

NOTICE OF OPEN PUBLIC MEETING



Northern Bristol County Public Health Alliance

Date: November 18, 2025

Time: 10:00 am - 11:00 am

Meeting Location:

Virtual: <https://us06web.zoom.us/j/88289684704>

Meeting ID: 882 8968 4704

MINUTES FOR VIRTUAL MEETING

Voting Attendees:

- a. Clifford Pierre, Attleboro
- b. Sharon Jamieson, Berkley
- c. Elizabeth Moreira, Dighton
- d. Anne Marie Fleming, North Attleboro
- e. Geri Hamel, Rehoboth
- f. Danielle Gurgel, Taunton

Non-Voting Attendees:

- g. Sydney Garilli, Regional Public Health Specialist
- h. Melissa Silverman, Regional Public Health Nurse
- i. Erika Syokau, BME Strategies
- j. Meghan Russell, BME Strategies

I. Call to Order

- a. Liz motioned to call the meeting to order at 10:04 am, and Danielle seconded. The meeting opened with a quorum of 4/6 voting members present. (Berkley, Dighton, Rehoboth, Taunton. Attleboro and North Attleboro joined later.)

II. Past Meeting Minutes

- a. Liz made a motion to approve the minutes. Danielle seconded the vote. The minutes were approved by all voting members present.

III. Ice Breaker

- a. Each member of the group shared their favorite winter activity.

IV. Regional Staff Updates

a. *Regional Nurse Monthly Report*

- i. Melissa shared the following updates:

- 1. Attended BU Shield School Nurse Infection Disease Webinar



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2. Attended AHA Webinar
3. Attended SAPHE 2.0 Webinar
4. Working through Certified Lactation Counselor Certification Course and Postpartum Mental Health Course
5. In January, Melissa will be leading the Medication Safety Management presentation in North Attleboro, the Family and Friends CPR presentation, and the BP/Glucose/Cholesterol screening in Berkley.

b. Regional Public Health Specialist Monthly Report

i. *Sydney shared the following updates*

1. Sydney asked the advisory board for additional help to share the resource drive flyer with community partners and circulate it by the end of the week. This support includes confirming approval for donation drop-off sites and placing a donation bucket.
 - a. Anne Marie offered to share a supply of diapers from North Attleboro for the donation drive, asking if newborn supplies could be a specific focus.
 - i. Danielle agreed that this was an area of need as identified in Taunton.
 1. Sydney will work with Cassidy to get these supplies.
 - b. Anne Marie inquired about the possibility of tracking the level of access individuals have to donations.
 - i. Sydney shared that she worked on having a sign-up sheet to monitor the individuals coming to the donation pick-up areas.
2. The Community Health assessment will be accepting responses until January 2026.
3. The draft [NBCPHA Newsletter](#) was shared, set to go live in December.
 - a. All members of the coalition are able to subscribe to Substack for free without an account.
4. Key informant interviews scheduled in Taunton

c. Regional Inspector

- i. The regional inspector will begin on Monday, November 24th, and the first few days will be dedicated to online training. Erika will assist Emelee with the





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onboarding process and will follow up with each community to schedule shadowing opportunities.

V. Workplan and Budget Update

a. Budget:

- i. A spending summary for the first reporting term was shared with the group. From July 1st through October 31st. The coalition has expended \$58,776.83, roughly 11% of the total contract amount of \$525,226.21. The majority of the first term spending was focused on:
 1. Nursing Supplies
 2. Staff salaries
 3. Trainings
 - a. Geri asked if the contract amount of \$525,226.21 is received yearly.
 - b. Erika informed the group that the contract amount is received yearly until FY27.
- ii. In T2, the majority of spending is expected to be concentrated around
 1. Staff salaries and being fully staffed
 2. The MCH regional programs
 3. Relevant Software

b. Workplan Review:

i. *Grant Requirements:*

1. All municipalities will complete SAPHE 2.0 Reporting starting in January 2026.
 - a. All municipalities will participate in SAPHE 2.0 reporting. This will involve a self-assessment and self-report of LPH capacity against performance and workforce standards, along with additional documentation review. The SSA will provide support throughout this process. Department of Public Health (DPH) has set a timeline for the process to begin in January and has instructed coalitions to familiarize themselves with the self-assessment tool in preparation.
2. All municipalities will work to implement METIRIK software by FY27.
 - a. METRIK will include AI Chat Boxes, PHE Work Plans, Permits, and clinical case management.
 - b. To facilitate the transition to METRIK, Relavent will be an allowable expense for the first half of FY27, allowing for a



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six-month overlap. The coalition will receive updates as they become available.

ii. Sustainability Objectives

1. Communication and Engagement
2. Community Partnership and Development

iii. Performance Standards Objectives

1. Disease Control and Prevention
2. Identifying Areas for Improvement in inspection processes and providing targeted training to enhance the effectiveness and consistency of inspection in all participating municipalities

iv. Electives/Foundational Public Health Services

1. Maternal and Family Child Health
2. Assessment and Surveillance

VI. Review Standardized Operating Procedures (SOP)

a. Erika reviewed the following three SOPs

- i. SOP Funding Request and Reimbursement Process
- ii. SOP for Feedback from NBCPHA Coalition
- iii. SOP for Staff Coverage
 1. Anne Marie asked if there would be an option to use the form for language line training.
 2. Danielle shared that she would be willing to work with Anne Marie to train her on Language Line.
 - a. Erika will reach out to Anne Marie and Danielle and schedule a call to go over Language Line and offer it to the coalition.
 3. Anne Marie asked the group if the coalition would be interested in using some of the smaller supplies she has.
 - a. Erika suggested that regional staff could develop and maintain an updated inventory list of alliance items, clearly identifying those available for shared use across the coalition and marking them with the coalition logo. Communities should utilize the purchase request form to inform Erika and the regional staff about needed supplies, which might be available through the alliance without putting in additional orders.

VII. Community Updates

a. Digital Repository Options



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- i. Erika shared the option of utilizing the regional website as a digital repository. intranet (a sequestered, password-protected area of the website), there would be a one-time set-up fee of \$1500, and an additional \$500/yr annual fee
- ii. Internal areas can have password-protected areas and pages on the site with dedicated document centers specifically for employee information, etc., that aren't accessible to the public.
- iii. Another option is to utilize Google Drive to store documents.
 - 1. Anne Marie shared that a training would to utilize Google Drive would be helpful. Geri agreed.
 - 2. Anne Marie proposed using the website, noting it would give everyone back-end access without the need for extra storage or login credentials. This topic was then tabled until the December meeting.
- iv. The [NBCPHA website](#) will go live on December 9th, 2025.

b. In-Person Coalition Meeting

- i. Anne Marie suggested holding the in-person meeting on January 6th in North Attleboro. Possible locations are 43 S Washington St or 431 Elm St, and she offered to host.
- ii. Geri and Liz both offered space if the North Attleboro space is unavailable at the time.

VIII. Next Steps:

- a. NBCPHA
 - i. NBCPHA to utilize the SOP binder
 - ii. NBCPHA to determine which digital repository option works best for them.
- b. BME
 - i. Erika will work with Danielle to schedule a Language Line training session
 - ii. Erika will coordinate with Anne Marie on scheduling the in-person January coalition meeting.

IX. Adjournment

- a. Anne Marie Fleming made a motion to adjourn the meeting. Geri seconded the motion. A roll call vote to adjourn the meeting was taken.
 - i. Attleboro: Yes
 - ii. Berkley: Yes
 - iii. Dighton: Yes
 - iv. North Attleboro: Yes
 - v. Rehoboth: Yes
- b. The meeting was adjourned at 11:06 am.



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Please Note: There will be no public participation in speaking at this meeting.

PLEASE NOTE THAT THE BOARD OR COMMITTEE MAY ACT ON ITEMS IN A DIFFERENT ORDER THAN THEY APPEAR ON THIS AGENDA. ALSO, IF IT SO VOTES, THE BOARD OR COMMITTEE MAY GO INTO EXECUTIVE SESSION DURING THE MEETING.

PERSONS INTERESTED ARE ADVISED THAT, IN THE EVENT ANY MATTER TAKEN UP AT THIS MEETING REMAINS UNFINISHED AT THE CLOSE OF THE MEETING, IT WILL BE AUTOMATICALLY DEFERRED AND ADDED TO A FUTURE AGENDA AS A REGULAR POSTED AGENDA ITEM, WITHOUT FURTHER NOTICE.



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