



Northern Bristol County Public Health Alliance & BME Strategies

Meeting Minutes

Date: Tuesday, March 26th, 2024

Time: 10:00-11:00 am

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

I. Updates

a. Dashboard Review

b. IMA

1. Signatures still needed from Attleboro and Rehoboth
2. Once all of the signatures are in we will be considered a public body and will need to:
 - a) Vote on a Chairman
 - b) Have a quorum in order to hold meetings. Each municipality will need to identify a voting member and an alternate who can attend as a backup.

c. Training/Conference Requests

1. Please complete the [training request form](#) if you need funding for the below or any other trainings.

2. MAHB BOH training

- a) April 20th in Marlborough, April 27th in Taunton
- b) Attendees that requested funding as of 3/26: Dan Fournier, Sheri Miller-Bedau , Jim Aguiar, Danielle Edmands, Bryan Bagdasian

3. MAPHN Conference

- a) May 8-9 in Woburn
- b) Anne Marie indicated that she will need funding for this. Geri has said she will and potentially Shannon as well.

4. Field Training HUB

- a) Right now offering inspection trainings - PHIT Food and Housing

- b) Online components are on TRAIN. Right now they are co-requisites, will eventually be pre-requisites. Can do them alongside in-person training. Need to have them done before field training.

(1) Some of the online training overlaps with Foundations

- c) More training dates will be coming out in April and May
- d) Can also provide technical assistance on difficult inspections, have people who have all relevant certificates across their staff
- e) Next trainings they are looking towards are camps, title 5, body art - hasn't heard about anything beyond inspections

II. FY24 Projects

a. Strategic Planning

- 1. Sent a draft of the RFP last week. Come prepared to the meeting next week with feedback and questions. Text in black is standard contracting language. Text in purple is what Meghan drafted.

b. Scanning

- 1. Working with NA contracting. Send them a draft on 3/15

III. Hiring Plan

- a. Need Union info from North Attleboro
- b. Talking with Taunton about hiring some or all staff
- c. If others are interested we could look into dividing the hiring between multiple municipalities.

IV. Inspectional Software Next Steps

- a. Need Licensing Agreement from Rehoboth. Relavent is currently reviewing updates from their legal team.
- b. Contract signed from CDW - working with NA contracting

V. Next Steps

a. Meghan

- 1. Work with North Attleboro to complete hiring process



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2. Work with North Attleboro to complete contracts for CDW, Language Line, and McKesson

b. NBCPHA

1. Complete training request form
2. Get IMA signed
3. Review Strategic Planning RFP