

Bristol Coalition Minutes meeting
February 15, 2011

Attendance:

Acronyms:

DPH- Massachusetts Department of Public Health
EB- Executive Board
LSAC-Local State Advisory Council
MAHB- Massachusetts Association of Health Boards
MRC- Medical Reserve Corps
PHEP- Public Health Emergency Preparedness (Grant)
PHER- Public Health Emergency Response (Grant)

Decisions Made	Actions to be Taken
A compilation of large purchases needs to be organized.	Louise will send out a request form to all Coalition members listing possible big ticket purchases. There will be a 1 week deadline for response. The MAHB and EB will work together to determine the best funding stream (either PHER or PHEP).

Motion made and seconded	Vote
Accept minutes from January 18th meeting	Accepted unanimously
Meeting adjourned at 2:57pm	Accepted unanimously

Documents Available at the meeting:

- Previous month's minutes
- Executive Board Announcements
- Deliverables Progress Report
- Shared Services Survey Update
- Ongoing Calendar for Agenda

Coalition meeting called to order: 2:15pm

Approve previous meeting minutes: Jim Mooney

Motion made to approve minutes as is and seconded. Jim Mooney asked that in future, people please read the minutes before hand. The motion passed unanimously.

iPad presentation: Scott Leite

Scott gave a brief description on the uses of an iPad. He emphasized the need for the correct apps to get full use of the iPads. He suggested Good Reader (able to read pdfs), iPlayer (searches for key words in documents), Form Tools (make own inspection forms and fill them in onsite, can export files through email), Dragon Dictation (transcribes spoken word), Google Maps, Pen Ultimate(write notes and email them). They are helpful with regulations, food codes, WHO Emergency Preparedness. They are compatible with bluetooths so they can be used as a phone. Most apps cost between \$1.99-\$5.99. iTunes gift cards can be purchased to buy these.

iPads cost about \$900, but with a cover and a Bluetooth key board, the cost per iPad should be budgeted at \$1000. It was recommended that the Executive Board and the MAHB figure out the best way to fund the purchase of iPads, either using PHER or PHEP funds or a combination of them. It was also recommended to wait until the new 4G iPads with cameras are available before buying anything.

Louise will send out a request form to all Coalition members listing possible purchases such as iPads, computers, printers, handheld scanners, and other large ticket items. Marcia asked that there be a one week limit to respond.

Cell phones: Jim Mooney, Marcia Benes

There will be a change in the next fiscal year with cell phones. Each community will have an equal allocation for their Communication budget which they will be responsible for. This will be similar to the way PHER funds were handled. Elaine will send a check to each community which has signed on, accepting the terms of the agreement. It was noted that this will not work for all communities and Marcia will work with those communities separately.

Planner: Jim Mooney

Dennis Swift has been selected as the MRC planner. He will be notified.

Approved requests for equipment: Jim Mooney

\$2400, Additional Scope of Services for 6 Flu Clinic AARs for Amy Palmer- Approved

\$27, Additional funds for Seekonk- Approved

\$356.91, LaserJet Printer for New Bedford- Approved

\$216, Bedbug seminar for New Bedford- Denied

\$81.0, January meeting handout print costs, Health Imperatives- Approved

EB meeting minutes: Jim Mooney

A draft version will be sent out with Coalition meeting minutes

Fiscal Agent, Planner, Coordinator Evaluations: Jim Mooney

Evaluation forms similar to those from last year will be sent out to evaluate the Planner, Coordinator and Fiscal Agent. The Coalition must vote on renewing the Fiscal Agent at the March meeting for the next grant year starting in August. The Executive Board is requesting that the Coalition votes to accept Marcia as the Fiscal Agent for the next fiscal year.

Website Designer

The final contract was distributed by Marcia Benes and was available for review. The Web Designer requested one person to contact for input. The EB appointed Louise Gorham as this person.

Monthly reports

DPH: Diane Brown-Couture

Diane reminded the Coalition of the two deliverables due at the end of March: site activation and facilities set up drill. If you haven't done it, please work with Amy to get it done. Any questions, help? Diane and Amy are available.

The DPH Bureau of Infectious Disease is purchasing sign sets. It is unknown how many will be available to Bristol County, maybe only 1-3 sets. Diane did remind people that there is money in the budget if signs are needed and should contact Marcia if you need them.

LSAC: AnneMarie Fleming

No updates because the meeting is next week.

Local Public Health Institute Advisory Board: Heather Gallant

No meeting until March

Deliverables Progress Report: Amy Palmer

Amy repeated that there are upcoming Deliverables at the end of March. She also reminded the group that quarterly call downs are coming up and she will send out an email soon.

Sharing services survey: Louise Gorham

Louise resent the survey at the beginning of the month due to low response to the survey at the beginning of January. There were 9 responses compared to the 6 previously. AnneMarie Fleming said she would bring the results and the low response outcome to the LSAC.

3rd quarter deliverables: Louise Gorham

Louise stated that the upcoming Deliverables for the 3rd quarter are: Contact list updates, members in good standing, and 1st and 2nd HHAN drill.

New Business: Louise Gorham

Louise asked the group if there is a short agenda, should she plan for some type of training or discussion topic. There was interest if CEUs were available. CEUs need at least 50 minutes of training. Some topics discussed were: Binder training, Timely issues, Training topics, CDP recaps, Guest speakers. Alvin McMahon said that the Greater Fall River MRC is sponsoring an aggressive training schedule that includes CEUs. People should check out their website for details.

Motion to adjourn 2:57pm

Motion made, seconded and unanimously approved with no discussion.

Respectfully submitted,
Amy Palmer