



Northern Bristol County Public Health Alliance & BME Strategies
Meeting Minutes

Date: Tuesday, October 10th, 2023

Time: 10:00-11:00 am

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

In attendance:

Sharon Jamieson, Berkley

Geri Hamel, Rehoboth

Nicole Mello, Dighton

Adam Vickstrom, Taunton

AnneMarie Fleming, North Attleboro

Meghan Russell, BME Strategies

I. Updates

a. Dashboard Review

1. Mostly on track with goals from last week. Planned to discuss nursing this week. Let's wrap up the Inspector and then we can add in Nurse.

b. IMA

1. Rehoboth, Dighton, and Berkley received approval to sign the IMA, don't need another legal review
2. North Attleboro is waiting to hear back from the legal department
 - a) Meghan to send an email to AnneMarie informing of the approval by other towns
3. Adam will see what needs to be done in Taunton.

c. FY23 Purchases

1. Educational Materials RFP in CommBuys today at 11. Closes on 10/24.
2. Still need to distribute final items to Taunton

d. Training/Conference Requests

1. Confirmed last week that Heather can take the CPO training
 - a) Sent Heather's invoice to North Attleboro
2. North Attleboro submitted Nicole, Geri, Brian, and Dan's invoices to accounting
3. Sharon will submit Patrick's Title 5 training registration

II. Inspector Hiring Process

- a. Meghan and AnneMarie meeting with North Attleboro union rep at 11

- b. AnneMarie met with her Town Manager last week. Was concerned about paying into pension funds. AnneMarie will follow up with guidance received from other PHE groups
- c. Meghan sent inspector documents last week:
 - 1. [Inspector Job Description](#)
 - 2. [Inspector Job Posting](#)
 - 3. [Application Checklist](#)
 - 4. [Screening Interview Scorecard](#)
 - 5. [Full Interview Guide](#)
- d. Groups will review the documents this week:
 - 1. AnneMarie will send to Brian to review
 - 2. Geri needs to send to Board of Selectmen - have a meeting on Monday the 16th
 - 3. Nicole wants Jim to review in Dighton, he is on vacation this week
 - 4. Sharon has a meeting with Jim tonight, they will review the document
 - 5. Adam will review the documents and share with the Board of Health
- e. AnneMarie connected Mike Hugo with the person in North Attleboro responsible for liability insurance (Gail). They are working together to see what needs to be done to add a rider or purchase additional coverage for employees to work in other municipalities
- f. Shared Staff reporting structure
 - 1. Discussed that it may not be feasible for all of the shared staff to report to AnneMarie. She would have to be involved in anything regarding HR in North Attleboro - promotions, raises, etc.
 - 2. Meghan can manage the assignment process and collecting feedback from the municipalities on how the person is doing
 - 3. Each shared staff member will need to have a contact person in each municipality to ask job specific questions
- g. Interview process



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1. Meghan will review the applications and conduct the screening interviews
2. We will then do an interview(s) with one or more municipal staff, depending on availability
 - a) Jim A is probably interested in attending
 - b) AnneMarie or Brian should be on the interview since they are NA staff
 - c) Adam will participate if available

III. Next Steps