

**Bristol County PHEP Executive Board Meeting Minutes
December 19, 2017**

Attendance: Kelly Pawluczzonek, Christian Zahner IV, Heather Gallant, Chrystal LaPine, Brian Gallant, Denise Phaneuf, Ali Novak, Lisa Crowner, Liisa Jackson.

Acronyms:

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)
MassMap-Massachusetts Mutual Aid Plan

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Decision Made/ Problem to be solved	Action to be taken
To table approval of October meeting minutes until next EB meeting.	Present October EB meeting minutes for approval at next EB meeting.

Motion made and seconded	Vote
Executive Board meeting called to order at 12:17p.m.	Unanimously passed
To table October meeting minutes until next EB meeting.	Unanimously passed
To make cell phone payment in the amount of \$8,250.	Unanimously passed
To adjourn at 1:26 p.m.	Unanimously passed

Documents sent out before meeting:

- 12-19-17 Bristol PHEP EB Agenda
- 12-19-17 Bristol PHEP Coalition Agenda
- 10-17-17 Coalition meeting minutes unapproved
- 10-17-17 EB meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheets- December

Executive Board meeting called to order by Chair, Kelly Pawluczzonek - 12:17p.m.

Announcements

Kelly recommended approving EB meeting minutes at next EB meeting. The EB did have a quorum, however Kelly was not present at October EB meeting and therefore unable to approve minutes. A motion was made by Christian to table approval of October Executive Board meeting minutes until next EB meeting; Heather seconded. Motion passed.

A motion was made by Heather Gallant to vote for Elaine to pay cell phone payment in the amount of \$8,250. Christian seconded. Passed.

LSAC Vicechair- Kelly Pawluczzonek

Kelly, our Bristol Region 5 LSAC representative, is now the LSAC Vicechair. She is interested in changing the dynamics of the committee by adding food and sanitation to emergency preparedness. She reported on Amy Palmer's letter, written to Kerin Milesky, expressing the need to approve the MHOA Conference by changing the training requirements. Training funds are being offered for MHOA and MEFA, but restrictions are preventing communities from spending the funds on these conferences. Kelly said LSAC will work with MHOA and MEFA moving forward. The Plymouth representative also sent a letter to OPEM regarding this issue. Kelly mentioned that ***much more representation is needed by local health departments.***

Deni Phaneuf- Planner/Coordinator

Deni discussed deliverables and talked about the SNS staff notification and site activation drills. She reported that 96% of Bristol communities have completed the required staff activation and site activation drills due by December 31, 2017. There are a few remaining communities that will be completing their Q2 drills, by due date of December 31, 2017. The drills are not due until late December.

There are several communities that were unable to complete their Facility set up drills with assembly in the fall. The planners are working with these communities to complete this requirement. Most communities have completed this deliverable. Facility set up drills are due by March 31, 2018; however, planners will need time to write an After Action/Improvement Plan, AAR/IP and submit them to the HMCC on behalf of the community by mid-March 2018. **Planners are asking that communities who have not completed this deliverable, make every attempt to complete this deliverable as soon as possible.**

Deni discussed the contracts that went to Elaine for approval for the upcoming Closed POD Educational Trainings, the Holiday Inn in Taunton and the Venus De Milo in Swansea. She discussed the Senior Care letter that goes out to LTC. She will contact Helen to announce a SAVE THE DATE. A second notice will go out through the Senior Care Newsletter, a month in advance.

We discussed letters of invitation to go out by mail to administrators of LTC facilities and electronic letters with R.S.V.P.'s. The EB liked the idea of the electronic tracking. Liisa Jackson offered to work with Deni and the local health agents to get the invitations out and track the replies for each event.

Lisa Crowner, Deni and Ali will work on a sample letter for towns to edit for the electronic invitations.

Deni reviewed all deliverables from workplan. The updated Q2 workplan was submitted to HMCC and Regional Coordinator, prior to due date of December 31, 2017.

Elaine La Coursiere said there should be a discussion during the January meeting on how an additional \$4,000. should be spent. These funds are monies not able to be spent from the MHOA Conference.

Liisa Jackson-MRC Coordinator

Lisa reported on the many events and increase in volunteers. Please check the MRC calendar of events for upcoming events happening around Bristol County and the great work being done by the MRC.

Lisa Crowner-MDPH

Lisa will give her updates and report out on results of state drills at Coalition meeting, due to time constraints.

A motion was made to adjourn at 1:26 p.m. by Heather Gallant and seconded by Christian Zahner. Passed.

Next EB meeting January 16, 2018 at the Norton Media Center.