

**Bristol County PHEP Executive Board Meeting Minutes
May 17, 2016**

Attendance: Joe Carvalho, Dr. Henry Vaillancourt, Bob Ashton, Larry Perry, Kelly Pawluczzonek, Elaine LaCoursiere, Amy Palmer, Denise Phaneuf, Liisa Jackson, Lisa Crowner, Archana Joshi.

Acronyms:

BP4- Budget Period 4 (July 2015-June 2016)

BP5- Budget Period 5 (July 2016-June 2017)

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

MRC- Medical Reserve Corps

MHOA- Massachusetts Health Officers Association

PHEP- Public Health Emergency Preparedness

Q3- Quarter 3 (January-March)

Q4- Quarter 4 (April-June)

Decision Made/ Problem to be solved	Action to be taken
Lisa Crowner will set up a WebEOC workshop in BP5 to create a platform in which planners, along with Lisa, can help communities log on and update their primary SNS EDS Site Identification form.	Lisa Crowner will set up this workshop sometime during BP5.

Motion made and seconded	Vote
Meeting called to order at 12:10p.m.	Unanimously passed
March EB meeting minutes approved as written. (no April meeting)	Unanimously passed
To use remaining funds available to attend Zika Conference	Unanimously passed
Remaining balance in Equipment and Supplies will be used to purchase regional trailer that will be housed, insured and maintained in Plainville.	Unanimously passed
Meeting was adjourned at 1:50p.m.	Unanimously passed

Documents sent out before the meeting:

- 05-17-16 Bristol PHEP EB Agenda
- 05-17-16 Bristol PHEP Coalition Agenda
- 03-16-16 EB meeting minutes unapproved
- 03-16-16 Coalition meeting minutes unapproved
- BP4_Coalition Deliverables-May

- Copy of Bristol BP4 Expenditures- May
- Potential Projects
- BP4 Deliverables

EB meeting called to order: 12:10p.m.

Joseph Carvalho-Chairman

A motion was made by Joe Carvalho, seconded by Bob Ashton and unanimously passed to approve the March EB minutes as written. There was no April meeting, therefore no April meeting minutes.

Joe Carvalho said the Executive Board received and reviewed the End of Year Work Summaries from Amy, Deni and Liisa. Joe congratulated them on their work during the year and said the summaries reflected the exceptional amount of work accomplished. Joe thanked them for a job well done.

Archana Joshi and Lisa Crowner, DPH Regional Coordinators

Lisa explained that Archana Joshi was here to present on the BP5 work plan. Archana reviewed the draft work plan along with each component of the plan: Planned activities, capabilities, objectives/goals, completion date, responsible entities, outcome, and funding amount associated with this activity.

Lisa will work with Elaine on the budget portion of the work plan. The planners will review possible region and coalition level projects to choose for the work plan. The work plan is due from the Bristol Coalition by Friday, May 20, 2016. Liisa Jackson will complete the BP5 MRC work plan by Friday.

DPH Update- Lisa Crowner, Regional Coordinator for Region 5

Lisa Crowner thanked the planners for their help with the work plan. She mentioned that the work plan can be changed, if necessary, at a later date. She also suggested a work shop at a coalition meeting to help communities update their SNS Site Identification forms on Web EOC in BP5.

Deni Phaneuf-Coordinator/Planner update-

Deni reported that the BP4 deliverables are on track. The planners will continue to meet in Q4 with their communities to present and review the new binders and add any end of year updates. The planners will work together to complete the Project Summary Report and submit it to DPH by the due date of June 30, 2016. The Gap Analysis Improvement Plan guidance is at DPH. Lisa Crowner will let us know if anything is required in Q4. Amy and Deni will propose 3 possible projects at the coalition meeting for BP5, one regional project and one coalition project. She said that it also can be one in the same and extended regionally. The planners will discuss the project with the coalition today and ask them to choose which projects they would like in the work plan for the year ahead.

Liisa Jackson-MRC

Liisa spoke about two upcoming regional trainings. The first training is being held this Saturday in Duxbury (all day) and the second is being held in Middleborough, on June 18, 2016. There is another training coming up in New Bedford based on processing people dealing with addiction in sheltering and EDS. Liisa is working on setting up many trainings including food safety in a shelter.

Financial Report

Elaine LaCoursiere presented the May spreadsheet and requests that came in for approval. The following requests were presented to the EB for approval:

Bob Ashton-MHOA Conference on Zika Virus-\$40.

Amy Palmer-MHOA Conference on Zika Virus- \$40.

Joe Carvalho made a motion for a blanket approval to use remaining training funds available for the Zika Conference. Dr. Vaillancourt seconded. Any coalition members interested in attending should contact Elaine.

There was discussion about the proposed spending on a regional trailer.

Dr. Vaillancourt made a motion to spend remaining balance on a regional trailer to be housed, insured and maintained in Plainville. Joe Carvalho seconded. All were in favor.

Elaine said that because we are in the last year of a cooperative agreement period, BP4 monies that are currently unused can be spent up until September 30, 2016.

DEADLINE: The deadline for spending previously approved funds is June 3, 2016.

Dr. Vaillancourt said that the Coalition was level-funded. The budget will remain the same, but with a few changes: Elaine discussed the BP4 revised budget. The planner's compensation will remain the same. The EB annualized Liisa Jackson's line item to \$39,000 for BP5 as previously agreed upon; Liisa did not start her position until December 1, 2015. Money (\$15,000.) was removed from the supplies line item and added to the MRC Coordinator position. The previous amount in the supplies line item was \$23,494.00; it was reduced to \$8,000 to compensate for Liisa's position. The Communication and Training line items will remain the same. The total revised budget remains the same at \$234,499.00

Amy Palmer/LSAC

Amy said she will report out at the Coalition meeting today.

The Executive Board went into Executive Session at 1:15pm to discuss the contractor's compensation. Amy, Denise and Liisa stepped out during this time. The session ended at 1:45pm.

The meeting adjourned at 1:50p.m. when a motion was made by Bob Ashton, seconded by Dr. Vaillancourt and unanimously approved.

Respectfully submitted,
Denise Phaneuf

The next Coalition Meeting will be held on June 21, 2016

This will be the last Coalition meeting held in Mansfield. We are currently seeking alternate meeting space.