

**Bristol County PHEP Executive Board Meeting Minutes
January 19, 2016**

Attendance: Joe Carvalho, Dr. Henry Vaillancourt, Kelly Pawluczzonek, Bob Ashton, Elaine LaCoursiere, Amy Palmer, Denise Phaneuf

Acronyms:

BP4- Budget Period 4 (July 2015-June 2016)

DPH- Massachusetts Department of Public Health

EB- Executive Board (sometimes referred to as EC-Executive Committee)

EDS- Emergency Dispensing Site

EP- Emergency Preparedness

HMCC- Health and Medical Coordinating Coalition

LSAC- Local and State Advisory Committee

MAHB- Massachusetts Association of Health Boards

MEMA- Massachusetts Emergency Management Agency

MRC- Medical Reserve Corps

MHOA- Massachusetts Health Officers Association

PHEP- Public Health Emergency Preparedness

REPC- Regional Emergency Planning Committee

Motion made and seconded	Vote
Meeting called to order at 12:23p.m.	Unanimous
December meeting minutes approved as written	Unanimous
Approve requests for approval with exception of MRC request	Unanimous
Meeting adjourned at 1:17p.m.	Unanimous

Documents sent out before the meeting:

- 1-19-16 EB Agenda
- 1-19-16 Coalition Agenda
- 12-15-15 EB meeting minutes unapproved
- 12-15-15 Coalition meeting minutes unapproved
- BP4_Coalition Deliverables January
- Copy of Bristol BP4 Expenditures January

EB meeting called to order: 12:23p.m.

Joseph Carvalho-Chairman

A motion was made by Kelly Pawluczzonek, seconded by Dr. Vaillancourt and unanimously passed to approve the December EB meeting minutes as written.

Deni passed out the guidelines from Mary Clark on purchasing equipment with EP funding. The EB reviewed and discussed the guidelines. Deni also mentioned, on behalf of Elaine, that if budget changes are not made at the January meeting, then the next opportunity will be in May.

Lisa Jackson presented a PowerPoint outlining ideas from the Bristol Finance Committee to spend down the remaining equipment funds. The EB will discuss this information with the coalition members.

The requests for approval were presented by Deni in Elaine's absence. Elaine had to attend the HMCC meeting today.

The EB reviewed the requests for approval. The following requests were approved:

David Flaherty-Raynham for a laptop up to \$750.00; Denise Phaneuf-EP Planner for tech support renewal \$100.; Anne Marie Flemming and Bob Davis-North Attleboro for MHOA membership \$120. ;Jaime Conlon-Rehoboth, MHOA membership \$60; New Bedford replacement laptop up to \$640.

Joe Carvalho expressed concerns over the MRC request for Earthquake booklets. Some other members expressed concern as well. They will need additional information to make an informed decision in the future.

The Bristol Norfolk MRC request was not approved at this time; EB will request the following additional information:

- 1) The EB would like Elaine to ask DPH if this is an acceptable expense; 2) the EB would like the MRC to check with MEMA to see if these free resources are available; 3) requests that the MRC provide a copy of the requested Earthquake booklet to the EB for review.

Joe Carvalho, Chairman, gave an update on the HMCC. He gave a report from the stakeholders meeting held in January. They discussed all main components of the HMCC and what each discipline brings to the table.

Brian Gallant will be meeting with the Region 5 MRC; next meeting is on January 26, 2016 to discuss how the MRC can interface with the MRC partners. Jennifer Frennette will attend from HHS and is the national coordinator for New England.

Coordinator/Planner update- Deni Phaneuf

Deni will give an update on BP4 deliverables at the coalition meeting.

MAHB - Financial Report- Elaine LaCoursiere (unable to attend)

Amy Palmer-LSAC

Amy reported on the LSAC discussion that took place. She said four of the HMCC groups focus on med-surge, while only one does not, local public health. She said it seems very disjointed. When determining how many votes are allowed from each discipline, she said it is up to each HMCC to determine how many votes are allowed per discipline. Amy said there are a lot of inconsistencies between regions and what is allowed.

The next Coalition meeting will be held on February 16, 2016.

The meeting adjourned at 1:17p.m.when a motion was made by Bob Ashton, seconded by Larry Perry and unanimously approved.

Respectfully submitted,
Denise Phaneuf