



Northern Bristol County Public Health Alliance & BME Strategies  
Meeting Minutes

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**Date:** Tuesday, October 17th, 2023

**Time:** 10:00-11:00 am

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

**In attendance:**

Sharon Jamieson, Berkley

Mike Hugo, MAHB

Nicole Mello, Dighton

Meghan Russell, BME Strategies

AnneMarie Fleming, North Attleboro

Karen Contador, BME Strategies

Adam Vickstrom, Taunton

**I. Updates**

**a. Performance Standards and Summary Report**

1. DPH is having a webinar today about the rollout

*Group asked Meghan to take notes on the webinar*

**b. Dashboard Review**

1. Moving along on track
  - a) Approval and logistics for hiring inspector and other positions
  - b) IMA approval process
  - c) Met with the Union last week, went well. The pay scales for Northern Bristol's positions match with what the Union requires. They are willing to work with us.
2. No changes to budget expenditures

**c. IMA**

1. Got feedback from North Attleboro legal counsel regarding whether the authority to hire, evaluate, and fire employees resides with NBCPHA or North Attleboro. Working with Rich on a response.
  - a) Adam will send the Taunton legal team a follow-up email, he sent it to them last week.

*Meghan will follow up with Allison about Attleboro's IMA progress*

**d. FY23 Purchases**

1. RFP posted last week. We have had a lot of questions, AnneMarie and Meghan have been working with North Attleboro contracting to answer them.

- a) RFP closes next Tuesday at noon. We will bring the responses to the group at the meeting on 10/31.

2. Adam will pick up supplies today at North Attleboro.

**e. Training/Conference Requests**

1. Sharon submitted Patrick's paperwork but has not heard back from NEIWPC. Meghan will follow up.
2. Payments should have been sent for MHOA invoices and Dan's Title 5.
3. Meghan is following up on whether Heather's CPO invoice was sent to accounting, if so it will be processed this Friday.
4. Meghan sent out an opportunity for food inspection training for inspectors new to the field.

**II. Inspector Hiring Process**

- a. Haven't received any edits to the documents. Brian reviewed and signed off on them.

1. Jim in Dighton got back from vacation yesterday. Nicole will follow up with him at the BOH meeting tonight.
  2. Sharon has not heard back from Jim in Berkley, will ask again.
  3. Adam (Taunton): No comments, looks fine. I'll share it with the Board but we don't meet until November 14th.
  4. Attleboro

*Meghan: Will follow up with Allison*

- b. AnneMarie and Meghan met with the North Attleboro USW rep last week. Once the positions are approved by North Attleboro then they will confirm and set the pay bands. Inspector and Nurse bands will be in line with what is paid in North Attleboro right now, which is roughly in line with what we have in the budget.
  - c. Following up with North Attleboro on the OPEM question.

1. Other groups have increased their fringe to cover this
2. North Attleboro Town Manager suggested a cost-sharing model with the rest of the group, once the funding ends from PHE
3. *Meghan to give Bethany a call about the retirement*
4. *Mike H is looking into what other groups have done with this. Others have been asking this question*

### **III. Social Worker Hiring Process**

- a. *By Thursday Meghan will have a copy of the social worker for everyone to review. Start off with the job description and then the posting, and then develop the interview questions*

### **IV. Next Steps**

#### **a. BME**

1. Meghan follow up on:
  - a) NA questions on the IMA
  - b) Training invoices
  - c) NEIWPC training
  - d) OPEM question
  - e) Attleboro status on IMA and Inspector documents
2. Meghan to finish social worker draft

#### **b. Adam**

1. Reach out to legal about IMA

#### **c. Nicole and Sharon**

1. Reach out to departments about Inspector questions

#### **d. AnneMarie**

1. Continue coordination with legal on IMA and town management on hiring next steps