

Bristol Coalition Minutes meeting  
May 17, 2011

**SEND Dennis template for Registration form**

**Attendance:**

**Acronyms:**

AAR/IP- After Action Report/Improvement Plan  
DPH- Massachusetts Department of Public Health  
EB- Executive Board  
EPB-Emergency Preparedness Bureau  
IRAA- Individuals Requiring Additional Assistance  
LSAC-Local State Advisory Council  
MAHB- Massachusetts Association of Health Boards  
PHEP- Public Health Emergency Preparedness (Grant)  
PHER- Public Health Emergency Response (Grant)  
TAR-Technical Assistance Review

<b>Decisions Made</b>	<b>Actions to be Taken</b>
If a community would like to change its method of cell phone payment to accommodate the MAHB then they should contact the MAHB.	Cell phone payment will continue with the MAHB paying cell phones directly unless they are contacted by a community who would like to receive a check for them to pay for their phones individually.

<b>Motion made and seconded</b>	<b>Vote</b>
Move remaining balances from the Contractors (not including salaries) and Training Line items to the Communications line item.	Accepted unanimously
Divide all remaining PHEP funds among 19 communities (Attleboro declined their share, 4 communities excluded for lack of participation) to be spent individually by the community.	Accepted unanimously
A special coalition meeting will be held on June 7 <sup>th</sup> at 3pm to vote on Coalition concurrence of the CDC grant.	Accepted unanimously
Table the discussion to purchase iPads for the town of Norton.	Accepted with one opposed
Meeting adjourned at 3:20pm	Accepted unanimously

Documents Available at the meeting:

- EB minutes for April 19<sup>th</sup>
- PHER Budget Update
- PHEP Budget Update
- End of Year: Community Summary
- End of Year: Community Detail by Monthly Request Forms

- End of Year: Community Spending Plans
- Deliverables status
- Equipment and Training Requests
- MAHB Site Visit Report
- MAHB Policy and Procedures
- Bristol County Public Health Emergency Preparedness Coalition Principles of Operation
- Bristol County Emergency Preparedness Coalition, H1N1 Pandemic Response, AAR/IP
- IRAA Risk Communication Plan
- Letter from Sandy Collins on LSAC Concurrence
- EB members terms ending this year
- Responsibility for Archiving Coalition Documents
- EB Announcements for Coalition meeting
- Approval of Members in Good Standing
- Coalition Deliverables Pages
- LSAC meeting notes and minutes from March 21, 2011
- LSAC meeting notes from April 25, 2011

**Coalition meeting called to order:** 2:16 pm

**Approve previous meeting minutes:** Jim Mooney

Coalition minutes were not available for review. Minutes will need to be approved at next meeting.

**Executive Board Announcements:** Jim Mooney

#### **PHEP funds**

The EB is on track to spend down the PHEP funds by the end of the year. A motion was made to move remaining balances from the contractors and training line items and place them in Communications, which will be used to pay next year's cell phone bills. Then next year's funds could pay for cell phones the following year. The motion was seconded. It was asked if the funding would be divided equitably among the communities and it was answered "yes". The motion was approved unanimously.

The Community spending plans found on page 17 of Coalition handout list each individual community's spending for this Fiscal Year. If there is anything incorrect, contact Louise.

The Coalition was unable to purchase all the requests on the previous Wish List with the remaining PHEP funds (currently at approximately \$12,000). Instead, the remaining money will be divided among 19 communities can be used to purchase items individually. Four communities were excluded due to lack of participation within the Coalition. Attleboro returned their funds to the pool because they don't need it. A motion was made to divide whatever money remains after some previously approved spending occurs between the 19 communities and seconded. Louise will send out an email to each community to notify them of their balance. The motion was approved unanimously.

There was discussion on the methods of communication payments. Jim Mooney reported that the new method of payment, where Marcia sends the community a check directly for them to pay their cell phone bill, works well for Attleboro. Alan Perry asked that the payments stay the same as in previous years, where the MAHB pays the cell phone bills directly. He asked if people want to change their method to accommodate the MAHB, then they should contact Marcia. Jim Mooney agreed.

## **Monthly Reports**

### **Deliverables Progress Report:** Amy Palmer

Amy has been updating the COOP. Emails have been sent out for review.

Amy is proceeding with Binder reorganization. Two sessions have been scheduled so far: Tuesday May 31<sup>st</sup>, 9am, at Attleboro City Hall, and Thursday, June 2<sup>nd</sup>, 9am, New Bedford Health Department. There was some discussion on ordering the binders because there is a deadline with the end of the Fiscal Year but with so many communities, there would be an issue with Amy storing all the binders. Scott Leite suggested that Binders be sent to the communities directly. Amy and Marcia will discuss this option.

The TAR is currently in progress. Amy has sent emails to all the communities about their individual TARs.

A tabletop exercise based around a hurricane scenario will be held on June 21<sup>st</sup> from 10am-2pm at Health Imperatives in Brockton. The Coalition meeting will immediately follow. A motion was made to use Coalition funds to provide lunch. It was seconded and unanimously approved.

### **DPH update:** Diane Brown-Couture

Diane is working on a project connecting all border states and MA. She is developing lists containing the contact information on who is in charge of EDS planning in neighboring communities. She is listing Health Agents/ Directors as the contacts in MA. If somebody else is in charge, like public health nurses, please contact Diane. She is hoping this will be helpful in identifying where policies and plans vary and may be problematic in an emergency.

### **Upcoming trainings:**

June 7<sup>th</sup> - Basic Risk Communication in Wareham.

June 7<sup>th</sup> - IRAA planning meeting at Mass Medical Society in Waltham along with a webinar.

There is a \$30 fee which is waived for MRC members.

June 15<sup>th</sup>- Legal nuts and bolts of Isolation and Quarantine in Bridgewater

June 22<sup>nd</sup>- Epi and Surveillance and Reporting in Wareham (updated version)

### **Status on Equipment and Training Funding Requests:** Jim Mooney

The HAPHN annual conference dues of \$99 for North Attleboro was approved.

The Yankee Conference for Plainville was denied because it takes place in the next fiscal year.

### **Update on website development:**

#### **Website:**

The website is still in development.

### **Ipads/GIS :** Scott Leite

Scott has submitted a revised proposal for GIS and iPads to the DPH. A representative from the EPB called Scott this morning to report that the proposal is under consideration for a pilot program.

### **LSAC:** Jim Mooney

Jim Mooney reported that he attended an LSAC meeting with many of the Coalition chairs. Many of the Coalitions are upset, annoyed, and frustrated that the DPH hasn't been properly serving their needs. A list was made and a representative brought it to Commissioner John Auerbach. The Commissioner said he would address these concerns immediately with short and long term plans.

The DPH needs a vote of concurrence from every Coalition throughout the state in accepting the CDC grant to continue to receive PHEP funds from the CDC. A vote was taken at the LSAC to not vote for concurrence until short and long term solutions are planned or changed. If one of the Coalitions does not concur, then the entire grant is not funded by the CDC for the State of Massachusetts. The LSAC is waiting for the DPH to report on why they are asking for so much of the PHER funds to be returned unspent. The Coalition wants to spend the money with little limitations to make up for budget shortfalls.

Scott Leite has a meeting with the EPB and would like to go with statement that this Coalition's concurrence will be based on what the Coalition has permission to purchase.

Jim would like to wait until June 7<sup>th</sup>. At that point, there will be some important meetings that will indicate how much the DPH is willing to change. A Motion was made and seconded to hold a meeting on June 7<sup>th</sup> to vote on concurrence. The meeting will be held Tuesday June 7<sup>th</sup> at 3pm. Fifteen people have committed to meet on that day. It was stressed that if the committed individual cannot meet, then either be sure to send somebody or let the chair know. The motion was unanimously approved.

**New Business:** Leon Dumont

Leon asked about why, even though he had DPH approval on iPad purchase from last fall, the Coalition is not allowing his to iPads to be purchased? It was discussed that Leon had spent down his allotted PHER fund so he needed to use other funds. His request was tabled at a previous meeting so that a group purchase could be made and since then, the group iPad approval has been held up.

Currently, Elaine LaCoursierre at the MAHB has approximately \$74,000 that can be spent. She is expecting approximately an additional \$90,000 from individual communities to be returned. If each community was approved 2 iPads along with the GIS systems, that would expend the \$74,000.

AnneMarie Fleming reported that the EPB is afraid the Boston Globe would hear about the government money being spent on iPads as a toy, which is one reason why they are not approving their purchase.

Alan Perry stated that the issue is if the coalition funds are going to be used to let Norton buy iPads. Alan thought that they all should get them or nobody.

A motion was made and seconded to table the discussion. The motion was approved with one opposed.

Jim Mooney offered to write a letter or call the Commissioner as the Chair of the Coalition to notify him of this decision.

**Approval of Coalition H1N1 AAR**

The Coalition H1N1 AAR was included in the packet for review.

**Approval of IRAA report**

An IRAA template was included in the packet for review. Each plan will be tailored for individual communities. For those who would like to give more specifics for their community should contact Louise.

**Members in good standing**

Currently there are only 2 communities who are not in good standing (Berkley and Swansea). For the fourth quarter, communities need to respond to the Elaine's request about financial responsibility to be in good standing.

**Suggestion:**

Alan Perry suggested that for the next budget year, all funds for training and equipment should be divided among the communities using the PHER formula and then everybody can have their own money to spend.

**Motion to adjourn 3:37pm**

Motion made, seconded and unanimously approved with no discussion.

Respectfully submitted,  
Amy Palmer