

Bristol Coalition Meeting
November 19th, 2013

Attendance:

Acronyms:

BP2- Budget Period 2 (July 2013-June 2014)
CDC-Center of Disease Control and Prevention
DPH- Massachusetts Department of Public Health
EB- Executive Board (sometimes referred to as EC-Executive Committee)
EDS- Emergency Dispensing Site
HVA- Hazardous Vulnerability Assessment
LSAC- Local and State Advisory Committee
MAHB- Massachusetts Association of Health Boards
MRC- Medical Reserve Corps
PIO- Public Information Officer

Decision Made	Action to be taken
The Principles of Operation will be modified to reflect the EB recommendation that the standing committees may or may not be appointed and Heather Gallant's suggestion that in Section 4.1 it state that the Chair, when present, preside at all meetings.	Denise will modify the Principles of Operation and distribute them to the coalition to be voted on at the December meeting
The access and functional need to be submitted to the LSAC gap analysis are: population who has difficulty swallowing pills; and people with behavioral health issues who would need mental health professionals to assist.	Diane will submit these to the LSAC gap analysis.

Motion made and seconded	Vote
Meeting called to order at 1:50pm	Unanimous
Bob Ashton will remain on the EB for another 3 year period	Unanimous
Meeting adjourned at 3:30pm	Unanimous

Documents sent out before the meeting:

- 11-19-13 EB Agenda
- 11-19-13 Coalition Agenda
- 09-17-13 Coalition meeting minutes unapproved
- 09-17-13 EB meeting minutes unapproved
- Bristol BP-2 EC November 2013
- November-December Deliverables report
- PIO List BP2

Coalition meeting called to order: 1:50pm
Bob Ashton called the meeting to order.

Approve previous September 17th months minutes: Bob Ashton

Motion made, seconded and unanimously passed to approve September 17th, 2013, meeting minutes as written.

PIO Deliverable

A list of current PIOs on record, their contact information and their completed training was passed around. Coalition members were asked to make any necessary changes as needed and if there were no changes, to mark that everything is current.

Current Voting Members

The members were asked to indicate on the sign in sheet who is the voting member from their community and the backup.

EB announcements Bob Ashton

After this month, Bob Ashton will be stepping down as the chair to the Executive Board. Dr. Henry Vaillancourt will become the chair starting at the December meeting. Joe Carvalho will be the Vice Chair for the Executive Board. Dr. Vaillancourt nominated Bob Ashton as a member of the Executive Board. This motion was seconded. Mark Taylor asked how long the term is. The term is for 3 years. Dr. Vaillancourt made a motion to close the voting. It was unanimously approved to close the voting.

Principles of Operation

The Executive Board recommended that the section about standing committees in Principles of Operation (Section 5) be changed to state the EB may or may not appoint the following committees as needed. This allows the committees to exist if they are needed.

Heather Gallant noted in section 2.2, it say a quorum of 16 voting members (2/3 of the Coalition) is needed to call the meeting to order but only a simple majority is needed to vote. It was discussed that a simple majority of the members present at a meeting called to order would pass a motion unless otherwise noted in the Principles.

Heather also noted that in section 4.1, it states that the Chair will preside at all meetings of the EB and Coalition. It was discussed that section 4.2 say the chair will preside at all meetings of the EB and Coalition in the absence of the Chairperson. She suggested under 4.1 the Chair, when present, preside at all meetings.

Denise will send out the Principles of Operation with the proposed changes and a vote will be taken at the December meeting.

Discuss Travel Policy Bob Ashton

There was discussion at the last Coalition meeting if there could be a change in travel policy to allow out of state travel reimbursement. The EB is looking into developing a fair and equitable policy.

EDS/SNS Training Lisa Crowner, DPH

Lisa Crowner presented the EDS Management Training to meet the CDC Deliverable. Sign in sheets were distributed for Lisa Crowner to keep on record.

For those not in attendance but still need to complete the deliverable, the EDS Management training presented last year is currently on the HHAN. This can be reviewed and a completed sign in sheet must be sent in for credit.

During the presentation, Dr. Vaillancourt asked for a weight and age generalization fact sheet to be distributed now. Lisa will send this to Deni along with other useful EDS resources she has from her trainings at the CDC.

BP1 TAR results Diane Brown-Couture

Diane presented the average TAR results of the 3 different coalitions in Region 5 as a required deliverable, emphasizing areas of improvement throughout Region 5.

Access and Functional Needs Diane Brown-Couture

As a required deliverable, the Coalition must identify 2 access and functional needs groups to add to the LSAC gap analysis. During discussion, access and functional needs identified were: elderly, extremely obese, population who has difficulty swallowing pills, and people with behavioral health issues who would need mental health professionals to assist. After a vote, it was decided to submit the population who has difficulty swallowing pills and people with behavioral health issues who would need mental health professionals to assist.

Host Agency Updates MAHB Elaine LaCoursiere

The budget spreadsheet was distributed before the Coalition meeting. Fairhaven's request was denied because it is a town equipment request.

Alan Perry asked if his reimbursement request for the MAHB conference was accepted. Elaine said that all requests for this conference are automatically accepted.

Denise Phaneuf -Program Coordinator/Planner Update

In January there will be a training on people with disabilities put on by Shriver Center. This was approved by EB at the EB meeting.

There is a full-day regional meeting in Plymouth on HVA and regional preparedness which will be attended by the planners and partners throughout the Bristol and Cape and Islands Coalitions.

Amy Palmer-Planner/LSAC

November-December deliverables

Things are moving along as expected.

LSAC update

Amy emphasized that local input is essential for the state-wide sheltering plan. When Amy asked, the Coalition members said that she should continue to send out LSAC notes but it is unnecessary to send out the draft minutes. Notes will be sent with post-meeting documents.

MRC rep Jacquie O'Brien

Jacquie O'Brien reported that a report was sent to Deni on how the MRC money will be spent on training and database support. Deni will send that report to the EB.

Training is continuing. The current planning focus is on Region 5 training day and Bristol County Hot Topics.

Meeting adjourned

A motion was made to adjourn at 3:30pm, seconded and unanimously approved with no discussion.

Next meeting December 16th, 2013 at 1:30pm at the Mansfield Town Hall.

Respectfully submitted,

Amy Palmer