

**Bristol County PHEP Executive Board Meeting Minutes
September 19, 2017**

Attendance: Kelly Pawluczzonek, Christian Zahner IV, Henry Vaillancourt, Joe Carvalho, Brian Gallant, Elaine LaCoursiere, Denise Phaneuf, 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)
Mass Map-Massachusetts Mutual Aid Plan

Decision Made/ Problem to be solved	Action to be taken
None	

Motion made and seconded	Vote
Executive Board meeting called to order at 12:20p.m.	Unanimously passed
Closed Executive Board session called to order at 12:20p.m.	Unanimously passed
Approval of August EB meeting minutes. Approved as written with noted revision.	Unanimously passed
To make Q1 cell phone payments	Unanimously passed
To adjourn at 1:36p.m.	Unanimously passed

Documents sent out before meeting:

- 9-19-17 Bristol PHEP EB Agenda
- 9-19-17 Bristol PHEP Coalition Agenda
- 8-15-17 Coalition meeting minutes unapproved
- 8-15-17 EB meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheets- September
- Principles of Operation

Executive Board meeting called to order by Kelly Pawluczonek- Chair - 12:00p.m.

Kelly Pawluczonek, EB Chair - Announcements

Christian Zahner made a motion to open the meeting; it was seconded by Dr. Vaillancourt to approve August Executive Board meeting minutes as written, with noted revision: To add Elaine LaCoursiere's name to August attendance list. Unanimously passed.

Executive Board Closed Session took place at 12:20p.m.

A motion was made to adjourn at 1:36 p.m. by Dr. Vaillancourt, seconded by Joe Carvalho. Passed.

Next meeting October 17th, 2017.