

Bristol Coalition Meeting
June 17, 2014

Attendance:

Acronyms:

AAR/IP- After Action Report/Improvement Plan
BP2- Budget Period 2 (July 2013-June 2014)
BP3- Budget Period 3 (July 2014-June 2015)
DPH- Massachusetts Department of Public Health
EB- Executive Board (sometimes referred to as EC-Executive Committee)
LSAC- Local and State Advisory Committee
MAHB- Massachusetts Association of Health Boards
TTX- Table top exercise

Decision Made	Action to be taken
The BP3 budget will be submitted copying the BP2 budget allocations and will be reviewed and revised as necessary within the first quarter of the fiscal year.	Elaine will submit the budget to the DPH by the deadline
"New/Urgent business" will be added as a standing agenda	Denise will add this to the agenda
There will be no July meeting	The next meeting will be held on August 19th

Motion made and seconded	Vote
Meeting called to order at 1:46pm	Unanimous
March meeting minutes approved as written	Unanimous
Section 2.2, 2.3 and 6 in the Principal of Operations will be revised as discussed.	Unanimous
Kelly Pawluczzonek will be the fifth member on the Executive Board	Unanimous
Meeting adjourned	Unanimous

Documents sent out before the meeting:

- 06-17-14 EB Agenda
- 06-17-14 Coalition Agenda
- 05-20-14 EB meeting minutes unapproved
- 11-19-13 Special EB meeting minutes unapproved
- Bristol BP-2 EC June
- June-End of BP3 Deliverables report
- Principles of Operation Bristol 11-2013 Review

Coalition meeting called to order: 1:46pm

There is a quorum of 19 communities in attendance.

Approve previous March minutes: Henry Vaillancourt

March minutes were distributed in the April posting. A motion was made, seconded and unanimously approved to accept the March meeting minutes as written.

Executive Board Announcements - Dr. Henry Vaillancourt, Chairman

Because of the need to conduct Coalition business during the June Coalition meeting, part two of the Disability/ Access and Functional Needs Training provided by UMass Medical will not be presented during this fiscal year. Dr. Vaillancourt announced that a little over \$2000 of BP2 funds was returned to the DPH which was allocated for this training.

The remaining Coalition funds will be spent on the Coalition website (approximately \$300) and flash drives for the planners (approximately \$800).

North Attleboro's request for computers was denied due to lack of funding in this fiscal year.

New budget/Vote on level-funded grant award (2/3 majority needed for budget vote)

The Coalition has been level funded for BP3.

Due to time constraints, the EB is recommending that the BP3 budget be submitted copying the BP2 appropriations. Within the first quarter of BP3, the budget will be modified and amended as necessary. A motion was made to submit the budget as recommended by the EB, seconded and unanimously approved.

Principles of Operation- Discussion/Vote

Section 2.2: Alan Perry stated that he believes there needs to be at least a simple majority to hold Coalition business under the Open Meeting laws. The group felt, even if it is not covered under the Open Meeting laws, that a simple majority is acceptable. This would be 13 members. A motion was made, seconded and unanimously approved to amend Section 2.2 to replace the third bullet with the following: "Only be called to order when a quorum of Members is in attendance. A quorum for the purposes of transacting Coalition business is thirteen (13) Voting Representatives."

Section 2.3: A motion was made, seconded and unanimously approved to amend Section 2.3 where the second paragraph will state: "Any item voted on shall pass by a simple majority of the Voting Representatives present." The two bullets underneath that statement and the existing words after that statement, "from Members with the following exception" will be removed.

Section 6: A motion was made, seconded and unanimously approved to amend the first paragraph in Section 6 to state the following: "A proposal to amend these principles may be initiated by any member at any time. A simple majority vote shall be required to amend the principles. Proposed amendments shall be submitted in writing to the Coalition Coordinator and/or Executive Board Chair at least fourteen (14) days prior to the next regularly scheduled meeting so that they may be distributed to Members in advance of the next regularly scheduled meeting, at which time the proposed amendment will be considered."

There was also discussion and a decision to add as a standing agenda item "New/Urgent business".

EB nomination/Election/Vote

Kelly Pawluczzonek volunteered to be the fifth member of the Executive Board, filling the vacant position left after Leon Dumont's retirement. The motion was made, seconded and unanimously passed.

It was decided to not hold July meeting. The next meeting will be on August 19th.

Host Agency Update- MAHB- Elaine LaCoursiere

The host agency updates were covered under the Executive Board announcements.

Deni Phaneuf-Planner/Coordinator

Denise reminded Coalition members to sign up for the Online TTX AAR/IP July 29th. Currently, Dighton has signed up. Jamie Conlon thought she may have a group interested in participating.

Diane Brown Couture-DPH

Presentation on BP3 deliverables (30 minutes)

Diane described BP3 deliverable requirements and encouraged the group to hold a discussion on topics they are interested in.

A presentation will be given at the August meeting by the Diane and the Coalition Planners on Hurricanes.

Amy Palmer-LSAC

Amy had to leave before the conclusion of the meeting and said she would send out the LSAC notes with the post meeting documents.

Diane gave a brief update in Amy's absence. She told the group that Emergency Management's Comprehensive Emergency Management Plan is in transition but will not be disappearing.

Next Meeting

A motion was made to adjourn, seconded and unanimously approved with no discussion. The next meeting will be held on August 19th.

Respectfully submitted,
Amy Palmer