

**Bristol County PHEP Executive Board Meeting Minutes
March 21, 2017**

Attendance: Joe Carvalho, Kelly Pawluczzonek, Henry Vaillancourt, Christian Zahner IV, Elaine LaCoursiere, Brian Gallant, Denise Phaneuf, Ali Novak, Liisa Jackson, Lisa Crowner.

Acronyms:

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

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

BP1- Budget Period 1 (July 2017-2018)

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

Q1- Quarter 1(July-September)

Q2-Quarter 2 (October-December)

Q3- Quarter 3 (January-March)

Q4- Quarter 4 (April-June)

Decision Made/ Problem to be solved	Action to be taken
Discuss concurrence	Ask members to discuss and vote on concurrence with provisions during coalition meeting
Spending down of funds	Review and approve requests
To cancel April Coalition meeting	Vote on April meeting cancellation with members

Motion made and seconded	Vote
Meeting called to order at 12:05p.m..	Unanimously passed
Approval of EB meeting minutes for February. Approved with noted revisions.	Unanimously passed
To cancel April PHEP Coalition meeting	Unanimously passed
Approve Mansfield shelter supplies \$2,000. Approve 25 bariatric cots \$5,000. Approve laptop/ service plan for Norton \$900. Shipping and handling \$ remainder of funds CERT backpacks and disaster magnets were not approved	Unanimously passed pending DPH approval
To adjourn at 1:22p.m.	Unanimously passed

Documents sent out before meeting:

- 3-22-17 Bristol PHEP EB Agenda
- 3-22-17 Bristol PHEP Coalition Agenda
- 2-21-17 Coalition meeting minutes unapproved
- 2-21-17 EB meeting minutes unapproved
- Copy of Bristol BP5 Expenditures- March
- Disaster magnet graphics from Alan Perry

Executive Board meeting called to order: 12:05p.m.

Joseph Carvalho-Chairman - Announcements

A motion was made by Dr. Vaillancourt and seconded by Kelly Pawluczzonek to approve February Coalition meeting minutes as written, with noted revisions. Unanimously passed.

Joe mentioned that he will now be working full time in Swansea; a new health agent, Tim Turner has been hired in Somerset. Emily LaChance will continue to work as the PHN in both Somerset and Swansea.

Joe discussed whether to hold the April Coalition meeting with the Executive Board. It is difficult because it falls the day after a holiday and on school vacation week. The EB decided to bring the discussion to the coalition members. It was mentioned that the members will be attending the April 4th Joint Coalition Training on Communications during Public Health Emergencies.

Concurrence was discussed. Kelly explained new deliverable information that came out of the LSAC meeting. The staff notification and site activation drills will remain the same, but the RealOpt drill may be replaced with the facility set up drill with assembly. Members felt it was too difficult to assemble in each community because of barriers such as access to schools, town halls, union workers, paying custodians, etc. The EB recommended a vote by the coalition with provisions on the assembly deliverable.

Lisa Crowner explained the Funding Opportunity Announcement over 5 years. The first year will be BP1. The funding is based on a formulary using the 2010 census; in the past, the 2000 census was used. Bristol's funding was cut by \$7, 113. She mentioned that Bristol has had difficulty spending down funds at the end of the year. The EB agreed.

Elaine discussed spending down of funds. She said we still have \$10,811 to spend.

Elaine presented the following requests to the EB pending DPH approval:

Mansfield shelter supplies \$2,000.
25 bariatric cots \$200. each \$5,000.
Laptop for Norton with service plan \$900.
Shipping and handling costs -\$ remainder of funds

Bariatric cots will be distributed and stored regionally to 4 MRC regions. CERT kits and disaster magnets were not approved due to DPH policies on regional approach.

Dr. Vaillancourt said the focus is now on regional expenditures. A motion was made by Dr. Vaillancourt to approve requests except for the Mansfield CERT kits and the disaster magnets. Kelly seconded. Passed pending DPH approval.

Liisa Jackson discussed upcoming Region 5 MRC trainings. Lisa said there is a full list on the MRC website. She will give full details at the coalition meeting to members.

Deni will report on deliverables at the coalition meeting. Planners are in the process of completing and submitting deliverables due on March 31, 2017.

Lisa Crowner talked about the WebEoc drill that took place from 10-12pm today. She was aware that the WebEoc drill, Mass Responds drill and HHAN Alert took place together. She explained that it was conducted this way to test the capacity of the system. Lisa was notified by Kerry Evans that no partial credit will be given for the WebEoc drill. Lisa will announce results to the communities when she receives them.

The meeting adjourned at 1:22p.m. when a motion was made by Joe Carvalho and seconded by Christian Zahner IV, and unanimously approved.

The next Coalition Meeting will be held on **May 16, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.