

**Bristol County PHEP Executive Board Meeting Minutes
September 18, 2018**

RECEIVED
NORTON TOWN CLERK
2018 OCT -2 A 9:00

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

Acronyms:

BP1X- Budget Period 1X (July2018-2019)
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
MEHA- Massachusetts Environmental Health Association
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
MHOA- Massachusetts Health Officers Association
SNS- Strategic National Stockpile

Decision Made/ Problem to be solved	Action to be taken
Fill 2 vacant Executive Board positions	Vote on nominees

Motion made and seconded	Vote
Executive Board meeting called to order at 12:00 p.m.	Unanimously passed
To approve EB meeting minutes for June as written.	Unanimously passed
To approve nominees to Executive Board: Tim Turner-Somerset Janiece Bruce-Stoughton	Unanimously passed
To approve request for cell phone service payment for health director in Westport.	Unanimously passed
To approve request for payment of cell service for Westport BOH Chair; with stipulation that new cell phone (purchased by Westport) is passed on to new Chair each time Chair rotates. Service payments must be in accordance with maximum quarterly payment allowed by grant.	Unanimously passed

A motion was made to transfer remaining funds from the Yankee Conference in the amount of \$1,114.99 into the MHOA Conference Funds.	Unanimously passed
A motion was made to move \$5,100 from contractor's line item (left over from first 2 weeks in July) into training, placing \$3,600 into MHOA Conference and \$1,500. into MAPHN.	Motion was withdrawn
To transfer funds left over from contractor's line item in the amount of \$5,100. to the MHOA and MAPHN Conferences. The amount is to be split between the two evenly, \$2550. Each.	Unanimously passed
A motion was made to add language to the Principles of Operation.	Unanimously passed
To adjourn meeting at 1:27 p.m.	Unanimously passed

Documents sent out before meeting:

- 9-18-18 Bristol PHEP EB Agenda
- 9-18-18 Bristol PHEP Coalition Agenda
- 6-19-18 Coalition meeting minutes unapproved
- 6-19-18 Executive Board meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet- September
- Copy of the Principles of Operation 2017 for review

A motion was made by Christian to open the meeting at 12:00 p.m.; seconded by Heather. Passed

Executive Board meeting called to order by Chair, Kelly Pawluczzonek – 12:00 p.m.

Announcements

Kelly recommended approving June EB meeting minutes. Christian made a motion to approve June meeting minutes as written, seconded by Heather. Motion passed. (neither a July or August meeting took place).

Chris made a motion to approve the 2 nominees to the Executive Board: Tim Turner-Somerset and Janiece Bruce-Stoughton. Heather seconded the nominations. Passed. The new EB members were voted in. They will attend in October and start voting in November.

LSAC

Kelly reported that if Standing Orders are presently being signed by Dr. Al De Maria, they are no longer viable, since he has retired. Some of you may work with doctors who may be able to issue standing orders.

Deni Phaneuf Planner/Coordinator

Deni reported on the deliverables. The planners submitted the Q1 updates to the 24/7 points of contact and the Q1 updated work plan to Lisa Crowner, DPH.

Planners asked their communities to attend the Stakeholders HMCC meetings in Middleboro as often as possible in BP1X.

Deni scheduled Lisa Crowner to present a WebEoc refresher training for the Coalition meeting this afternoon to increase successful participation in the quarterly WebEoc drills. She discussed the SNS operational drills that are in progress: staff and site notification and facility set up drills with assembly. MAVEN was discussed; efforts are being made to ensure all communities are online in Region 5. Presently, only one community is off-line. Planners will be keeping records of ICS/NIMS certificates; they will submit them annually to the RC and HMCC. Planners are

working with communities to improve implementation of the ICS, as it applies to PH emergencies and reviewing the key positions on call down rosters.

Planners are reviewing the EDS Guidance Tool and discussing which EDS plan sections will be updated in Q2. Discussion took place on providing an Emerging Infectious Disease Workshop for the Coalition. Deni is presently working on this.

Ali Novak- Planner

No additions.

Elaine LaCoursiere- MAHB (unable to attend)

Lisa Crowner-DPH

Discussed the WebEoc results from the last State drill and the need for improvement. She mentioned we have many need members that need training. She has been and will continue to reach out to provide additional technical assistance, beyond the training she will provide this afternoon at the Coalition meeting.

Lisa discussed the new metric forms and SNS drill sheets. More information will follow.

Brian Gallant-HMCC

Brian gave an update on HMCC meetings, activities, trainings and exercises.

Liisa Jackson- MRC Coordinator

Gave updates on the many MRC activities. Please refer to her calendar of events.

Requests for Approval

Payment for Westport's cell phone service was discussed. Chris made a motion to pay for Matt Armendo's cell service only. Heather seconded. Passed.

A motion was made by Christian - If the Westport BOH purchases a cell phone to be used by the active BOH Chair and is on the 24/7 list, the Coalition will pay for the service only, in accordance with maximum quarterly amount paid for by the grant. If the Chairperson rotates, the phone and service go to the next Chair. Heather seconded. Passed.

Discussion took place regarding the Workshop on Emerging Infectious Diseases. More information is needed.

Funds left to spend from the Yankee Conference- \$1, 114.99.

A motion was made by Heather to move these funds into the MHOA Conference funding. Chris seconded. Passed.

A motion was made by Heather to move the \$5,100 left from the contractor's line item into Training and to place \$3,600. into the MHOA Conference and \$1,500 into the MAPHN Conference. Chris seconded with discussion. After discussion, Heather withdrew the motion. Chris made a motion to split the \$5,100 evenly between the MHOA and the MAPRN Conferences. Heather seconded. Passed.

EB reviewed the 2017 **Principles of Operation**. After discussion, Heather made a motion to add under 4.1 under Chair, "**or at discretion of Board.**" The same language was added under Vice-Chair 4.2. Chris seconded. Passed.

Motion was made by Heather to adjourn at 1:27 p.m. Christian seconded. Passed.

Respectfully submitted,

Denise Phaneuf

*Next EB meeting will take place on **October 16, 2018** at the Norton Media Center.*