



## Northern Bristol County Public Health Alliance & BME Strategies

### Agenda

---

**Date:** Tuesday, January 23rd, 2024

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

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

#### **I. Updates**

##### **a. IMA**

1. AnneMarie has a meeting with her Town Manager on Wednesday 1/31, and will talk OPEB, IMA, Relevant, etc.

##### **b. Q2 Reporting**

1. Meghan will update to include that NBCPHA has an MOU

##### **c. Training/Conference Requests**

###### **1. Spring Hoarding Training**

- a) Confirmed that the in-person training is now on June 7th. Geri said that we could use the Arcade room in Rehoboth. She will look into it on Wednesday.
- b) Taylor, Public Information Officer, in North Attleboro put together a flyer that we can send out to folks to register for the event.

#### **II. FY24 Budget Revisions**

- a. Meghan had two phone calls last week with TTX vendors. Working to set up more

1. Emergency Preparedness Solutions - quote for \$15,000, includes premeetings to determine the topic and the people that need to be involved. Expects that it will be about 20 people
2. 911 Consulting - wants us to decide on a topic, estimated number of attendees, and if there is any current documentation for him to review before he will put together a quote. Some example topics include:
  - a) Food outbreak
  - b) Plague simulation
  - c) Large crash releasing chlorine over a wide area

- d) Terrorist attack
    - e) Wildfire
  - b. Meghan spoke with one scanning service and has two more meetings set up. A lot of the cost of this is dependent on how many files will be scanned and what you want to have done with them afterward. I have a series of questions for each municipality to answer and will put together a spreadsheet to capture responses. Some vendors have offered to come onsite to do a free estimate of how many files there would be. I will set you up with these vendors.
  - c. Strategic Planning
    - 1. Meghan has not looked into vendors yet and will reach out to other PHE groups to see who they worked with.
    - 2. Scope can vary based on what you are looking for:
      - a) Shared mission and vision
      - b) Guiding principles and values
      - c) 5-year overarching priorities and goals
      - d) Discrete one-year objectives that can be translated into our annual workplan. Would make creating future workplans and budgeting decisions easier because we already have a plan for what we want
    - 3. Help us to set targets and track metrics, be able to clearly show our value to town management, BOH, community, etc.
    - 4. The process of writing the strategic plan helps the group to set a foundation for what they want to achieve, understand each other's motivations and needs, and come together as a group

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

- a. Meghan has a quote from CDW for iPads. Will add three cases for the regional iPads that were purchased last fiscal year

### **IV. Language Line**

- a. We can be added to the state contract to get better rates.

- b. Meghan will send out the contract details
- c. Includes the app for on-demand video interpretation, a phone number for audio interpretation, and a portal to have documents translated.
- d. No upfront costs, only pay for use.
- e. Meghan will look into the ability to track usage across the municipalities.

**V. Next Steps**

**a. Meghan**

- 1. Complete and submit Q2 budget and narrative reporting
- 2. Send out flyer for hoarding training
- 3. Continue to meet with vendors and gather quotes
- 4. Send out an Excel sheet with scanning questions
- 5. Look up TTX idea topics
- 6. Confirm quote with CDW
- 7. Send out Language Line contract

**b. AnneMarie**

- 1. Meet with Town Manager
- 2. Discuss educational materials contract with Contracting

**c. Geri**

- 1. Look into the use of the Arcade room for Hoarding Training

**d. NBCPHA**

- 1. Complete Relavent documentation
- 2. Send out hoarding flyer
- 3. Review Language Line contract
- 4. Think about TTX ideas
- 5. Complete scanning questionnaire