



Northern Bristol County Public Health Alliance & BME Strategies
Meeting Minutes

Date: Tuesday, September 19th, 2023

Time: 10:00-11:00 am

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

In attendance:

Allison Brum, Attleboro

Adam Vickstrom, Taunton

Sharon Jamieson, Berkeley

Meghan Russell, BME Strategies

Nicole Mello, Dighton

Karen Contador, BME Strategies

I. Updates

a. IMA

1. Working with AnneMarie on IMA insurance question

b. FY23 Purchases

1. Channing-Bete contract, still working on it. Told we have to go back to the RFP process, working on releasing that ASAP. Going to work with AnneMarie to get this done.
2. Distribution:
 - a) Attleboro - Successful in distributing the items. Distributed at the health department, library, Council on Aging. Also gave them to a few camps. Have only received the bags, no first aid kits.
 - b) Berkley - AnneMarie said our bags are all set, we just have to get them.

c. Conference and Training Registration Process

1. MHOA conference registration is full. Nicole and Geri registered with PHE funds. Beth has registered and needs PHE funds for lodging. Meghan will follow up with her on the reimbursement process and hotel availability.
2. Sharon is still working on getting Patrick registered for Title 5 training. Followed up about using another qualifier other than BOH

member but have not heard back. Meghan will see if she has other contacts to reach out to.

d. Racial Justice Competency Model Grant

1. Got the grant - \$1,000 over a year. Have to provide check-in Nov 1, March 1, Sept 1.
2. Will get more information on reporting requirements and keep everyone updated.

II. Inspector Hiring Process

- a. Met with Adam last week, took about a half an hour to go through the questions.
- b. Sharon added some answers for Berkley. Meghan will review and send any follow up questions. Jim and Sharon will call Meghan if needed when Jim is in the office.
- c. Dighton - Meghan will email Jim directly and CC Nicole
- d. Attleboro - Meghan will email Beth directly

III. Training

a. Training survey spreadsheet

1. Dighton - Blank cells mean no.
2. Meghan will work with AnneMarie to complete for North Attleboro

b. Foundations Training

1. Identified Foundations training as a course that is recommended by the Blueprint that only a few people have taken across the municipalities. This will also go towards meeting a CART recommendation of focusing on training for items in the Administration category.
2. Course is 35 hours, self-paced, online.
 - a) Geri took it and completed it within a month during her onboarding when she had time to dedicate to it.
 - b) Nicole has taken parts of it but hasn't had the time to complete it. There are some areas that do not apply to her.

- c) Feelings that this is a lot of hours and not something that there is time to complete on top of current workload and within the hours available to work each week.
 - d) Meghan will look at how it is structured and see if we can identify specific areas of focus for specific roles and target completing sections instead of the whole training.
 - e) In Taunton people are focused on attending the MHOA and Yankee conference and getting RS certified.
3. Meghan will take feedback to DPH, would prefer:
- a) In-person training - 4 to 8 hours max.
 - b) Trainings tailored to specific roles as opposed to an overview of everything
 - c) Training on other topics - communication and conflict resolution.

IV. Next Steps

a. BME

- 1. Support AnneMarie on Channing-Bete RFP process
- 2. Schedule Inspector Process meetings
- 3. Email Beth about MHOA lodging and reimbursement
- 4. Look into Foundations training content areas
- 5. Provide feedback to DPH on training offerings
- 6. Follow up with Sharon on NEIWPC contacts

b. AnneMarie

- 1. Ask HR about insurance coverage for employees
- 2. Post Channing-Bete RFP

c. NBCPHA

- 1. Schedule Inspector Process meetings with Meghan