

NOTICE OF OPEN PUBLIC MEETING



Northern Bristol County Public Health Alliance

Date: June 3, 2025

Time: 10:00 am - 11:00 am

Meeting Location:

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

AGENDA FOR VIRTUAL MEETING

Voting Attendees:

- a. Sherri Miller-Bedau, Attleboro
- b. Sheila O'Brien, Attleboro (alternate)
- c. Sharon Jamieson, Berkley
- d. Elizabeth Moreira, Dighton
- e. Anne Marie Fleming, North Attleborough
- f. Geri Hamel, Rehoboth
- g. Danielle Gurgel, Taunton
- h. Michelle Borrello, Taunton (alternate)

Non-Voting Attendees:

- i. Clifford Pierre, Regional Inspector
- j. Melissa Silverman, Regional Nurse
- k. Erika Syokau, BME Strategies
- l. Meghan Russell, BME Strategies
- m. Mike Hugo, MAHB

I. Call to Order

- a. Geri motioned to call the meeting to order at 10:07 am. Sherri seconded the motion. The meeting opened with a quorum of 5/6 voting members present. (Attleboro, Berkley, Dighton, Rehoboth, and Taunton. North Attleborough joined the meeting later.)

II. Past Meeting Minutes

- a. Danielle made a motion to accept the past meeting minutes as written from May 6th and May 13th. Geri seconded the motion. The meeting minutes were approved with a roll call vote by 5/6 voting members. (Attleboro, Berkley, Dighton, Rehoboth, and Taunton. North Attleborough joined the meeting later.)

III. Intermunicipal Agreement Update

- a. An official update was shared with the group that the Intermunicipal Agreement (IMA) has been fully executed by each community and that a final copy will be sent out once all signatures are compiled into one document.



BME STRATEGIES



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- b. Erika thanked the coalition for their patience and support in finalizing the IMA.

IV. FY26 Workplan

- a. Erika shared the timeline for the work plan and budget for FY26. Cliff, Melissa, and Erika worked together over the past month to draft the work plan. This process was to ensure that the strategic plan and work plan align and that all activities under each objective are achievable.
- b. This meeting is centered to focus on reviewing the workplan and budget and incorporating feedback and changes before final submission to the Department of Public Health (DPH) on June 23rd.
- c. Erika shared the work plan:
 - i. *5 Public Health Excellence (PHE) Grant Requirements:*
 - 1. Grant Administration
 - 2. Governance
 - 3. Foundational Public Health Services (FPHS) Review
 - 4. State Action for Public Health Excellence (SAPHE) 2.0 Reporting
 - 5. METRIK
 - a. Geri asked if METRIK will be a PHE Grant Requirement.
 - b. Meghan and Mike informed Geri that this will be a requirement under SAPHE 2.0.
 - c. Mike informed the group that METRIK is a requirement by each town, even if they are not part of the PHE program.
 - d. Danielle stated that she understands what the state is trying to do, but it has already taken her staff some time to adjust to using FoodCode Pro.
 - e. Anne Marie Fleming asked if the state would give specific requirements on purchasing tablets to use METRIK?
 - f. Meghan stated that the state did a mini survey to determine how many SSAs purchased iPads for Relavent. METRIK can be downloaded on these same iPads.
 - g. Danielle asked if the iPads are owned by Relavent.
 - i. Meghan clarified that the iPads are grant-owned.
 - ii. *Sustainability 1: Communication & Engagement*
 - 1. Racial Equity: Community Engagement
 - a. Anne Marie stated that she thinks it would be great to develop recommendations and templates to share with different community partners and local papers.





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- b. Geri asked if each community would have access to the Maternal and Child Health plan once it is developed.
 - i. Melissa stated that her impression was that the home visiting program rollout would start with one municipality due to her capacity.
 - ii. Michelle added that there is room to think about conducting group trainings rather than a home visiting program in the meantime. Michelle stated that she is happy to help Melissa in this process.
 - iii. Anne Marie noted that it was her understanding that it was not supposed to be only the regional nurse working on the maternal and child health program. The regional nurse needs to take the lead on developing the program, but the municipal nurses can support the execution in their own municipalities.
 - iv. Geri stated that these trainings would be helpful with new families moving into Rehoboth.
- iii. *Sustainability 2: Community Partnership Development*
 - 1. Racial Equity: Environmental Justice
- iv. *Performance Standard 1: Disease Control and Prevention*
 - 1. Racial Equity: Community Engagement
- v. *Performance Standard 2: Identify areas for improvement in inspection processes and provide targeted training to enhance the effectiveness of and consistency of inspections across all participating municipalities (Food)*
 - 1. Racial Equity: Environmental Justice
- vi. *Performance Standard 2.1: Identify areas for improvement in inspection processes and provide targeted training to enhance the effectiveness of and consistency of inspections across all participating municipalities (Housing)*
 - 1. Racial Equity: Environmental Justice
 - a. Anne Marie mentioned that the Housing Code pro gives North Attleborough a streamlined approach for order of correction forms. She has noticed that it has been a challenge having Cliff complete these forms. Standardizing these documents would make it easier to do this.
 - b. Cliff informed the group that when he does housing inspections, there is a standardized document in Housing Code Pro, but he hasn't done any housing inspections for North Attleborough.





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When he is in Attleboro, they have a letter with the letterhead, which makes it easier.

vii. *Performance Standard 3: Enhance staff capacity to effectively meet mandated inspectional requirements and enforce regulations, in alignment with the performance standards for local public health.*

1. Racial Equity: Workforce Diversity

viii. *Elective 1 Maternal, Child, and Family Health*

1. Racial Equity: Community Engagement

ix. *Assessment and Surveillance:*

1. Racial Equity: Linguistic Justice

x. Anne Marie asked if the dates on the work plan can be adjusted if things change.

1. Erika stated that dates can always change; actual dates are listed and progress notes on each item as time goes on.

xi. There were no other questions, comments, or concerns regarding the FY26 work plan.

d. Anne Marie made a motion to approve the FY26 work plan. Sherri seconded the motion. A roll call vote was taken:

i. Attleboro: Yes

ii. Berkley: Yes

iii. Dighton: Yes

iv. North Attleborough: Yes

v. Rehoboth: Yes

vi. Taunton: Yes

e. All documents will be sent out with the meeting minutes for the group to review.

V. FY26 Budget

a. Erika asked the group if they could stay on the call for an additional 30 minutes to discuss the FY26 budget. The group was okay with this request.

b. Erika informed the group that Dan, Anne Marie, and Danielle all had interviews with the two candidates for the regional public health specialist position. The first interview was with Cassidy O'Hare, and the second interview was with Sydney Garrelli. Erika asked Danielle and Anne Marie to share their thoughts on each candidate.

i. Anne Marie thought that Cassidy interviewed well. She mentioned that Cassidy was a great candidate and was the most likely to jump right in. Anne Marie's biggest concern was the current salary that Cassidy was proposing. Anne Marie did not feel as if it was ethical to offer a candidate more money than what was posted. She stated that offering a higher salary to a candidate when it was not





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posted leaves out a pool of candidates who may not have applied due to salary restrictions.

1. Sherri agreed with Anne Marie and relayed that Dan agreed with offering Cassidy \$75k.
 2. Sheila stated that since Cassidy is aware of the salary, that should be what it is.
 3. Meghan informed the group that matching Cassidy's salary was an effort to support long-term sustainability in the SSA and support staff retention.
- ii. Danielle stated that she thinks both candidates are great and that she enjoyed interviewing Sydney. Based on Anne Marie's comments, it makes sense to move forward with Cassidy at the posted salary of \$75,000.
 1. Anne Marie stated that the subcommittee had done some initial research for the public health specialist role, and the average salary for a public health specialist is around \$65,000. Anne Marie noted that offering Cassidy \$80,000 - \$84,000 would not be realistic.
 - iii. Anne Marie noted that Cassidy is the first pick, and if Cassidy turns down the role, the role will be offered to Sydney at \$65,000.
 - iv. Sherri made a motion to hire Cassidy at \$75,000, and if Cassidy turns down the role, the NBCPHA will offer the role to Sydney at \$65,000. Anne Marie seconded the motion. A roll call vote was taken.
 1. Attleboro: Yes
 2. Berkley: Yes
 3. Dighton: Yes
 4. North Attleborough: Yes
 5. Rehoboth: Yes
 6. Taunton: Yes
- c. Meghan informed the group that BME is looking to increase the SSC line item by either 3% or 5% in FY26. Meghan informed the group that this line item is not allocated towards salaries alone, but to the overhead, administration, and fringe for our organization are factored into our annual rates; it is an all-inclusive rate. Increases in overhead are accounted for through nominal annual increases, where possible. The proposed increase does not account for a COLA for a single consultant, but rather costs associated with the level of support received by the consultant from the organization at large.
 - i. Geri stated that she is in favor of the 5%; there is a lot of hard work put in by BME.





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1. Michelle agreed.
- ii. Anne Marie stated that she is not in favor of an increase, the contract did not explicitly mention any increases, and there was an understanding that this was the work to be completed.
 1. Sheila stated that a 3% increase could make everyone happy.
- iii. Sharon stated that this decision should be made with all other advisory board members present.
 1. Erika agreed and stated that she could give the advisory board more time to think about how they would like to proceed.
 2. Erika would schedule another follow-up meeting for the group to finalize the budget.
 - a. The group was in favor of this.
 - b. Geri stated that she would be away.
 - c. Erika would share a list of dates and times with the group following the meeting.

VI. Next Steps:

- a. BME:
 - i. Erika will share the work plan and budget with the NBCPHA.
 - ii. Erika to set up a follow-up meeting to approve the FY26 Budget and close out FY25.
- b. NBCPHA
 - i. NBCPHA will review the FY26 work plan and budget
 - ii. NBCPHA will offer dates to meet for a final budget approval for the week of June 8th.

VII. Adjournment

- a. Anne Marie motioned to adjourn the meeting at 11:31 am. Sharon seconded the motion. A roll call vote was taken.
 - i. Attleboro: Yes
 - ii. Berkley: Yes
 - iii. Dighton: Yes
 - iv. North Attleborough: Yes
 - v. Rehoboth: Yes
 - vi. Taunton: Yes

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





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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.

