

**Bristol County PHEP Coalition Meeting Minutes
January 16, 2018**

Attendance: Kelly Pawluczzonek, Heather Gallant, Joe Carvalho, Elaine LaCoursiere, Brian Gallant, Denise Phaneuf, Liisa Jackson, Lisa Crouner.

Acronyms:

BP1- Budget Period 1 (July 2017-2018)
BP2- Budget Period 2 (July 2018-2019)
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
POD- Point of Dispensing
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

RECEIVED
NORTON TOWN CLERK
2018 JAN 18 P 4:37

Motion made and seconded	Vote
Meeting called to order at 1:35p.m.	Unanimously passed
To approve Coalition meeting minutes for December. Approved as written.	Unanimously passed
To adjourn at 3:06 p.m.	Unanimously passed

Documents sent out before meeting:

- 1-16-18 Bristol PHEP EB Agenda
- 1-16-18 Bristol PHEP Coalition Agenda
- 12-19-17 Coalition meeting minutes unapproved
- 12-19-17 EB meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet-January

Coalition meeting called to order by Kelly Pawluczzonek, Chair: 1:35 p.m.

Announcements

All members were welcomed.

A motion was made by Amy Palmer and seconded by Bethany Collins to open the January Coalition meeting. Unanimously passed.

Beth made a motion to approve December coalition meeting minutes, as written. Mark seconded. Passed.

Kelly announced that she and Lisa Crowner are working on a speaking presentation from a UMASS professional regarding meningitis for the March meeting. She will keep everyone informed.

Kelly Pawluczzonek-EB Chair; LSAC Vice-Chair

Kelly introduced Rachel Fleck from MEMA.

Rachel Fleck-MEMA- Presented on *Partnering with Community Stakeholders on Sheltering*.

Deni Phaneuf Planner/Coordinator

Deni discussed deliverables and talked about the Q3 SNS staff notification and site activation drills. She reported that most Bristol communities have completed or are scheduled to complete their **Facility Set Up drills with assembly**. There are a few remaining communities that need to **complete the drill by March 1, 2018**. The planners are working with these communities to complete this requirement. **Planners are asking that communities who have not completed their Facility Set Up drills with Assembly, make every attempt to schedule and complete this deliverable as soon as possible.**

Deni discussed the contracts that went to Elaine for approval for the upcoming Closed POD Educational Trainings. Elaine is waiting for final DPH approval to move the process forward. As soon as she receives the approval, she will contact Deni. The letters of invitation can then be sent out electronically, so we can track RSVP's. A save the date will go out to the MA Senior Care newsletter which is disseminated to most LTC facilities.

Liisa Jackson offered to work with Deni and the local health agents to get the invitations out electronically and track the replies for each event.

Deni will send the draft template to the EB members by email for review.

The tentative half day training dates are as follows, pending DPH approval:

March 6- Holiday Inn Taunton 8:30 a.m.- 1:00p.m.

March 15- Venus De Milo-Swansea 8:30-1:00 p.m.

A continental breakfast, lunch and CEU's will be provided.

PLEASE MARK YOUR PLANNER!

Elaine LaCoursiere-HMCC (Unable to attend)

Liisa Jackson-MRC Coordinator

Lisa said she will be reaching out to a speaker on Zoology practices, requesting that Dr. Katy speak at either the February or April Coalition meeting. She said 160 volunteers were on standby in Bristol during the recent storm. Acushnet and Taunton opened shelters. Easton opened a warming center. Attleboro opened a homeless shelter. Please read the MRC's online calendar to explore the many upcoming trainings and exercises.

Brian Gallant-MAHB

Brian said the HMCC is coordinating deliverables; processing applications for training; assisting at the MACC in Barnstable County; providing follow up for multi-discipline coordinating efforts.

He invited everyone to the **next HMCC meeting** being held on **Friday, February 2, 2018 at the Middleborough Town Hall at 9:00a.m.** He mentioned great presentations and networking opportunities occur at the meeting.

Lisa Crowner- Regional Coordinator DPH

Lisa reached out to Seth Eckhart at LPHI to inquire if any information is available on microblading (licensing, etc.)

The LPHI will be rolling out a training shortly called "Body on Your Time Training." Microblading/Body Art is primarily base on local regulations and ordinances.

Joe Carvalho spoke of practices in Swansea. Heather said Taunton has outright banned the practice; each community deals with it differently. The LPHI will announce the training in its newsletter.

Lisa discussed the December WebEoc drill results. Bristol scored a 42%. The request was made to make a post to the event board. Some communities posted elsewhere, and others answered after the drill time of 2 hours. Lisa expressed the importance of doing well on the drill and why. She will continue to offer technical assistance wherever needed.

Coalition Forum- "HOT TOPICS"

Amy Palmer asked for information about restaurant closures, where to draw the line.

Discussion took place and many different situations were shared. Several questions were asked and answered by members.

Employee illness was discussed, given the current state of the flu. The MA employee Illness Agreement was explained.

Amy Palmer made a motion to adjourn meeting at 3:06. Mark Taylor seconded. Passed.

The next Coalition meeting will take place on **February 20, 2018** at the **Norton Media Center**, 184 West Main Street, Norton.

Respectfully submitted,

Deni Phaneuf