



Northern Bristol County Public Health Alliance & BME Strategies
Meeting Minutes

Date: Tuesday September 5th, 2023

Time: 10:00-11:00 am

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

In attendance:

Sharon Jamieson, Berkley

Mike Hugo, MAHB

Adam Vickstrom, Taunton

Meghan Russell, BME Strategies

Nicole Mello, Dighton

Karen Contador, BME Strategies

I. Updates

a. Workplan

1. Officially approved by DPH. Plan to check-in on progress monthly if not sooner.

b. IMA

1. Received feedback from North Attleboro. Meghan incorporated updates and sent to MAHB to review
2. Will send an updated draft out and outline what changes were not accepted. This can then be forwarded on to legal teams for final review.

c. FY23 Purchases

1. Channing-Bete RFP
 - a) Need to post an RFP because of the dollar amount. We have completed the document. It will be posted on Monday the 11th and will be open for two weeks, until Monday the 25th.
2. Need more stickers. Will purchase 2,500 stickers for roughly 230 dollars, including shipping.

d. Training request and reimbursement processes

1. Sharon submitted applications for Dan and Patrick to attend Title 5 training. Dan was accepted but Patrick was not. They denied him because he's been a BOH member for less than a year but has his own private experience. He also didn't use the correct letterhead.

- a) Meghan to check if we can pay for him if he uses his private experience instead of his BOH experience.
 2. Nicole registered for the MHOA conference, will pay via invoice and submit necessary documents.
 3. Confirmed that those that are already approved on the training spreadsheet from our previous meeting do not need to submit a Google request to attend a conference or training, just new requests going forward.
- e. [Training survey spreadsheet](#)
1. Goal is to have this completed by next Tuesday.
 2. Added in a column for email address so that we have this on file for the next round of the CART.
 3. For date hired you can use just the year and/or month - can say May 2020 or 2005, don't need to say May 19 2005

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

- a. Job description has been sent to the new Dighton Department Head and the Berkley BOH Chair.

III. Inspector Hiring Process

- a. Looking into the roles and responsibilities for the inspector and concerned about whether they meet the definition of a contractor per the IRS.
- b. Dighton and Berkley currently contract inspectors to complete food inspections. Provide them with a list of establishments and they conduct the inspections on their own schedule.
- c. If we want them to work for us full time, pay for them to attend certain trainings, get certain certifications, collaborate more with the departments and other staff, you become more of an employer than a contracting agent. This is where one can get into IRS issues.
- d. Meghan and AnneMarie to meet with MAHB and figure out how to make this a contracted versus employee position

IV. Nurse Support

- a. Berkley's MAVEN nurse is leaving. She only worked 8.25 hours over 3 months. Nicole said she can help provide support.
- b. Meghan and AnneMarie have been discussing how to provide coverage for staff during absences, we will discuss this.

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

- a. [Online Toolkit](#)
- b. [Current data for our PHE group](#)
 1. Will get updates weekly as there are changes
 - a) Berkley, Dighton, and Rehoboth all have less than 5 responses, Taunton has 30 responses - interested to see how the health fair impacted numbers, North Attleboro has 7 responses, Attleboro has 15 responses.
 2. Dighton has a community fair this weekend. Going to be using the QR code. Event is 12-5 on Saturday, usually only busy until 3pm.
 3. Berkley has never hosted a health fair but we can look into it. I would also ask the Council on Aging partner to help.
 4. Rehoboth has done great health fairs in the past.

VI. Next Steps

- a. **BME**
 1. Meghan to finalize IMA with MAHB and send out updates to group
 2. Meghan and AnneMarie to meet with MAHB to discuss inspector contractor position
 3. Confirm with DPH if we can pay for Berkley BOH training
- b. **AnneMarie**
 1. Work with North Attleboro to complete Channing-Bete RFP
 2. Meet with MAHB to discuss inspector contractor position
- c. **NBCPHA**
 1. Complete training spreadsheet