



Northern Bristol County Public Health Alliance & BME Strategies

Meeting Minutes

Date: Tuesday, September 12th, 2023

Time: 10:00-11:00 am

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

Attendees:

Adam Vickstrom, Taunton

Geri Hamel, Rehoboth

Meghan Russell, BME

I. Updates

a. IMA

1. Meghan made updates based on feedback with lawyers and reviewed with MAHB. AnneMarie is finalizing insurance details with North Attleboro to make sure specifications are consistent with North Attleboro requirements. Will then send the updated version out to be shared with lawyers.

b. FY23 Purchases

1. North Attleboro contracting department is now recommending that the Channing-Bete purchase can be sole source instead of requiring a bid. This will save us a lot of time. Meghan and AnneMarie are working through the contracting process now.
2. Order more stickers from Staples for the first aid kits.
3. Geri picked up items for Rehoboth - apparel, nursing standards book, signs and zip ties, brochures, epipens and some of the bags
4. Nicole picked up the rest of Dighton's items, needs extra stickers to put on First Aid kits, didn't need epipens

c. Training survey spreadsheet

1. Thank you for your hard work getting this completed. About 75% done.
2. Key trend is that not many people have taken the Foundations course.
 - a) This course is free, online, and can be taken at your own pace.

- b) It will provide an introduction to public health, and cover legal and administrative matters, environmental health, community health and population health, and more.
- c) A need for training on administrative items was identified in the CART, so this training will address that.
- d) We can discuss next steps next week. Some things to think about are:
 - (1) What is the best way to present this to department staff members?
 - (2) What do we want to target as our goal for completing this training? How many people, what percent complete by the end of the fiscal year?
 - (3) We can create a communication plan. Any interest in a friendly competition between municipalities to take the training?
- e) [Foundations](#)
- f) [Foundations administrative](#)
- g) [Orientation for BOH members](#)

d. Racial Justice Competency Model Grant

- 1. Received grant, working on completing documentation to be returned by the end of the week - accounting documents and workplan of sorts.
- 2. \$1000 grant. Three disbursements - November 2023, March 2024, September 2024. Current plan is to spend the funds on fees for posting job listings online. Open to other suggestions. There are no guidelines on how to spend the funds.

II. Inspector Hiring Process

a. Hiring

- 1. Meghan talked with AnneMarie last week about the hiring versus contracting shared staff and will put together talking points for why we need to hire staff.

b. Prioritization

1. Would like to set up a meeting with yourself and/or whomever is responsible for inspections to learn more about your process, your needs, etc.
2. This will help with fleshing out the job description and posting and creating the process for sharing and prioritizing the inspector.
3. Please see the list of questions here:
https://docs.google.com/document/d/1wc415Pn_TOINUL5E8MSHm_PeLKStlXVe2LXdvWhN86vE/edit
4. Let Meghan know if you would like to answer the questions on your own or set up a meeting to review them.

III. Next Steps

a. BME

1. Meghan to put together hiring talking points for AnneMarie
2. Set up meetings to discuss inspector processes
3. Complete Racial Justice Competency Model grant forms

b. AnneMarie

1. Complete contracting paperwork for Channing-Bete purchase
2. Confirm insurance specifications for IMA
3. Continue to distribute supplies

c. NBCPHA

1. Contact Meghan to set up meeting to discuss inspector process
2. Think about best way to communicate training opportunities to your department