

NOTICE OF OPEN PUBLIC MEETING



Northern Bristol County Public Health Alliance

Date: November 5, 2024

Time: 10:00 am - 11:00 am

Meeting Location:

Virtual: <https://us06web.zoom.us/j/81803376228>

AGENDA FOR VIRTUAL MEETING

Voting Attendees:

- a. Dan Syriala, Attleboro
- b. Sharon Jamieson, Berkley
- c. Anne Marie Flemming, North Attleboro
- d. Geri Hamel, Rehoboth
- e. Danielle Edmands, Taunton

Non Voting Attendees:

- f. Sheri Miller-Bedau, Attleboro
- g. Mike Hugo, MAHB
- h. Erika Syokau, BME Strategies
- i. Meghan Russell, BME Strategies

I. Call to Order

- a. Anne Marie made a motion to call the meeting to order at 10:09 am, Dan seconds. Meeting opened with a quorum of 5/6 voting members present. (Attleboro, Berkley, North Attleboro, Rehoboth, and Taunton)

II. Past Meeting Minutes

- a. Review and Acceptance
 - i. Anne Marie made a motion to approve the minutes, Danielle seconded the motion. The minutes were approved by a vote of 4 (Attleboro, Berkley, North Attleboro, Taunton) in favor and 1 abstention (Rehoboth).
 - ii. Mike Hugo reminded the group that if folks are absent from a meeting they do not have to abstain from voting.

III. Hiring Update



BME STRATEGIES



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a. Application updates

- i. In total 10 nursing applications, 3 unqualified, 1 with no email to reach, 6 emails were sent out to conduct a phone screening, 3 were done, 2 were qualified and are strong candidates
- ii. In total 2 social worker applications, both emails were sent out and 1 candidate responded and did a phone screening interview. After advancing her to the next round she turned down moving forward.
 1. Anne Marie would be fine with adjusting the social worker position to a public health specialist or community health worker. The key for her with this role is someone that can manage a task force related to hoarding.
 2. Dan mentioned that it would be great to have someone who can help connect folks with resources. The group agreed that it will be hard to get a licensed social worker at \$75k and there is always the possibility to adjust the job to a community health worker.
 3. Geri mentioned that she agreed, and could really use help with a lot of community issues. Elderly folks have a lot of social needs that she does not know how to support.
 4. Anne Marie mentioned that the way the job was drafted there were no clinical needs.
- iii. Erika sent emails to schools in the area (BC, URI, UMass) in hopes of sharing the job posting. Matt informed us that Berkley does not have a handshake account to share with students.
- iv. In total 8 inspector applications, 2 were not qualified, 6 were qualified for a phone screening, only 3 conducted a phone screening. Of the 3, 2 responded to a Zoom interview which has been completed. 1 who had experience and is a current inspector has not responded.

b. Interview updates

- i. Nursing candidates have experience and are open to learning. It would be beneficial for Geri, Michelle, and Anne Marie to meet with the candidates and Erika can set something up.
 1. Erika will see if candidates can come to the meeting on 11/19. If not she will find a time that works for the group. Dan and Danielle would like to be there but it is fine if their schedules don't work.
- ii. Regional inspector applicants are smart and can adapt to the role but they both do not have any experience. How do folks feel about non-experienced applicants? Can they help for the long-term goal of SSA? How much time do we want to spend on training?





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1. Dan mentioned that both candidates who were interviewed had advanced degrees. One had no concept of how local public health departments work, the other was right out of school and had no experience. We would have to decide which inspections we want them to be trained on first.
2. Anne Marie has had times where she had to repost to get other applicants just based on timing and is open to reposting based on adjustments.
3. Agreement that the salary is low at \$65k and should bring them up to \$75k. Going to all of the municipalities is a lot of work, can be a turnoff, and deserves more money.
4. Do we have a scale for paying more once you are trained? Could we put that in? With attaining certain certifications we could pay more. Up to the board to increase their salary each year.
5. Geri mentioned that it is important to note that for candidates with a Master's degree, the salary should be at least \$75k.
- iii. Dan brought up a point about having health directors and inspectors of towns come together for a meeting to identify specific current needs per municipality if we don't move forward with any of the two.
 1. North Attleboro: Anne Marie expressed needs for housing and trash. Brian is good at Food. Don't get that many percs.
 2. Attleboro: Dan expressed needs for housing in Attleboro as well.
 3. Rehoboth: Karl might use the food inspector more so. Geri would have to confirm.
 4. Berkley: Sharon confirmed that Berkley is in need of Perc tests
 5. Taunton: Danielle expressed that the town could always use help with food. Septic is the main concern currently they have one person on septic who could use some help.
 6. The group reflected and agreed it would be difficult to find someone with septic/soil evaluator certification.
 7. Geri - could we do a sign-on bonus that they have to return if they leave before a set amount of time?
 - a. BME would check with Bethany on if this is allowed and follow up with any new information.

IV. IMA Updates

- a. Where are folks at with the IMA and sending it to their legal counsel for review?





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- i. Attleboro: Legal reviewed, with the Mayor, then it will go to Council. May be on an agenda in December.
- ii. Rehoboth: Geri stated that she is almost 100% certain it went to legal. She was given the go-ahead to put it on the agenda. Geri will triple-check to make sure it went to counsel.
- iii. Taunton: Danielle mentioned that legal is backlogged and the IMA got lost in the shuffle and will re-send it. No clear idea on how long it is going to take for them to review it.

V. Budget Updates

- a. Digitization reallocation
 - i. Meghan and Erika shared an update on the Digitization budget
 - 1. Meghan had a conversation with Chris Bell from Data Tree the other week. He wrote the wrong total down in his quote for the Taunton budget.
 - a. When he came in Feb he scoped out 92 drawers for 64k
 - b. In his proposal in June, he wrote 64 drawers for 44k
 - 2. He has acknowledged that this is his error and he will complete the scanning of all 92 drawers regardless
 - 3. Chris has asked if the group could consider allowing him to adjust the scope to include all of the drawers in his invoicing, either at his regular fee or at cost (about 50% less)
 - 4. What do people think about this? Yes? No? Depends on funding?
 - a. Geri stated she understands that human mistakes can happen, is it a possibility to meet him halfway by paying some sort of amount plus the \$5,000 (for the additional Attleboro drawers that were not part of the original scope)
 - b. Dan asked if there will be funding available before the IMA has been fully executed. Meghan let the group know that since we are actively in the process of getting the IMA signed we will still get our second portion of funding.
 - c. Danielle noted that she is sympathetic to the mistake and things that happen. Is willing to let Chris know that we recognize this was a mistake and willing to give you money after we have considered our other budget allocation areas.
 - 5. The group will need to go through a contract revision process. Will need to do this due to the additional Attleboro drawers.





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- b. Strategic planning RFP
 - i. BME has updated the RFP that was used from last year.
 - ii. Changed format for reviewing the cost proposal to have it be separate from the non-price proposal
 - iii. Strategic planning has been added to the workplan.
 - iv. Following this we will work with NA to get it posted. Let you know the timing
 - 1. Everyone was okay with moving forward

VI. Group Next Steps

- a. Geri to follow up with the town administrator to see if the IMA was sent to legal.
- b. Danielle to re-send the IMA to Taunton legal council

VII. BME Next Steps:

- a. Erika to send over the RFP to North Attleboro procurement and begin the procurement process.
- b. Erika to do further research on inspector requirements and the current budget with Meghan to increase the salary amount
- c. Erika to expand the social worker position posting and re-evaluate if the group should move forward with a social worker position or a Community Health Worker position.
- d. Erika to schedule time for nursing candidates to meet the group

VIII. Adjournment:

Dan made a motion to adjourn the meeting, Geri seconded the motion. All voting members were in favor of adjournment. The meeting was adjourned at 11:12am.

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.





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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.

