



Northern Bristol County Public Health Alliance & BME Strategies  
Meeting Minutes

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**Date:** Tuesday, March 12th, 2024

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

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

**I. Updates**

**a. Dashboard Review**

1. Hiring Update - working to resolve questions with North Attleboro Town Manager. Current questions are whether it is a grant requirement to hire staff (it will be in FY25) and whether they have to be part of the union (they do not, according to the grant). We are scheduling a meeting with the Town Manager to review these responses. We are also in conversation with Taunton to see if they are open to hiring the staff and invoicing North Attleboro for the salary and benefits.

- a) If Taunton is hiring all of the staff, DPH may want them to become the fiscal lead. Meghan will reach out to DPH to confirm this.

**b. IMA**

1. Ready for signature - completed by North Attleboro, Taunton, and Berkley.

**c. FY23 Purchases**

1. Received all the materials from Channing-Bete, North Attleboro volunteers are working on packaging them for distribution

**d. Training/Conference Requests**

1. If you are interested in attending any trainings, conferences, etc. (listed below or otherwise) and need PHE funding to pay for it, complete this form: <https://forms.gle/hr7dGGh4hojV8Ybu7>
2. **[MAHB BOH training](#)** (link to register)
  - a) April 27th in Taunton (other dates available)

b) \$100 fee - if your municipality cannot cover it, then the grant can.

c) Funding approved for:

(1) Attleboro - Sheri Miller-Bedau

(2) Berkley - Dan Fournier

(3) Dighton - Heather Guenard and Jim Aguiar

(4) Taunton - Danielle Edmands and Bryan Bagdasian

3. [MAPHN Conference](#) (link to register)

a) May 8-9th in Woburn

4. **Regional Training HUB**

a) Meghan is meeting with the Coordinator in New Bedford to learn more about what they are planning

**II. FY24 Projects**

**a. TTX**

1. Geri working with the regional emergency planner to coordinate a larger regional TTX. We will table our work for now until we learn more and have a more concrete plan in place for what kind of exercise we would want to do.

**b. Strategic Planning**

1. Need to determine the scope of what we want to do:

a) A standard would be about a 6-month engagement, meeting once a month

b) The vendor would facilitate conversations on the vision and goals of the group, identify strengths and weaknesses and long-term goals, which would then inform our annual workplan and spending plans

c) Could look into a shorter engagement that just focused on the high-level items and not on implementation

- d) Would expect about 3.5 hours of work per month for participating individuals - a 1.5-hour meeting, 1 hour of prep, and 1 hour of review.

2. Meghan will put together an RFP for the group to review

**c. Scanning**

1. Putting together an RFP based on the quotes that we received from other vendors. One big difference in the quotes was whether folder contents were scanned into one PDF or if individual documents were each their own PDF.
  - a) The group decided that they would like each document to be its own PDF
2. Meghan will complete the RFP and work with North Attleboro contracting to get it posted.

**III. Inspectional Software Next Steps**

- a. Last paperwork to return is the licensing agreements in Attleboro and Rehoboth.
- b. We have ordered and received the iPad pencils and cases. Need to make sure we have the right contracting in place to order the iPads since it is a purchase of more than \$10,000.

**IV. Next Steps**

**a. No meeting on 3/19 due to the opioid conference**

**b. Meghan**

1. Write scanning RFP
2. Write strategic planning RFP
3. Work with DPH, North Attleboro, and Taunton to figure out hiring logistics
4. Work with AnneMarie and North Attleboro to get contracting in place for iPad orders

**c. NBCPHA**

1. Get IMA signed



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2. Get Licensing Agreements signed
3. Request funding and register for trainings