

**Bristol County PHEP Executive Board Meeting Minutes  
September 20, 2016**

**Attendance:** Dr. Henry Vaillancourt, Bob Ashton, Larry Perry, Elaine LaCoursiere, Denise Phaneuf, Ali Novak, Liisa Jackson.

**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  
 Q1- Quarter 1(July-September)  
 Q2-Quarter 2 (October-December)  
 Q3- Quarter 3 (January-March)  
 Q4- Quarter 4 (April-June)

<b>Decision Made/ Problem to be solved</b>	<b>Action to be taken</b>
October meeting will be held at the Norton Media Center in Norton MA.	Christian Zahner will sign paperwork to reserve the meeting space for October.
Elaine discussed new policy change for MHOA lodging with EB.	Announcement will be made regarding new policy during Coalition meeting to all members.
Discussed planner's assigned communities.	Communities assigned to Deni will remain the same. Deni is working as Coordinator as well as planning for 10 communities. Ali will plan for Amy's former communities.
Discuss new DPH cell phone rule	Alert communities of new rule at Coalition meeting.

<b>Motion made and seconded</b>	<b>Vote</b>
Meeting called to order at 12:37p.m.	Unanimously passed
Approval of meeting minutes for May, June EB meetings and Closed EB session in August (held for interviews).	Unanimously passed
To reaffirm existing Principles of Operation	Unanimously passed
To transfer \$1000. From Equipment and Supplies line item in budget, to Shelter line item.	Unanimously passed
To allow Amy Palmer's laptop purchased with PHEP funds to go to Mansfield for Emergency Preparedness work.	Unanimously passed

Ali Novak, Emergency Planner to purchase new laptop and service plan up to \$800. Pending DPH approval.	Unanimously passed
To adjourn at 1:33p.m.	Unanimously passed

Documents sent out before the meeting:

- 09-20-16 Bristol PHEP EB Agenda
- 09-20-16 Bristol PHEP Coalition Agenda
- 05-17-16 EB meeting minutes unapproved
- 06-21-16 Coalition meeting minutes unapproved
- BP5\_Coalition Deliverables-September
- Copy of Bristol BP5 Expenditures- September
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**EB meeting called to order:** 12:37p.m.

**Robert Ashton (Acting Chair in Joe's absence) Joseph Carvalho-Chairman**

A motion was made by Dr. Vaillancourt, seconded by Bob Ashton and unanimously passed to approve the May, June and Closed Session EB meeting minutes.

Executive Board discussed planners' communities. Deni works as Coordinator and Planner and will continue with same communities. Dr. V. expressed that we have developed excellent regional work groups with Deni and he would like to see them stay the same. Ali Novak, the newly hired planner, will assume Amy's former communities. Deni said she reached out to Ali and will help her in any way possible. Ali said she will begin by making appointments with each community to introduce herself after her start date of October 3, 2016.

Discussion took place regarding the meeting space in Norton. The EB will talk with Christian Zahner IV of Norton regarding Wi-Fi and coordinating monthly meeting space with Deni.

Dr. Vaillancourt made a motion to reaffirm the Principles of Operation. Larry Perry seconded the motion. Passed.

**Elaine LaCoursiere, MAHB**

Elaine discussed budget modifications. She said 3 are allowed by DPH. Elaine must submit the first one by October. Dr. Vaillancourt suggested shifting additional funding of \$1000., to shelter supplies and taking it from the Equipment and Supplies line item. Bob Ashton made a motion to transfer funds from Equipment and Supplies line to Sheltering line item. Dr. Vaillancourt seconded. Motion passed.

Deni discussed problems she is having with her laptop after professionals have worked on it several times. Elaine will look into the possibility of replacing Deni's laptop if allowed by DPH. This will be discussed and revisited in October. It was noted by Larry and others that Windows 8 has been causing many problems universally.

Dr. V asked about the recent purchase of a printer by Amy Palmer. Amy has been in contact with Ali and said she will give her supplies and printer for Ali's use in her Emergency Planning.

Regarding the MHOA conference, DPH will not allow payment for travel on Thursday because there are no Emergency Preparedness courses on Friday. Overnight accommodations for the evening of the final day of the conference are not eligible for reimbursement.

The new policy from DPH for cell phones is: Each community can have 2 cell phone lines, however the individual's that have them must be on the 24/7 contact list.

**Deni Phaneuf- Planner/Coordinator-**

Deni will give detailed deliverables report at Coalition meeting today.

**DPH Update- Lisa Crowner, Regional Coordinator for Region 5 (unable to attend due to training)**

Kerin Milesky, Deputy Director will give DPH updates at Coalition meeting this afternoon.

**Liisa Jackson-MRC**

Liisa will give a detailed report of MRC activities at the Coalition meeting.

The meeting adjourned at 1:33p.m. when a motion was made by Dr. Vaillancourt, seconded by Larry Perry and unanimously approved.

Respectfully submitted,  
Denise Phaneuf

The next Coalition Meeting will be held on **October 18, 2016** at the **Norton Media Center**, 184 West Main Street, Norton.