

Northern Bristol County Public Health Alliance
Meeting Minutes

Date: Tuesday, June 11th, 2024

Time: 10:00-11:00 am

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

I. Attendees

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| <i>a. Sharon Jamieson, Berkley</i> | <i>d. Michelle Borrello, Taunton</i> |
| <i>b. AnneMarie Fleming, North
Attleboro</i> | <i>e. Mike Hugo, MAHB</i> |
| <i>c. Danielle Edmands, Taunton</i> | <i>f. Meghan Russell, BME
Strategies</i> |

II. Hiring Update

- a. Meghan and Mike will attend the Berkley Selectboard meeting on June 26th to discuss the potential for them to hire staff for the group.

III. Vote on Digitization and Strategic Planning RFPs

- a. Group unanimously voted to not award the Strategic Planning RFP as all responses were over the budget for the fiscal year
- b. Group unanimously voted to award the Digitization RFP to Data Tree Discovery as they met all the specifications, were within budget, and submitted a final cost that was not subject to change.
 - 1. Allison Brum, Attleboro, provided her vote before the meeting that she had voted for Data Tree

IV. Review and confirm FY25 budget

- a. The group reviewed the FY25 budget and approved for submission to DPH.
- b. Discussed potentially taking a phased approach to strategic planning in FY25 based on when staff are hired, final costs for training, and Language Line usage.

V. Review and confirm FY24 spending requests

- a. Confirmed purchases for McKesson, WB Mason, TimberHomes, and Staples (signs, stickers). Meghan will send out additional items for spending including Tick Awareness signs, additional training opportunities, and MHOA conference attendance.

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VI. Next Steps

a. Meghan

1. Complete vendor contracting
2. Complete FY24 purchases
3. Submit workplan and budget to DPH

b. NBCPHA

1. Complete needs for Tick Awareness, MHOA, and training interest