

**Bristol County PHEP Coalition  
Executive Board Meeting Minutes  
September 15, 2015**

**Attendance:** Joe Carvalho, Dr. Vaillancourt, Larry Perry, Robert Ashton, Kerin Milesky, Elaine LaCoursiere, Denise Phaneuf, Amy Palmer.

**Acronyms:**

BP-4- Budget Period 4 (July 2015-June 2016)

BP-5- Budget Period 5 (July 2016-June 2017)

DPH- Massachusetts Department of Public Health

EB- Executive Board

EDS- Emergency Dispensing Site

HMCC- Health and Medical Coordinating Coalition

LSAC- Local and State Advisory Committee

MAHB- Massachusetts Association of Health Boards (**Sponsoring Agency for Region 5**)

MRC- Medical Reserve Corps

PHEP- Public Health Emergency Preparedness

Q1-Quarter1 (July 1-September 30)

Q2- Quarter 2 (October 1-December 31)

Q3- Quarter 3 (January 1-March 31)

Q4- Quarter 4 (April 1-June 30)

RFR- Request for Response

OPEM- Office of Preparedness and Emergency Management

<b>Decision Made</b>	<b>Action to be taken</b>
To meet as a coalition monthly and to reassess coalition meeting schedule following the HMCC meeting on 9/29/15.	Deni will schedule and post October meeting and EB will reevaluate frequency of meetings in October.
To have Elaine wait until Q2 for 2 <sup>nd</sup> quarter cell payment.	Elaine sent out payment of \$10,000. in Q1 and will send another \$10,000. in Q2.

<b>Motion made and seconded</b>	<b>Vote</b>
Meeting called to order at 12:20pm	Unanimous
To approve August EB meeting minutes with noted revision.	Unanimous
To designate members of the MRC leadership team to form an Interview Committee for MRC position, interview candidates and choose top 2 candidates for EB review.	Unanimous
Meeting adjourned at 1:24pm	Unanimous

Documents sent out before the meeting:

- 09-15-15 EB Agenda
- 09-15-15 Coalition Agenda
- 08-18-15 EB meeting minutes unapproved
- 08-18-15 Coalition meeting minutes unapproved
- MAHB Bristol Financial Spreadsheet BP4-September
- Training/Equipment Request Form
- BP4 Deliverables

**EB Meeting called to order: 12:20pm**

**Approve August minutes:** Joe Carvalho

A motion was made, seconded and unanimously approved to accept the August Executive Board meeting minutes as written with 1 noted revision on page 2: Delete sentence Amy presented 4 projects and the coalition voted for Project #4 which is All-Hazards Plan Training and Review (this was meant for coalition meeting minutes).

**Deni Phaneuf-Coordinator/Planner**

Deni reported on the directive from Mary Clarke to continue with public postings for coalition meetings to satisfy the Open Meeting Law. She received this information from MAHB.

Deni discussed her regional EP meetings with all communities. Berkley has not responded to date. All other communities plan to attend. Deni also offered individual meetings to any community that wants to have additional meetings in Q1. Amy will conduct regional meetings in Q2 and individual meetings in Q1.

Deni gave a deliverables and project update. The BP4 Project abstract was approved by DPH.

Deni asked the EB if they would like trainings scheduled at the coalition meetings. She explained that there will be several Region 5 DPH sponsored trainings throughout BP4. The EB asked Deni not to schedule any training at this time. Amy mentioned that Scott Leite will not be conducting Environmental Health presentations this year.

**MAHB - Financial Report- Elaine LaCoursiere**

Elaine reported to EB that she paid Q1 cell phone bill only. She will wait to send Q2 payment.

The Town of Foxborough has requested 2 phones and this is acceptable, however Elaine mentioned that the EB needs to remind members that the phones must be under names of individuals working directly in Public Health Emergency Preparedness.

MHOA report-We have spent \$7,000. to date for this conference. The Yankee Conference has now been approved, but without travel or hotel expenses. There are no requests so far.

The MRC position has been posted and will continue to be posted for another week. Discussion followed as to who would be conducting interviews. Dr. Vaillancourt made a motion to designate members of the MRC Leadership team to form an Interview Committee. Following the interviews, they should review candidates and send 1<sup>st</sup> and 2<sup>nd</sup> choice to EB for review. Bob Ashton seconded the motion. All agreed.

***Only 1 resume, from Lisa Jackson, has been received to date.***

Elaine has a list of HMCC allowable expenses. Replacement ipads are allowed, but MAHB is required to check when the last one was given. DPH wants to know who is requesting and when was the last time they received one. Bob Ashton made a motion to approve ipad requests from Norton and Fairhaven up to \$600. They must purchase them on their own. Larry Perry seconded. All were in favor. Attleboro requested a FAX machine. This request was denied because the EB does not feel it would be used only for Emergency Preparedness.

**Requests approved:**

Norton: Purchase of ipad, not to exceed \$600.

Fairhaven: Purchase of ipad, not to exceed \$600.

**Requests denied:**

Attleboro: Purchase of FAX machine

**Amy Palmer/LSAC**

Amy reported that the LSAC meeting is next week. She will send report out.

**Next EB Meeting: Tuesday, October 20, 2015 at 12:00PM**

Respectfully submitted,  
Denise Phaneuf