



Northern Bristol County Public Health Alliance & BME Strategies

Agenda

Date: Tuesday, January 16th, 2024

Time: 10:00-11:00 am

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

I. Updates

a. IMA

1. No update

b. FY23 Purchases

1. Translation quotes

- a) Getting a second opinion is not standard practice
- b) Channing-Bete has two people translate the documents individually and then they review their differences together.

(1) We utilize a large national company that has been in the translation business since 1987. They also specialize in translations that are legal, technical or government related. They use a 2-person process. The first translator writes the piece. The 2nd reviews and then discusses changes with the first translator. The 2 translators reach agreement on the final document.

(2) For Spanish, we also have an in-house translator with experience working with public health and school education programs. This translator provides a 3rd opinion for our Spanish translations.

- c) The second opinion reviews are about \$400 per language and will take 3 days in total.

- d) *The group decided that there were better ways to spend the funds and to move forward with the translations from Channing-Bete.*

c. Training/Conference Requests

II. Spring Hoarding Training



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- a. Hoarding trainings:
 - 1. In-person training on Mar 22, 2024
 - a) Can invite as many people as we want
 - 2. Virtual trainings Feb 27 and Mar 5, 2024
 - a) Can invite up to 50 people
 - 3. Meghan sent out information on the virtual training and will send out information on the in-person. Please think about who you would like to invite from your municipality to attend the trainings

III. FY24 Budget Revisions

- a. Top areas of interest for the group are:
 - 1. Pamphlets and brochures on mental health topics
 - 2. Power outage and/or health fair kits
 - a) Mesh mosquito nets
 - b) First aid kits
 - c) Reflective vests
 - 3. Housing Court training with Paul Halfmann
 - 4. Emergency Communications plan and tabletop
 - 5. Signs, flyers, etc. on safe storage of edibles
 - 6. On-demand interpretation and translation services
 - 7. Digitization of files
 - 8. Strategic planning
 - 9. Apparel (Danielle, Heather, Jim)
 - 10. Items for new mothers
 - 11. Inspectional supplies
- b. Meghan will price out the items so that the group can decide what they want to move forward with

IV. Nursing hiring documents

- a. Meghan will set up a separate nursing meeting to finalize the job description

V. Inspectional Software Next Steps

- a. Meghan reviewed all the licensing agreements to make sure they have the right license allocations
- b. Please CC Meghan on all communications with Relavent to aid in tracking progress
- c. Next steps:
 - 1. Sign and return the document
 - 2. Confirm header and footer
 - 3. Complete authorized user and establishment intake forms

VI. Next Steps

a. Meghan

- 1. Price out ideas for FY24 spending
- 2. Follow up on Channing-Bete documents
- 3. Schedule nursing meeting

b. AnneMarie

- 1. Follow up with Town Manager on IMA

c. NBCPHA

- 1. Complete the licensing agreement and paperwork for Relavent
- 2. Identify who to invite to hoarding trainings