

**Bristol County PHEP Executive Board Meeting Minutes  
August 15, 2017**

**Attendance:** Kelly Pawluczzonek, Christian Zahner IV, Henry Vaillancourt, Heather Gallant, Brian Gallant, Crystal LaPine, Denise Phaneuf, Liisa Jackson, Lisa Crowner.

**Acronyms:**

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

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

BP1- Budget Period 1 (July 2017-2018)

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>
Add MASSMAP to acronyms	Deni will place MASSMAP on acronym list

<b>Motion made and seconded</b>	<b>Vote</b>
Closed Executive Board Meeting called to order at 12:00p.m.	Unanimously passed
Executive Board meeting called to order at 12:58p.m.	Unanimously passed
Approval of EB meeting minutes for June. Approved as written with noted revision.	Unanimously passed
To appoint Christian Zahner IV as Vice-Chair of EB.	Unanimously passed
To keep Principles of Operation the same.	Unanimously passed
To adjourn at 1:30p.m.	Unanimously passed

Documents sent out before meeting:

- 8-15-17 Bristol PHEP EB Agenda
- 8-15-17 Bristol PHEP Coalition Agenda
- 6-20-17 Coalition meeting minutes unapproved
- 6-20-17 EB meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheets- August
- Principles of Operation

**Executive Board Closed Session took place from 12:00p.m. to 12:58p.m.**

**Executive Board meeting called to order by Kelly Pawluczzonek- Chair - 12:58p.m.**

**Kelly Pawluczzonek, EB Chair - Announcements**

Dr. Vaillancourt made a motion and it was seconded by Heather Gallant to approve June Executive Board meeting minutes as written, with noted revision: Funds sent back to DPH at end of BP5 was in the amount of \$1,496.56. Unanimously passed.

Kelly said that a survey monkey tool will be developed and sent out to communities for planner evaluation by the next meeting. This will be discussed with the planners at next meeting. Lisa Crowner asked to be added to the list. DPH requires 2 planner evaluations per year.

The Executive Board asked Deni to add the MASSMAP acronym to the list. It stands for Massachusetts Mutual Aid Plan. Brian said is a very useful tool and provides real-time information and resource information.

Kelly nominated Christian Zahner IV to become Vice-Chair of EB. Heather seconded. All in favor. Christian abstained from vote.

Principles of Operation were discussed. Executive Board will recommend to members to keep the Principles of Operation the same.

Kelly discussed the idea of putting aside time to discuss everyday problems at Coalition meetings. Everyone agreed that this would be a useful way to spend time at the coalition meeting each month. Members felt it would provide mentorship to all. Deni will send out a Survey Monkey to gather information from each community.

**Elaine LaCoursiere- HMCC**

First quarter funding was received and planners have been paid. Elaine said she paid the first quarter's communications and contractors. Regarding the MHOA conference- no information is available from the conference to date. Note- must be over 60 miles to receive funding for overnight stay. In order to be reimbursed for the conference, at least 50% of course work must be in the Emergency Preparedness track. Dr. Vaillancourt suggested using conference funding that cannot be spent due to the 50% EP requirement be moved to internal training after it is determined. EB members agreed.

**Liisa Jackson – MRC Coordinator**

Gave up an update on MRC trainings and activities. Please see email from Liisa for this information.

All other updates will be given at Coalition meeting.

A motion was made by Dr. Vaillancourt to adjourn meeting at 1:29pm. Heather Gallant seconded it. Motion passed.

**Next meeting September 19<sup>th</sup>, 2017.**