

Bristol Coalition Meeting
June 21, 2011

Attendance:

Acronyms:

AAR/IP- After Action Report/Improvement Plan
COOP- Continuity of Operations Plan
DPH- Massachusetts Department of Public Health
EB- Executive Board
EPB-Emergency Preparedness Bureau
IRAA- Individuals Requiring Additional Assistance
MAHB- Massachusetts Association of Health Boards
PHEP- Public Health Emergency Preparedness (Grant)
PHER- Public Health Emergency Response (Grant)

Decisions Made	Actions to be Taken
Coalition members will explore the draft website at http://phep.clientpalette.com/ .	Any comments or suggestions should be sent to Louise as soon as possible.
Marcia Benes will post the contractor positions on the MAHB website and circulate the posting among public health organizations by June 24 th . The posting will close on July 12 th . Interviews will be scheduled for the Executive Board meeting on July 19 th . A decision will be made that day as to who will fill those positions.	Marcia will follow through with these actions. Interviews will be scheduled at the July 19 th EB meeting.
All deliverables must be completed by July 19 th meeting.	Amy will notify those who still need to complete deliverables.
Each community (minus Berkley, Swansea and Attleboro) will be receiving their even share of the remainder of PHEP funds.	Each community must spend down and report with receipts to the MAHB by July 7 th .
iPads can be ordered through Marcia with each community's allotment of remaining PHEP funds.	Marcia must be notified of this decision by Friday June 24 th .

Motion made and seconded	Vote
Accept coalition meeting minutes as is for April 19, 2011, May 17, 2011, and June 7, 2011.	Accepted unanimously
One new cell phone line for Fairhaven	Accepted unanimously
Approve \$136.88 for lunch for Hurricane TTX	Accepted unanimously
Meeting adjourned at 3:04pm	Accepted unanimously

Documents Available at the meeting:

- Meeting minutes, April 19, 2011
- Meeting minutes, May 17, 2011
- Meeting minutes, June 7, 2011
- Bristol County PHEP Coalition Meeting Attendance FY2010E
- Executive Board Announcements
- PHEP Closeout Schedule

- Community PHER funds returned
- Financial Report FY10E
- Deliverables Report
- Public Health Preparedness Capabilities: National Standards for State and Local Planning, March 2011
- LSAC meeting notes from June 20, 2011

Coalition meeting called to order: 2:04 pm

Approve previous meeting minutes: Jim Mooney

There were 3 previous meeting minutes to be approved. April 19, 2011, May 17, 2011, and June 7, 2011. A motion was made to approve all Coalition meeting minutes as is, seconded and unanimously approved with no discussion.

Executive Board Announcements: Jim Mooney

Website Development

Louise Gorham gave a tutorial of the website as where it is at currently. There was positive feedback along with some questions about the purpose and the approach. The project needs to be completed by August 9th due to funding. Louise gave everybody the test website to review- PHEP.clientpalette.com- and asked for comments as soon as possible.

Scope of Services requested

Marcia Benes announced that according to the DPH recommendations, the MAHB should post contractor positions on an annual basis. There was some discussion on whether or not this was necessary but the consensus was to support Marcia. Marcia will post a general position description by June 24th that she is using for the Plymouth Contractors for a salary not exceeding a 10% increase from the past contracts. Marcia will close the posting on Tuesday, July 12th. Marcia will schedule all candidates for interviews on the day of the EB meeting, July 19th, and a decision will be made that day on who will fill the positions.

Completed 4th quarter PHEP deliverables

All deliverables are due before the July 19th meeting. Amy Palmer reported that the only deliverable remaining was COOP updates. She will send reminders who still need to complete this.

4th Quarter members in good standing

The vote for "Members in Good Standing" for the 4th quarter will take place at the July Executive Board Meeting

Executive Board nominations

EB nominations will take place at the July Coalition meeting. The Vote on EB members will take place at the August Coalition meeting. The Vote on EB offices will take place at the September EB meeting. New EB officers will take over at the November EB meeting.

2012 Preliminary Budget

Vote on PHEP 2012 Preliminary Budget will take place at the July Coalition meeting.

PHEP Update- Elaine LaCoursiere

The estimated remaining PHEP money is \$20,119.80. This will be divided equally among the 21 communities eligible. Attleboro was eligible but decided not to use their share but instead return it to the Coalition. Two other communities were not in good standing and therefore ineligible.

This is about \$958 per community. This money must be spent down and reported back to the MAHB with receipts by July 7th. Any remaining money can be spent down by Louise and Elaine at Staples. Marcia suggested that an iPad could be purchased with this money. She would be able to do this for the communities. Marcia asked that people contact her by June 24th to purchase an additional iPad using PHEP funds.

There were no line item transfers.

All end of the year contract issues for the MAHB have been addressed.

Fairhaven would like one phone service. Currently, they have none. This would start in July. A Motion was made to accept this request, seconded, unanimously approved with no discussion.

New Business

Scott Leite is working with Camp, Dresser and McKee on the iPad app for IRAA and was hoping to expand to other groups. Other categories for a pull down menu were listed: Food establishments, retail food establishments, private well, public well, nursing home, EDS, hotel/motel, hospital clinic, daycare (children, elder), Senior center, septic systems, assisted living, schools, group homes, public housing, shelters, medical facilities, pharmacies, and veterinarians,

A motion was made to approve \$136.88 for lunch, seconded and passed unanimously with no discussion.

The EPB is requiring all equipment to be barcoded in the near future. An email was distributed by Mike Coughlin. It did not state how this barcoding equipment will be purchased.

The next meeting will be on Tuesday, July 19th at the Taunton DPW at 2pm.

A Motion was made, seconded and unanimously approved to end meeting at 3:04pm.

Respectfully submitted,
Amy Palmer