

**Bristol County PHEP Coalition Meeting Minutes
December 19, 2017**

Attendance: Kelly Pawluczzonek, Christian Zahner IV, Heather Gallant, Elaine LaCoursiere, Crystal LaPine, Brian Gallant, Denise Phaneuf, Ali Novak, Liisa Jackson, Lisa Crowner.

Acronyms:

BP5- Budget Period 5 (July 2016-June 2017)
BP1- Budget Period 1 (July 2017-2018)
BP2- Budget Period 2 (July 2018-2019)
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
POD- Point of Dispensing
Q1- Quarter 1(July-September)
Q2-Quarter 2 (October-December)
Q3- Quarter 3 (January-March)
Q4- Quarter 4 (April-June)
MassMAP- Massachusetts Mutual Aid Plan

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NORTON TOWN CLERK
2017 DEC 27 A 9:15

Motion made and seconded	Vote
Meeting called to order at 1:35p.m.	Unanimously passed
Approval of Coalition meeting minutes for October (The November meeting was not held). Approved as written.	Unanimously passed
To adjourn at 3:08 p.m.	Unanimously passed

Documents sent out before meeting:

- 12-19-17 Bristol PHEP EB Agenda
- 12-19-17 Bristol PHEP Coalition Agenda
- 10-23-17 Coalition meeting minutes unapproved
- 10-23-17 EB meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet-December

Coalition meeting called to order by Kelly Pawluczzonek, Chair: 1:35 p.m.

Announcements

All members were welcomed.

A motion was made by Jacquie O'Brien and seconded by Mark Taylor to open the December Coalition meeting. Unanimously passed.

Beth made a motion to approve October coalition meeting minutes, as written. Mark seconded. Passed.

Kelly Pawluczzonek-LSAC Vice Chair

Kelly is now the Vice Chairperson of the Local and State Advisory Committee, known as LSAC. Kelly gave an update on LSAC. She said LSAC will sit down with MHOA and MEFA to discuss what needs to be done to meet requirements of OPEM for their annual conference. She asked what are some things the health agents want to express as we move forward. Please contact Kelly with your questions or concerns. ***Kelly said we need much more representation from local boards of health at the LSAC meetings. Please consider joining us.***

Deni Phaneuf Planner/Coordinator

Deni reported out on all deliverables. She submitted a detailed Q2 Bristol Workplan to HMCC prior to due date of December 31, 2017. She discussed deliverables and talked about the SNS staff notification and site activation drills. She reported that 96% of Bristol communities have completed the required staff notification and site activation drills due by December 31, 2017. There are a few remaining communities that will be completing their Q2 drills, by due date; their drills are not due until late December.

There are several communities that were unable to complete their Facility set up drills with assembly in the fall. The planners are working with these communities to complete this requirement. Most communities have completed this deliverable. Facility set up drills are due by March 31, 2018; however, planners will need time to write an After Action/Improvement Plan, AAR/IP and submit them to the HMCC on behalf of the community by mid-March 2018. **Planners are asking that communities who have not completed their Facility Set Up Drills with assembly, make every attempt to schedule and complete this deliverable as soon as possible.**

Deni met with town nurse in Berkley to discuss training on MAVEN. Emily LaChance has offered to help her with the reporting process. Thank you, Emily! Westport still is offline and does not have a town nurse. Deni and Lisa will be having a conversation with BOH members in Q3 to discuss infectious disease reporting.

Deni discussed the contracts that went to Elaine for approval for the upcoming Closed POD Educational Trainings, the Holiday Inn in Taunton and the Venus De Milo in Swansea. Emily and Joe helped with gathering information for this venue. Thank you both!

Deni discussed the Senior Care letter that goes out to LTC. She will contact Helen to announce a SAVE THE DATE. A second notice will go out through the Senior Care Newsletter, a month in advance.

We discussed letters of invitation to go out by mail to administrators of LTC facilities and electronic letters with R.S.V.P.'s. The EB liked the idea of the electronic tracking. Liisa Jackson offered to work with Deni and the local health agents to get the invitations out and track the replies for each event. Thanks, Liisa!

Lisa Crowner, Deni and Ali will work on a sample letter for towns to edit for the electronic invitations.

Ali Novak Planner

Ali reported that most of her communities have completed their required deliverables early. She thanked everyone for working with her to accomplish this prior to her maternity leave.

Ali, we wish you and baby well!

Elaine LaCoursiere-HMCC

Elaine presented the December spreadsheet. She said there is a need to discuss how we will spend the \$4,000. unspent from the MHOA conference at the upcoming January meeting.

Liisa Jackson-MRC Coordinator

Lisa said the MRC has surpassed other MRC activities. Please read the MRC's online calendar to explore the many upcoming activities. She added that Dr. Pottee's presentation on Opiates was widely viewed.

Brian Gallant-MAHB

Brian said he has seen a dramatic increase in attendance at the HMCC meetings. Additionally, other disciplines are now attending, such as hospice, home health agencies, ambulatory care and others. He reported that the CMS regulations require aspects of emergency preparedness; attendance at HMCC meetings may help to fill some requirements.

Brian reported on the Jurisdictional Risk Assessment that was conducted at the last HMCC meeting. He said that sheltering and sharing of resources and information were high on the list.

He said multi-discipline table top exercises are coming up in Q3. The HMCC will send out information to everyone.

Lisa Crowner- Regional Coordinator DPH

Lisa announced that Patrick Simon will be leaving IT at DPH. Thank you, Patrick, for all your assistance to each of us during your time at DPH; we all enjoyed working with you!

Lisa talked about the 24/7 primary and secondary points of contact. She was asked to report on any inconsistencies. She explained that the primary and secondary POC must also be on the HHAN. Lisa discussed the HHAN Alert that was initiated first, followed by the WebEOC drill. Up to 3 people per community can be on the HHAN. Each has their own login and password. She reminded everyone that WebEOC has one community password. If you know you cannot respond to a drill, ask your secondary POC to respond. She discussed the WebEOC in detail and talked about common errors with members.

Coalition Forum

Amy Palmer asked for information about **microblading**. Mark said that it is licensed under body art. Several members have been questioned about the topic and may need additional training. Lisa Crowner will bring training request to Local Public Health Institute.

Kelly discussed rules, regulations and variances around the topic of **Floating PODS**. Discussion took place.

Mark Taylor made a motion to adjourn meeting at 3:08. Emily LaChance seconded. Passed.

The next Coalition meeting will take place on **January 16, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.

WISHING EACH OF YOU A HAPPY and HEALTHY NEW YEAR!

Respectfully submitted,

Deni Phaneuf