

Bristol Coalition Meeting
July 17, 2012

Attendance:

Acronyms:

CDC- Center for Disease Control and Prevention
DPH- Massachusetts Department of Public Health
EB- Executive Board (sometimes referred to as EC-Executive Committee)
EDS- Emergency Dispensing Site
EEE-Eastern Equine Encephalitis
HVA- Hazardous Vulnerability Assessment
MAHB- Massachusetts Association of Health Boards
MAPHN-Massachusetts Association of Public Health Nurses
MEHA- Massachusetts Environmental Health Association
MHOA-Massachusetts Health Officer Association
MRC- Medical Reserve Corps
SERHO-Southeastern Regional Health Offices
TAR- Technical Assistance Review

Decision Made	Action to be taken
All communities must spend their funds and have the receipts to the MAHB by July 27 th . Any purchases to be made by the MAHB should be ordered 4-5 days before the July 27 th deadline.	Elaine LaCoursiere will process all requests through July 27 th . Any unspent funds will be used to purchase EMP bags that protect electronic equipment from electronic pulses including solar flares.
The EB has approved spending for the following conferences: MAHB, MHOA, MEHA, and MAPHN	Requests should be sent to Elaine for reimbursement or payment.

Motion made and seconded	Vote
Meeting called to order at 2:05pm	unanimous
Accept June 19, 2012, meeting minutes as submitted	Unanimous
Accept the budget as recommended by the EB	Unanimous
Fund the Coalition website for the next year	Unanimous
Meeting adjourned at 3:00pm	Unanimous
Meeting was reconvened at 3:20, the time for the next meeting was determined to be on August 21 st at 2pm in Mansfield and the meeting was closed again.	All motions were proposed, seconded and passed unanimously with no discussion

Documents sent out before the meeting:

- 07-17-12 EB Agenda
- 07-17-12 Coalition Agenda
- 06-19-12 Coalition meeting minutes
- 06-19-12 EB meeting minutes
- Bristol County Financial Report

Documents distributed to the Coalition at the meeting

- Proposed Budget 08/10/12-06/30/13

Coalition meeting called to order: 2:05pm

Motion made to call the meeting to order at 2:05pm and accepted unanimously with no discussion.

Approve previous meeting minutes: Heather Gallant

A motion was made and seconded to approve the minutes from the June meeting. There was no discussion and the motion was approved unanimously.

Executive Board Announcements: Heather Gallant

Result of EC Vote on unspent funds

It was announced that all communities must spend their extra funds of \$269 and have the receipts to the MAHB by 27th of July. Orders can be placed by Marcia Benes but Marcia asked that people contact her 4-5 days before the 27th, preferably as soon as possible. The EB voted that any leftover funds will be spent on EMP bags to protect electronic equipment from solar flares and other electronic pulses.

EC Recommendations on Budget for BP1

There was an increase of \$13,650 of one time funds from the DPH. The total funds for this year's budget are \$305,139.

Jim Mooney explained that this year, each community has \$3200 allocated to spend; \$2000 for training, supplies and equipment and \$1200 for conferences. Contractor funding: Denise Phaneuf- \$58,229.16; Amy Palmer- \$58,229.16; and Dennis Swift- \$26,000. The EB recommended that the MAHB receive 15% of the funds as the host agency. Communications appropriation is \$33,000, which divided among the Coalition will be approximately \$171 per community per quarter. Elaine LaCoursiere mentioned that quarterly cell phone payments will go out by the end of the week.

There was some discussion about how to work through the budget to appropriate more funds if necessary into communications line item. The EB is looking for the authority to move funds around without Coalition approval. This will be revisited in April or May when remaining funds are re-evaluated.

Approximately \$7000 has not been dedicated to any specific line item. This will be used as seen necessary.

Communications money can be spent for a hot spot but a subscription is only for a year. Scott Leite asked about 3G subscriptions for iPads. Communication or equipment and supply funds can be spent on the 3G subscriptions. One year subscription is about \$25 per month so if all the communities were to subscribe would be about \$7000. Marcia Benes suggested bringing an AT&T government representative to a Coalition meeting to offer some practical solutions on money saving communication plans with the iPad 3G.

The EB has again approved spending for the following conferences: MAHB, MHOA, MEHA, and MAPHN. Request forms need to be completed and submitted to Elaine for payment or reimbursement. Diane is waiting to hear if membership dues for any of these organizations to get a discount on the registration fees. Diane will send an email out when she knows if it is an approved expense.

Bob Davis made a motion to accept the budget as recommended by the EB. Motion was seconded, and approved unanimously with no discussion.

A motion was made to fund the Coalition website for the next year. It was seconded and unanimously approved with no discussion.

Host Agency Update: Elaine LaCoursiere

All topics listed on the agenda were covered in previous discussion.

Contractor Update: Amy Palmer

Amy gave a presentation on how SNS supplies would be requested and delivered to an EDS. (During this time a HHAN call was received to notify people of an EEE conference call to take place in 15 minutes).

DPH Update: Diane Brown-Couture

Diane announced that shelter supplies purchased with the CDC grant will be arriving soon. A distribution method should be arranged, possibility having a Coalition meeting at SERHO in New Bedford.

Diane asked that if anybody knows of cooling stations to please notify her of them. She will be passing the information along to MEMA who is staffing the 211 hotline.

The final version of the BP1 Deliverables has yet to be released.

Meeting Adjourned

A motion was made, seconded and unanimously passed with no discussion to close the meeting at 3pm so the Coalition could participate in the EEE conference call with the DPH.

After the meeting was officially closed, Mark Taylor mentioned that he has been participating in a sharps collection program that basically pays for itself. Contact Mark for more information.

Meeting Reconvened

After the EEE conference call, the meeting was reconvened at 3:20, the time for the **next meeting** was determined to be on **Tuesday, August 21st at 2pm** in Mansfield and the meeting was closed again. All motions were proposed, seconded and passed unanimously with no discussion.

After the meeting was closed again, Amy mentioned that Denise Phaneuf continues to work on the HVA deliverable and will be contacting people when she returns from her vacation next week.

Respectfully submitted,
Amy Palmer