

### **IV. Regional Staff Assignment process**

- a. Smartsheets:
  1. This is a software system that other Shared Services Arrangements have used to track regional staff. Benefits include:
    - a) 3rd party software that could be owned by NBC (instead of BME)
    - b) Transparent reporting and tracking on requests, completions, time spent in each municipality, etc.
    - c) Municipal staff members would submit requests at least two weeks in advance for non-emergency support. Regional staff can track, manage, and schedule their own time.

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- d) Can also be used for tracking physical resources. Easily switch between different views to see a spreadsheet of requests, calendar view, etc.
  - 2. Pricing - \$25/month, need at least three licenses. Licenses for Meghan and each regional staff member. Current pricing deals through January:
    - a) Purchase 3 Licenses and get **2** for **Free**.
    - b) Purchase 5 Licenses and get **3** for **Free**.
    - c) Purchase 10 Licenses and get **5** for **Free**.
  - 3. The group agreed to move forward with purchasing software. AnneMarie will reach out to the North Attleboro IT department and coordinate with Meghan.

## V. Next Steps