

Bristol Coalition Meeting  
August 16, 2011

**Attendance:**

**Acronyms:**

DPH- Massachusetts Department of Public Health  
EB- Executive Board  
MAHB- Massachusetts Association of Health Boards  
MRC- Medical Reserve Corps  
PHEP- Public Health Emergency Preparedness (Grant)

<b>Decisions Made</b>	<b>Actions to be Taken</b>
The Coalition members agreed with the decision to contract with the 3 EB recommendations.	The MAHB will contract with Amy Palmer as the Coalition Planner, Dennis Swift as the MRC Coordinator, and Denise Phaneuf as the Coalition Coordinator.

<b>Motion made and seconded</b>	<b>Vote</b>
Table the coalition meeting minutes from July 19, 2011	Accepted unanimously.
Contractor salaries will be the following: Amy Palmer- \$65,000, Denise Phaneuf-\$65,000, and Dennis Swift- \$60,000.	Accepted unanimously.
Training and supply budgets will be combined and each community will be assigned \$1000 to be spent as they see fit.	Passed.
The MAHB will continue to receive 13.2% of the total grant for their role as the fiscal agent.	Passed.
The excess amount of money from the proposed MAHB fee to the 13.2% will be allocated to the training line item.	Passed.

Documents sent out before the meeting:

- 08-16-11 Coalition meeting agenda
- 08-16-11 Executive Board meeting agenda
- Aug-Sept Coalition report from Amy Palmer
- Aug-Sept to do list from Amy Palmer
- July-Aug completed from Amy Palmer
- Coalition 07-19-11 meeting minutes unapproved
- Executive Board 07-19-11 meeting minutes unapproved
- Bristol FY10E Final Expenditure Report
- Draft budget FY12

**Coalition meeting called to order: 2:18pm**

The attendance sheet circulated to determine if there was a quorum. Twenty communities were in attendance.

Dr. Vaillancourt formally thanked the members from Dartmouth and New Bedford for their assistance and attendance at a meeting dealing with the pool problem in Fall River this summer.

Coalition members were asked to print out any necessary documentation before the meeting. Some agendas were available. Dennis Swift offered to print out copies for future meetings. Scott Leite moved that it is the responsibility of the coalition members to bring their own documents. A suggestion was made to use iPads for meeting agendas.

**Approve previous meeting minutes:** Jim Mooney

There were not enough copies for everybody. A Motion was made to table approving the minutes until the next meeting. It was seconded and unanimously approved with no discussion.

**Executive Board Announcements:** Jim Mooney

**Explanation of new Coordinator**

Jim explained the choice of the EB to contract with a new Coordinator. He was always very pleased with Louise's work but the EB had some issues with Health Imperatives. Some main points were that Health Imperatives was asking for too much money, too much of the contract fee was going to Health Imperatives' overhead costs, and the services offered were very specific and inflexible. The EB choice for coordinator, Denise Phaneuf, has experience as an Emergency Planner for one of the largest districts in the state, was willing to accept less pay for the same amount of work, is very knowledgeable, and is willing to be flexible in what she will assist with for the Coalition.

Amy Palmer will continue on as the planner. There were no other applicants for this position.

A company submitted a proposal for the MRC Coordinator position. The EB felt that contracting with any company would have very similar problems as there were with Health Imperatives. The company would need to re-contract for any services outside their scope and the EB would have no input on who the Coalition would be working with. The EB decided to continue with Dennis Swift who has been doing very well.

Although there is no official vote, the EB took an informal poll on concurrence for their recommendations for the contractors. The Coalition members concurred to hire the 3 contractors recommended by the EB.

**Budget:** Jim Mooney

**Contractors**

(Some notes were taken by Elaine LaCoursiere while contractors' budgets were discussed and rewritten for the minutes by Amy Palmer)

The proposed budget was discussed line item by line item. After discussion, it was decided that Denise Phaneuf, the Coalition Coordinator, would be a full time position and would assist with the planner with projects. This wording would be included in her contract.

There was a discussion regarding each of the contractors receiving the same amount of money. A previous motion was replaced with the following motion for contractor salaries: Amy Palmer will be paid \$65,000 as she has proven that she is a strong worker and deserves an increase, Denise Phaneuf will be paid \$65,000, and Dennis Swift will be paid \$60,000. Motion was seconded and passed unanimously with no discussion. The additional \$5000 taken from the proposed contractors' salaries will be moved to materials and supplies.

Contracts with the Planner, MRC Coordinator and Coalition coordinator will begin on August 10<sup>th</sup>, 2011. Contractors work by task, not by hours.

There was much discussion about dividing up the rest of the limited budget. Some options were: to allow one person per community to attend either the MHOA or MEHA trainings to be decided on a first come, first serve basis until the training budget is depleted; give each of the 24 communities approximately \$400 to spend on training however they see fit; divide up all the money for communications, training and materials and supplies and allow each community to spend as they see fit; add together training and materials and supplies funding and divide that among the 24 communities to spend as they see fit; or the Coalition pays for training tuition and individuals are responsible for any other costs, including overnight accommodations.

A Motion was made to combine the proposed training and materials and supplies budgets to one fund. From this, every town is allocated \$1000 for training and supplies. Each community is responsible for their own money for trainings and supplies. Any purchases or trainings must be approved by the EB to be sure it is acceptable according to the grant. The motion was passed. This will leave \$795.40 in the materials and supply line item for miscellaneous purchases.

It was noted that the MHOA and MEHA trainings are acceptable expenses for PHEP money. People will need to pay upfront and then will be reimbursed when funds are available. Elaine asked that all requests be emailed to her directly.

### **Host Agency budget**

The MAHB is asking for 15% of the grant compared to last year's 13.2%.

There was much discussion comparing the options: continue with 13.2% which would decrease the amount of money since the total amount of the grant decreased, increase the percent of the grant to 15%, or level fund the MAHB (about 14.1% of the grant).

An argument for either level funding or an increase was that the MAHB has to do the same amount of work, no matter what the grant funding is. An argument to continue the 13.2% was that oversight from the MAHB on contracts has been minimal, although Elaine LeCousierre's record keeping and financial management has been excellent.

A motion was made to pay the MAHB 13.2% of the total grant, seconded and voted on. There were 12 votes in favor, 3 opposed and 1 abstaining.

A motion was made and seconded that the excess amount from the proposed budget of 15% to the accepted 13.2% goes into training. The motion passes.

### **Coordinator Introduction-Denise Phaneuf**

Denise quickly introduced herself. She has been a planner for 2 years, teaches emergency preparedness at a college level, and has worked in public health for 11 years. She will send out an email to officially introduce herself.

(At this point, I had to leave the meeting due to time constraints. These notes are from what was discussed with attendees after the meeting)

### **Coalition Website: Scott Leite**

Scott quickly showed the Coalition the new website as it is now.

The meeting ended quickly afterward.

Respectfully submitted,  
Amy Palmer