



Northern Bristol County Public Health Alliance & BME Strategies

Meeting Minutes

Date: Tuesday, January 23rd, 2024

Time: 10:00-11:00 am

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

I. Updates

a. No meeting Feb 6th

b. IMA

1. AnneMarie working on meeting with Town Manager

c. FY23 Purchases

1. Confirmed approval with Channing-Bete - they are reaching out to production and will get back to us with a shipping date.

d. Training/Conference Requests

1. Spring Hoarding Training

a) Virtual training 2/27 and 3/5

(1) Taylor in North Attleboro is making a flyer

(2) There is room for ~8 people per municipality

(3) Registration form - I can track and approve who is registered. Can you send me a list I can track against?

b) In-person training

(1) Group decided to move it to June 7th

2. Geri and Sharon - need to send in reimbursements

3. Let Meghan know if you would like to join a cross-PHE training group on racial equity

II. MAHB Update on OPEB

- a. Maryellen Kelley has started working with MAHB and is available as a resource.

- b. AnneMarie will check with Town Manager and Retirement Board to see if they have OPEB number and if they want help from Maryellen

III. FY24 Budget Revisions

- a. Based on rough estimates, if we do all four big-ticket items we will be over budget by about \$30,000
 1. Pamphlets
 - a) Do we want 5 pamphlets translated into 5 languages? Can look at numbers and translations to bring costs down
 - b) Meghan will look at comparisons with Channing-Bete so we can use the same contract. Allison would like to use Journey Works
 2. Digitization
 - a) North Attleboro has senior volunteers do this with a desktop scanner
 - b) Others are interested in desktop scanners for digitizing documents moving forward
 3. Strat Planning
 - a) AnneMarie is interested in this work and thinks it will be helpful for the group as a whole to get better organized and aligned
 4. Tabletop exercise
 - a) Meghan still working with DPH to confirm this is approved
 - b) Group will need to think about what topic they want to center on
- b. Meghan will look into getting more accurate numbers on these items so that we can make budgeting decisions
- c. For smaller items, we can wait until we get a better sense of what funds are left over

IV. Inspectional Software Next Steps

- a. Danielle completed her user agreement for Taunton
- b. North Attleboro and Attleboro have sent them for review
- c. Sharon will review with Jim



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- d. No set due date but user agreements and spreadsheets need to be returned for Relavent to set up the system for us

V. Next Steps

a. Meghan

- 1. Confirm new date on in-person training
- 2. Price out budget items

b. AnneMarie

- 1. Get meeting with Town Manager on OPEB, IMA, and Relavent

c. NBCPHA

- 1. Identify invitees for virtual hoarding training
- 2. Complete documents for Relavent