



Northern Bristol County Public Health Alliance & BME Strategies
Meeting Minutes

Date: Tuesday, August 29th, 2023

Time: 10:00-11:00 am

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

In attendance:

Allison Brum, Attleboro

Mike Hugo, MAHB

AnneMarie Fleming, North Attleboro

Meghan Russell, BME Strategies

Adam Vickstrom, Taunton

Karen Contador, BME Strategies

Nicole Mello, Dighton

I. Updates

a. IMA

1. North Attleboro's law firm contact was out on parental leave, has been assigned to someone else

b. FY23 Purchases

1. Update on apparel from Straight Stitch
 - a) AnneMarie received all the items and has begun passing them out
 - b) Nicole received hers in Dighton - the quality is great
2. Distribution of items
 - a) Brian is bringing the first aid items and health fair kits to Taunton.
 - b) Rehoboth's first aid kits are all set and the volunteer is currently putting stickers on the first aid kits for Berkley.
 - c) Dighton and Attleboro will need their first aid kits, and once they are stickered we will deliver those materials to them as well as the vests and brochures.
 - (1) Nicole and AnneMarie will coordinate on picking up the items for Dighton
 - d) Hoping by the end of next week everything will be stickered. We might need to order more stickers.
3. Channing-Bete RFP

- a) Meghan and AnneMarie are working on finalizing this. Taking a lot of time but hope to have it completed by the end of the week.

c. [Website](#)

- 1. North Attleboro created a website for NBCPHA. Includes a link for the agenda and the minutes and the group's brochure is also advertised.

II. **Inspector Job Description - [link here](#)**

- a. Brian reviewed and said it looked very thorough
- b. Nicole would like the new department head to take a look at it

III. [Training survey spreadsheet](#)

- a. Updated the spreadsheet to have a tab for each municipality.
 - 1. Group agreed that this format works for being able to complete the spreadsheet
- b. Each tab is completed with the staff of each department based on what is on the town website. Please add and adjust as needed.
- c. Rows associated with each staff member are highlighted in light gray. Please complete the remaining gray cells in each row for the staff members in your municipality.
- d. Goal is to have these spreadsheets completed by Tuesday, September 12th.
- e. BOH members that conduct inspections are recommended to have the same credentials as hired inspectors.
 - 1. Added Berkley's BOH members to the inspector rows
 - 2. NA's BOH chair sometimes does inspections

IV. [Training request and reimbursement process](#)

- a. Meghan and AnneMarie met with the accounting department last week. They are onboard with our reimbursement process and say that they can reimburse personal credit card expenses. They would like a wet signature, so feel free to take a picture of the document and send it via email. AnneMarie will then pass it forward to their accounting team, and they will cut the check for you.

V. CHEI (Community Health Equity Initiative) Survey - [here](#)

a. [Online Toolkit](#)

1. Includes flyers with QR codes, social media posts, email templates, etc.

b. [Current data for our PHE group](#)

1. Will get updates weekly as there are changes
2. You need to have 30 respondents from your town in order to see any data

- a) As of 8.21, Attleboro has 13 respondents, Berkeley, Dighton, and Rehoboth have less than 5, North Attleboro has 6, and Taunton has 26 respondents

- c. We have in our workplan for the nurse, social worker, etc. to do gap analyses to understand the needs of the community. This data will help with those efforts and for identifying and prioritizing community programming.

- d. We can use PHE funds to promote responses in our towns:

1. QR codes
2. Social Media
 - a) North Attleboro IT department posted it on Twitter and Facebook.
3. Health Fairs, Back to School events
 - a) Mike used flyers with the QR code at the Agri Fest in MV. Printed them in house but can also use state funds to do printing.
 - b) Nicole will provide at their health fair in September
4. Library, Council on Aging, Food Pantries
5. Can request paper copies
 - a) AnneMarie is interested in the paper copies, especially for our senior citizens.
 - b) Nicole would like these for the health fair as well, can provide them to other tables

6. Do you know of any community groups that would be helpful in getting people to take the survey? There are still opportunities for more mini grants. DPH would like recommendations for who to award them to. They will compare these recommendations with the areas they are trying to reach.
 7. Gift cards for survey respondents, buying food for an event, communications materials, stipend for someone helping people complete the form.
 8. Town Communications
 - a) Are there town listservs you can send things out through?
 - b) Someone in Attleboro sent it out to a lot of community members
- e. Probably close sometime in mid October

VI. Next Steps

a. BME

1. Complete Channing-Bete RFP with AnneMarie
2. Send out Training Survey Spreadsheet
3. Send out Reimbursement Request Process information
4. Send Mike info on NA KP Law contact
5. Put together interview process and guide for Inspector

b. AnneMarie

1. Continue to distribute items to other municipalities
2. Finalize contract with LAS for whistles
3. Complete Channing-Bete RFP with Meghan

c. NBCPHA

1. Review inspector job description internally
2. Complete Training Survey Spreadsheet by Tuesday 9/12
3. Let Meghan know or reach out to DPH if you would like paper copies of the CHEI survey or know of other community groups that should receive a mini grant



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- a) Email DPH at chei@mass.gov – provide some basic info about the org and who they serve.

d. Mike

- 1. Send Meghan Inspector Interview questions