

**Bristol County PHEP Executive Board Meeting Minutes
February 16, 2016**

Attendance: Joe Carvalho, Kelly Pawluczzonek, Bob Ashton, Larry Perry, Elaine LaCoursiere, Amy Palmer, Liisa Jackson, Lisa Crowner

Acronyms:

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

BP5- Budget Period 5 (July 2016-June 2017)

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

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

Q3- Quarter 3 (January-March)

Q4- Quarter 4 (April-June)

Decision Made/ Problem to be solved	Action to be taken
The EDS Assessment Tool completion list currently held by Lisa Crowner may be inaccurate.	Amy Palmer will follow up with Chase Hunter and Lisa Crowner to determine why some EDS Assessment Tools entered into Survey Monkey are not on Lisa's list.

Motion made and seconded	Vote
Meeting called to order at 12:15pm	Unanimously passed
January EB meeting minutes approved as written	Unanimously passed
Purchase of a smart phone for Lakeville up to \$300	Unanimously passed with one abstention
Pay cell phones for both Q3 and Q4	Unanimously passed
Planners are invited to HMCC stakeholders meeting, trainings and workshops when appropriate at the discretion of the planners	Unanimously passed
Amy Palmer will submit Bristol County's vote for or against concurrence	Unanimously passed
Meeting was adjourned at 1:36pm	Unanimously passed

Documents sent out before the meeting:

- 02-16-16 Bristol EB Agenda

- 02-16-16 Bristol PHEP Coalition Agenda
- 01-19-16 EB meeting minutes unapproved
- 01-19-16 Coalition meeting minutes unapproved
- BP4_Coalition Deliverables_February
- Copy of Bristol BP4 Expenditures February
- Upcoming Medical Reserve Corps Spring 2016 Program

EB meeting called to order: 12:15pm

Joseph Carvalho-Chairman

A motion was made by Kelly Pawluczzonek, seconded by Bob Ashton and unanimously passed to approve the January minutes from the EB meeting as written.

Joe welcomed Lisa Crowner as DPH Regional Coordinator for Region 5.

Financial Report

Elaine LaCoursiere announced that the expenditure report has been completed by her and Joe Carvalho and sent to the DPH. Once it's approved by the DPH, there will then need to be a budget modification. The time table for this is currently unknown. The EB will want to move \$14,000 from the MRC Coordinator position to the equipment and supplies line item. The expenditure reports will have to be itemized and sent to the DPH for approval before any line item changes are to be made.

There is now a new form to be completed and sent to Elaine for any communication requests and equipment and supply requests. Elaine will send the requests to Lisa Crowner. The CDC is requiring much more accountability than they have in the past. iPads are eligible for replacement after 3 years and laptops will be eligible for replacement after 5 years. There was a conversation about broken equipment. Lisa Crowner said if it is broken, it should be documented what's wrong and Lisa will support a replacement item. Lisa Crowner will double check with the DPH to confirm this is okay. Jessica Horsman has a laptop which does not hold a charge and does not connect to wifi. Joe Carvalho has an iPad which does not work.

The Financial Committee came up with some ideas on purchases but Elaine stated that it is important for the Coalition to focus on what they do what to purchase. This should be a conversation for the whole coalition. Some items that were discussed for large items that may be need were generators, trailers, cots and storage containers. Lisa Crowner said that if there are generators in Attleboro, it first needs to be determined if there is a need regionally above what is currently available before more generators are purchased. Kelly Pawluczzonek said that Plainville should be able to support a trailer. The town of Plainville will register and insure the trailer. It will be available for regional use. Trailers are approximately 12ftx8ft. They cost about \$2100 but accessories for the trailer both for storage and supplies should be considered in budgeting for the trailers. Joe Carvalho said that Swansea should be able to support a trailer.

Elaine explained the current budget process as it stands with the DPH.

1. The expenditures report needs to be approved by the DPH.
2. The budget will be submitted to the DPH for line item changes. For line item changes, it must be clarified as to why the line item change is being requested. If money is being moved to equipment and supplies, the Coalition must list potential purchases that will be made with that money.
3. Once the budget line item changes have been approved by the DPH, then the EB will be able to vote on what purchases they would like to make.
4. The DPH will need to approve those purchases before anything is actually purchased.

Elaine strongly emphasized that iPads and laptops purchased with PHEP funds must be used 100% for EP. If there is a portion of that equipment not used for EP, the community must pay for the percentage not used for EP. For

example, if the laptop is only being used for 50% EP and 50% health department business, the health department must cover 50% of the cost of the computer.

Elaine recapped purchases from previous months since she was not at January's meeting. Amy Palmer and Denise Phaneuf have been approved for supplies pertaining to the BP4 project of reorganizing the binders. Requests have been coming in slowly for reimbursement of those supplies. The MHOA membership has been approved. North Attleboro had an iPad approved. Since it was approved before the new equipment request form was released, there is no further action for approval. Seekonk radios have been approved by the DPH.

Elaine asked if the EB would like to approve cell phone payment for Q3 and/or Q4. There was a conversation about Larry Perry switching cell phone service carriers. Larry said he needed to change from AT&T to Verizon because there is little coverage on the AT&T network in Lakeville. Larry will need to set up an account with his own funds and submit a form for reimbursement to Elaine. A motion was made for the purchase of a smart phone for Lakeville up to \$300 by Bob Ashton and seconded by Kelly Pawlucznek. The motion passed unanimously with Larry Perry abstaining. This is a replacement phone because the current phone will not be compatible by the new network since there is no coverage/ service through AT&T in Lakeville.

Elaine explained to Lisa Crowner that each community is allotted up to 2 lines per town and money is either paid to the town or the carrier depending on the community preference. Per year, \$40,000 is allocated to cell phones and \$8000 is allocated to data lines for iPads.

Kelly Pawlucznek made a motion to pay cell phones for both Q3 and Q4. Larry Perry seconded the motion and it was unanimously approved.

HMCC update

The HMCC is currently on its fourth draft of the Principles of Operation. Elaine LaCoursiere said they are meeting Friday. Lisa Crowner reported that several communities in Region 5 are requesting that their planners be able to sit in at HMCC meetings where applicable to the Planner's job. The Plymouth EB voted to allow planners the right to attend meetings, trainings and workshops if it pertains to their jobs. The DPH cannot approve planner participation because the planners work under the Coalition. Bob Ashton was concerned that this would add to Planner's workload. Amy explained that it would take some prioritizing but she did feel that her involvement in certain HMCC stakeholder events would be beneficial to the success of the Coalition. It was decided it would be optional for the planners to decide to attend or not. Kelly Pawlucznek made a motion that planners are invited to HMCC stakeholders meeting, trainings and workshops when appropriate at the discretion of the planners. Bob Ashton seconded the motion and it was unanimously approved.

MRC Purchases

Liisa Jackson reported on the MRC request for 1000 earthquake preparedness booklets at \$4.21 for their MRC movie event. This movie event will include a family and pet preparedness/ MRC 101 presentation by Liisa Jackson to work on education and recruitment of MRC volunteers. The EB asked if there was anything else available that was free and Liisa reported that there is very little available but she did send a downloadable brochure from MEMA to the MRC but they still wanted the earthquake preparedness booklets. Several booklets were available for the EB to see. One was given to Lisa Crowner so she could show it to the DPH for approval.

After some discussion, it was decided that the EB would vote on a total amount for the MRC to spend on the entire MRC movie event, supporting recruitment and education. These funds should cover the movie theater rental, popcorn and a drink, and earthquake preparedness brochures. A motion was made by Bob Ashton to approve up to \$1000 for the event, seconded by Larry Perry and unanimously approved. Liisa Jackson will move forward to complete some information requests from the DPH and pass it along to Elaine who will submit the request to the DPH for approval.

Coordinator/Planner update- Amy reporting for Denise

Amy reported that the BP4 project template is finalized after meeting with Denise a couple weeks ago. Amy will be sending the template to Denise and they will work with each of their communities to get the binders organized.

Facility set up drills are due at the end of March.

The EDS Review Assessment Tool is due at the end of February. Lisa Crowner had a list of only 6 communities from Bristol who have submitted their surveys through survey monkey that she got from Chase Hunter, SNS Coordinator. Amy said that there were two more communities she submitted through survey monkey. Amy will follow up with Chase and Lisa to determine why those communities are missing. Amy will also hold a session after the Coalition meeting for anybody who would like to go over the Tool.

DPH Update- Lisa Crowner

Lisa Crowner asked about who will be submitting the Bristol County vote for concurrence for BP5. In the past it has been Amy Palmer. Bob Ashton made a motion that Amy continue to submit the Bristol County Coalition vote on concurrence, Kelly Pawluczzonek seconded it and it was unanimously passed.

There was some discussion on how concurrence has been voted on in the past. Amy Palmer said that there has been some concern from the LSAC on how the DPH is managing the HMCCs and there may be a request for the Coalitions to support the other coalitions who are having challenges working with the DPH on HMCCs. Because of this, it may be best to vote for concurrence after Amy attends the March LSAC meeting. At this point, the LSAC meeting is scheduled for March 21st after the next Coalition meeting but it may be changed to March 14th. It was decided if the LSAC meeting is still scheduled for March 21st, the Coalition meeting will be rescheduled for March 29th. Amy will work with Scott Leite and Denise Phaneuf to reserve the room if necessary.

Lisa Crowner reported on how she understands concurrence voting. She said that this year, unlike previous years, it will be known as to what the state plan for deliverables is. She has been told that the concurrence vote should only be about agreeing on the deliverables. This is separate from the DPH management of the deliverables. Some Coalitions use the concurrence vote as a way to show displeasure on things not related to the actual deliverables.

The next Coalition Meeting will be held on **March 15, 2016**, unless it is necessary to change it to March 29th based on the LSAC meeting schedule.

The meeting adjourned at 1:36p.m. when a motion was made by Bob Ashton, seconded by Kelly Pawluczzonek and unanimously approved.

Respectfully submitted,
Amy Palmer