

**Bristol County PHEP Executive Board Meeting Minutes**  
**June 20, 2017**

**RECEIVED**  
**NORTON TOWN CLERK**

**2017 JUN 26 A 8:25**

**Attendance:** Kelly Pawluczzonek, Henry Vaillancourt, Christian Zahner IV, Heather Gallant, 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
Discussed whether to hold July Coalition meeting	Announce that there will be no coalition meeting in July to members at Coalition meeting
Discuss option of changing meeting dates that fall after a holiday	Executive Board will present to members at Coalition meeting

Motion made and seconded	Vote
Meeting called to order at 12:09p.m.	Unanimously passed
Approval of EB meeting minutes for May. Approved as written with noted revision.	Unanimously passed
To cancel July Coalition meeting	Unanimously passed
To vote Kelly Pawluczzonek in as Chairperson of Executive Board	Unanimously passed
To elect vice-chair of EB at August Coalition meeting	Unanimously passed
To adjourn at 1:30p.m.	Unanimously passed

Documents sent out before meeting:

- 6-20-17 Bristol PHEP EB Agenda
- 6-20-17 Bristol PHEP Coalition Agenda
- 5-16-17 Coalition meeting minutes unapproved
- 5-16-17 EB meeting minutes unapproved
- Copy of Bristol BP5 Spreadsheet- June

**Executive Board meeting called to order by Vice-Chair Kelly Pawluczonek in Joe Carvalho's absence: 12:09p.m.**

**Kelly Pawluczonek-Chairperson (in Joe Carvalho's absence) - Announcements**

A motion was made by Christian Zahner and seconded by Heather Gallant to approve May Executive Board meeting minutes as written, with noted revision. Unanimously passed.

Elaine was not present but reported that there is no further discussion on BP5 or BP1 budget. All Bristol funds were spent down and thanked everyone for helping get this accomplished.

Kelly asked if the EB was planning to hold a July meeting. The EB discussed whether to hold a July meeting in BP1. Dr. Vaillancourt made a motion to cancel the July Coalition meeting due to poor attendance and summer vacations. Christian seconded. Passed.

Joe Carvalho will be stepping down as Chairman of the EB in BP1. Kelly is presently the Vice-Chair. A motion was made by Christian for Kelly Pawluczonek to become Chairperson of the Executive Board. Heather seconded. Passed. All were in favor.

EB would like to elect vice-chair of EB at the August meeting. Dr. Vaillancourt made a motion to elect vice-chair at August meeting. Heather seconded. Passed.

Principles of Operation may need to be revised. This will be discussed at August meeting. Deni will send the Principles of Operation out to the EB in advance.

Kelly announced that the next LSAC meeting will take place in September. The July and August LSAC meetings have been cancelled.

**Deni Phaneuf- Planner/Coordinator-** Deni and Ali gave an update on Q4 deliverables as well as a summary of the BP5 Closed POD Project. She said Bristol did very well on the project with 15 new closed pods throughout Bristol County with signed MOU's and others pending a signature. The project will continue with regional trainings, education and mailings and follow up in BP1 to increase the number of closed pods in the county as well as increase MCD to access and functional needs individuals. Great work everyone!

Deni will send out a BP1 coalition meeting schedule to help you with your planning.

**Lisa Crowner-DPH-** Lisa reported that PHEP has been level-funded for BP1.

BP2- DPH knows in advance that PHEP funds will be cut 18%. DPH is not filling some state positions and combining some regional and hospital coordinator positions in preparation. The Hospital Preparedness Program will have an additional cut in funding of 11%.

Guidance is expected to come out soon on Closed POD Plans. It is in the final stage of development by Chase Hunter and the SNS team. Lisa discussed the Bristol BP1 work plan that states we will increase our closed pods by 10%. She congratulated the planners and coalition members on the Closed POD Project in BP5. Bristol has 15 new Closed PODs with signed MOU's.

MAMAP was discussed. Long term care needs to be made aware of closed pods and how it would assist their communities. Brian offered to network with Jim Garrow in BP1.

Lisa mentioned tasks that have to be completed by members: The Arbovirus Survey, JRI Survey, EDS Plans sent to Lisa Crowner before June 30. Deni and Ali will help Lisa with any missing plans. Chase Hunter and Austin Nagle will perform an EDS review. The focus may be organizational charts and Job Action Sheets for half of the Commonwealth.

Next State drill will be in August or September. Areas to pay special attention to: Updated EDS Site Identification Form, Resource requests, responding to a particular directive.

She spoke of the WebEOC results in Bristol. Lisa mentioned that although we scored the highest in Region 5, 63%, 15/24 communities, we should do much better moving forward. She recommended having the site uploaded and ready on devices. She offered additional training to members.

**Liisa Jackson-MRC Coordinator-**

Liisa reported out on the many MRC trainings and activities. Please see the MRC website for all trainings and updates. Liisa passed around her report during the meeting.

**Brian Gallant- Program Manager-** Brian said the HMCC is wrapping up BP5 deliverables. He thanked all for their help. He is in the process of sending BP1 documents to DPH for approval. Brian also mentioned that additional shelter supplies can be obtained in Dennis.

He spoke about the Joint Coalition Table Top Exercise deliverable in BP1. It is being planned at the Mass Maritime Academy in Bourne. The planners will work throughout BP1 with the professor and MMA students organizing this joint exercise.

**Christian mentioned that the cots are in the highway department garage and need to be disseminated. Chris asks for an email right away to let him know where cots will be stored and who will be transporting them, as he will be leaving for vacation and needs this completed before he leaves.**

A motion was made to adjourn the meeting by Chris and seconded by Heather. Passed.  
EB meeting adjourned at 1:30pm.

The next EB meeting will be held on **August 15, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.