



Northern Bristol County Public Health Alliance & BME Strategies
Meeting Minutes

Date: Tuesday, February 20th, 2024

Time: 10:00-11:00 am

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

Attendees:

Sharon Jamieson, Berkley

Uday Pathirana, Arc Document Solutions

Geri Hamel, Rehoboth

Gisell Jalil, Arc Document Solutions

Philip Bush, Arc Document Solutions

Meghan Russell, BME Strategies

I. Presentation from Arc Document Solutions

- a. Arc Document Solutions is our third bidder for the scanning contract. They presented their process and asked for each municipality to send a picture of where they documents they need scanned are stored - the file cabinets, etc. From there, they will determine if any in-person visits are needed.

II. Updates

a. IMA

1. The IMA is ready for signature. Meghan will create a digital version and send it out for signature.

b. FY23 Purchases

1. Received magnets and bullying pamphlets. The rest are on the way.

c. Training/Conference Requests

1. Hoarding Training

- a) 13 people are signed up
- b) Reminder that you need to register in advance:
 - (1) Attleboro - Beth and Sheri
 - (2) Berkley -
 - (3) Dighton - Nicole and Heather
 - (4) North Attleboro - AnneMarie, Joan, Lisa, Brian
 - (5) Rehoboth - Geri, Karl, Stephanie
 - (6) Taunton - Danielle, Mary Beth Forshaw



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III. Next Steps

a. Meghan:

1. Prep IMA for signature
2. Continue Smartsheet build-out
3. Continue prep of RFPs for strategic planning, scanning, and TTX projects

b. NBCPHA:

1. Take pictures of filing cabinets to be scanned and send to Meghan
2. Get IMA signed
3. Make sure interested parties in your municipality signed up for the hoarding training