

## NOTICE OF OPEN PUBLIC MEETING



# Northern Bristol County Public Health Alliance

**Date:** September 17, 2024

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

**Meeting Location:**

Virtual: <https://us06web.zoom.us/j/87979991206>

## DRAFT AGENDA FOR VIRTUAL MEETING

### Voting Attendees:

- a. Dan Syriala, Attleboro
- b. Sharon Jamieson, Berkley
- c. Barbara Catabia, Dighton
- d. Danielle Edmands, Taunton

### Non Voting Attendees:

- e. Sheri Miller Bedau, Attleboro
- f. Erika Syokau, BME Strategies
- g. Meghan Russell, BME Strategies

### I. Call to Order

- a. Dan made a motion to call the meeting to order at 10:05 am, Sharon seconds. Meeting opened with a quorum of 4/6 voting members present. (Attleboro, Berkley, Dighton, and Taunton)

### II. Past Meeting Minutes

- a. Review and Acceptance
  - i. Dan makes a motion to approve the minutes, Barbara seconds. Minutes approved by a vote of 4 (Attleboro, Berkley, Dighton, Taunton) in favor.

### III. Hiring Update

- a. Erika presented the table with the external costs of posting on various websites. Group was ok with the websites shown.
  - i. Danielle made a motion to approve PHE grant spending on external job postings. Dan seconded the motion. All voting members in favor.
- b. Allow for each municipality to share JD on their municipal websites.
  - i. Feel free to share the job postings on municipal websites and with those who may be interested directly.



BME STRATEGIES



## Northern Bristol County Public Health Alliance

- c. Erika confirmed with the group that there was still interest in creating a small sub-committee with 2 people actively interviewing the candidates and another 2 people in the background. municipalities who are interested in being a part of the subcommittee can reach out to Meghan and Erika.
  - i. Dan, Danielle, and Jim are all interested in being a part of the subcommittee.

#### IV. Relavent Status

- a. Attleboro - Dan confirmed that he is awaiting for review from AM. He is also waiting on a legal review of the SaaS agreement
- b. Berkley - Sharon will follow up with Matt to see if he is up and running and will confirm her login.
- c. Rehoboth - Karl reached out to Meghan and Erika and informed us that Maggie Juneau will be helping him with the software on 9/23.
- d. Taunton - Danielle has not been able to use all the ipads, IT continues to still have one ipad.
- e. Pencils - Not much interest in pencils for the ipads, but if folks need pencils reach out to Meghan and Erika.

#### V. Mental Health First Aid Training

- a. Reminder - Tuesday, October 1st at 8 am 27 Francis Farm Road, Rehoboth, MA 02769. Erika will be sending out a map closer to the date of the training as a reminder.
- b. Erika sent a flyer out last week. Sorry for the delay, we were confirming details with DPH on inviting other folks. Anyone who wants to come can come for free. We can have up to 30 attendees. We requested a flat rate to open the training up to those outside of the health department.
  - i. We estimate around 15 members will sign up, Meghan mentioned the idea of including other PHE groups to attend the training to encourage high participation. Group was ok with the idea to invite others to the training. Erika and Meghan to share with other PHE groups.

#### VI. Budget Updates

- a. The group currently has about \$79k to reallocate.
  - i. We reallocated the \$5,000 funds from the immunization clinic that is not needed anymore.
  - ii. We decreased the training budget by \$15,000 based on last year's numbers.
  - iii. We pushed hiring back by two months with a November start date and decreased the fringe amount by half since Berkley has a lower fringe amount.





## Northern Bristol County Public Health Alliance

- b. We plan on putting the 79k toward strategic planning but taking another look at all our options.
  - i. Currently we still have the RFP from FY24 that we can propose back to NA and repost.
  - ii. Erika and Meghan will continue to have internal BME convos on ways to spend the money and will also share the allowable expenses document with the group to start brainstorming ways to allocate the remaining extra funds for this fiscal year.
- c. 2 Epi Pen orders at \$326.79 per box
  - i. Danielle made a motion to approve ordering the two boxes of epi pens, Barabara second. All voting members present were in favor of purchasing.

### VII. Community Updates

- a. Erika met with Derek Macedo from the Training Hub; he wanted to encourage inspectors to continue their Tier 1 courses on TrainMA. Tier 2 registration has passed.
- b. Derek would be a great resource to use for 1:1 coaching. It would be a great idea to organize either an official or unofficial gathering for inspectors to share what's been difficult and standardized workflows. Dan mentioned that they had this at his last municipality and it was helpful at times. The group will think about whether they want to set something up with Derek.
- c. We plan on utilizing Derek and the training hubs resources as we plan to hire our regional inspector as well. More to come on that in the near future.
- d. Danielle shared that the Taunton Board of Health meeting on bodyworks regulations
- e. Barabara shared that Dighton is continuing to work on their internal hiring and making changes within the department.

### VIII. Group Next Steps

- a. Post job descriptions on municipal websites and share widely with those who may be interested.
- b. Email Erika and Meghan if you are interested in participating on the interview panels and your capacity we are looking at around 2-3 interviews.
- c. Sharon let Erika and Meghan know on the current status of your Relavent login. If the group needs anything else with Relavent or supplies such as pencils also let us know.
- d. Share Mental Health First Aid flyer with others in your municipality and encourage them to attend.





# Northern Bristol County Public Health Alliance

- e. Review the Training Hub website and share with your municipal inspectors.
- f. Think about any other ways you want to reallocate funding

## IX. BME Next Steps

- a. Finalize the data plan contract to get back to Dan
- b. Erika will connect Danielle and Derek at the Training Hub.
- c. Post JD externally and start organizing the subcommittee.
- d. Place order for Epi-Pens for Attleboro
- e. Confirm budget reallocation plan

## X. Adjournment

Barabara made a motion to adjourn the meeting, Dan seconded the motion. All voting members were in favor of adjournment. The meeting was adjourned at 10:56am.

***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 MAY BE PUT OFF TO A CONTINUED SESSION OF THIS MEETING, WITHOUT FURTHER NOTICE.

