



Northern Bristol County Public Health Alliance & BME Strategies

Meeting Minutes

Date: Tuesday, October 3rd, 2023

Time: 10:00-11:00 am

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

In attendance:

Allison Brum, Attleboro

Geri Hamel, Rehoboth

Sharon Jamieson, Berkley

Adam Vickstrom, Taunton

Nicole Mello, Dighton

Mike Hugo, MAHB

AnneMarie Fleming, North Attleboro

Meghan Russell, BME Strategies

I. Updates

a. Dashboard Review/Next Steps

1. Social Worker - Meghan to create a draft job description for review by next week
2. Inspector - Meghan to update the job description and draft the interview materials. Geri will send Meghan the notes from Rehoboth.
3. PHN - this work will begin once social worker and inspector job descriptions and interview guides are complete
4. Epi dashboard - this work will begin after the PHN
5. Training - We are ahead of schedule with completing the tracking spreadsheet and will readdress this at a later date
6. IMA - insurance question is completed. IMA is updated based on lawyer feedback. Next step is to see if lawyers need to approve and obtain signatures.
7. Budget expenditure and allocation marginally increased based on updated conference and lodging numbers and fees for advertising Educational Doc RFP.

b. IMA

1. Finalized language
2. Municipalities to confer with town management and get a final legal review if needed.

c. FY23 Purchases

1. Educational Docs RFP
 - a) Ads ran yesterday, in CommBuys on 10/10. Bid closes 10/24.
2. Distribution
 - a) Everything has been distributed except for the Taunton brochures and jackets.

II. Inspector Hiring Process

- a. Met with North Attleboro and Attleboro last week. Rehoboth answered the questions. Geri will scan and send back to Meghan
- b. Looking for someone with a combination of Septic and food, etc.
 1. Septic main item in 4 out of 5 municipalities
 2. Ability to take on some routine work - food, pools, tanning, etc.
 3. Housing follow up and reinspections
 4. Unique items - trash and recycling audits
- c. Will use this information to update the job description and interview questions
- d. AnneMarie meeting with Town Manager today to discuss hiring
 1. North Attleboro has a union - will have to work with them if hiring as employees

III. Social Worker Hiring Process

- a. Summary from last meeting:
 1. Establishing regional support and task forces - hoarding and identifying others
 2. Assisting with home visits - help PHN to identify additional needs
 3. Support in the library - supporting people with substance use disorder
 4. Help finding resources for people - section 8 housing
- b. Additional thoughts on the social worker:
 1. Identifying resources is a big need - where to refer people to
 2. Opioid assistance

3. Many municipalities have Council on Aging that provide some services and could work with the social worker, as well as police and fire departments
- c. StaffUp opportunity through ASTHO (Association of State and Territorial Health Officers) to outsource recruitment - also do application intake and screening interviews. Would be helpful to expand our reach, but do not need the help with interviews. Charge a placement fee of 20% of the first year salary. Maybe we can look into it if we are having a hard time finding people.

IV. Next Steps

a. BME

1. Draft social worker job description
2. Update inspector job description, draft interview guide
3. Follow up on NEIWPC registration

b. NBCPHA

1. Send finalized IMA language with town executive, inquire if it needs to go to legal again. Send if needed.

c. AnneMarie/North Attleboro

1. Meet with Town Manager
2. Distribute final items to Taunton
3. Submit invoices to accounting department

d. Geri

1. Send inspector responses to Meghan