

**Bristol County PHEP Executive Board Meeting Minutes
March 15, 2016**

Attendance: Joe Carvalho, Dr. Henry Vaillancourt, Dr. H Bob Ashton, Elaine LaCoursiere, Amy Palmer, Denise Phaneuf, Liisa Jackson, Lisa Crowner.

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)

CITY CLERKS OFFICE
NEW BEDFORD, MA
2016 MAY 19 PM 12:23
CITY CLERK

Decision Made/ Problem to be solved	Action to be taken
Lisa Crowner will check with coalition communities that had difficulty with March WebEoc drill to determine cause and provide assistance.	Lisa will ask members at coalition meeting and work with individuals before next drill. Lisa will hand out laminated Quick Reference Guide.

Motion made and seconded	Vote
Meeting called to order at 12:20p.m.	Unanimously passed
February EB meeting minutes approved with noted revision.	Unanimously passed
Funds to attend MAPHN Conference approved up to \$2,000.	Unanimously passed
Amended funds to attend MAPH Conference up to \$3,000.	Unanimously passed
Replacement cell phone for Foxborough \$265.91	Unanimously passed
Laptops, including warranty and maintenance contracts, for Dighton, Somerset, Freetown and Seekonk pending DPH approval, up to \$800.	Unanimously passed
Portable defibrillator for EDS Site in Lakeville up to \$1,500.	Unanimously passed
Purchase of clipboards for EDS Site Volunteer staff, \$150.	Unanimously passed
Supplies needed for BP4 project and plan revisions; up to \$2,000. 00 for planners.	Unanimously passed

Meeting was adjourned at 1:30p.m.	Unanimously passed
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Documents sent out before the meeting:

- 03-16-16 Bristol PHEP EB Agenda
- 03-16-16 Bristol PHEP Coalition Agenda
- 02-16-16 EB meeting minutes unapproved
- 02-16-16 Coalition meeting minutes unapproved
- BP4_Coalition Deliverables-March
- Copy of Bristol BP4 Expenditures- March
- Foundations Course

EB meeting called to order: 12:20p.m.

Joseph Carvalho-Chairman

A motion was made by Bob Ashton, seconded by Dr. Vaillancourt and unanimously passed to approve the February EB minutes as written, with noted change under DPH Update on last page, last paragraph. Lisa Crouner asked Amy to omit the last sentence.

EB discussed concurrence. The Coalition will vote on Concurrence today. Joe said that the other EB's in the region will need to meet to vote on concurrence because their Coalition meeting falls after the date the concurrence vote is due to DPH.

Financial Report

Elaine LaCoursiere presented the spreadsheet and requests that came in for approval. She mentioned that some had come in after the spreadsheet was completed. The following requests were presented to the EB for approval: Bob made a motion to grant funds for nurses to attend the MAPRN Conference in Brewster MA and if it exceeds the 60 mile radius, they will be granted conference plus lodging up to \$2,000. Discussion followed. The motion was amended to \$3,000. by Bob Ashton, seconded by Dr. Vaillancourt and unanimously passed.

Replacement cell phone for Foxborough-\$265.91; Laptop-Dighton-\$620.00; Seekonk laptop-\$750.00; Somerset laptop-\$620.00; Freetown ipad-\$709.87; Lakeville defibrillator for EDS Site-\$1,500.; New Bedford clipboards for volunteer staff at EDS Site; Planners-Supplies for plan revisions and BP4 project, up to \$2,000. Elaine explained to the EB that funds for warranty and maintenance plans have to be added to the amount of the requests for ipads and laptops, as required by DPH. Lisa Crouner confirmed this. A motion was made by Dr. Vaillancourt to provide up to \$800. for each community purchasing a laptop or ipad(Dighton, Seekonk, Somerset, Freetown). This amount would include the required warranty and maintenance contract. All approved purchases will require DPH approval. The motion was seconded by Joe Carvalho and unanimously passed. Lakeville requested a defibrillator station-\$1,500. It was discussed and decided that the defibrillator should be portable so it can be used at any EDS Site. The motion passed unanimously. Larry Perry was not present. New Bedford requested \$250. for clipboards for volunteer staff at the EDS(2 with calculators, 15 without). Bob made a motion to approve up to \$150., Dr. Vaillancourt seconded. Passed. A request was made by the planners for additional funds for supplies for plan revisions and the BP4 project. The project is much larger and expenses are much higher than originally anticipated. Dr. Vaillancourt made a motion to allocate up to \$2,000. to revise existing binders and for the BP4 project. Planners will share the total amount as needed. Bob seconded the motion. Motion passed.

HMCC update

Joe thanked the planners for being present at the March HMCC meeting. He said he is happy to report that the Executive Board members in the entire region are working well together.

Coordinator/Planner update-

Deni reported that the BP4 deliverables are on track. She said 100% of Bristol communities completed the EDS Assessment Tools with their planners and the deliverable was submitted on time. Lisa Crowner said she was very pleased and knows how hard it is to get 100% compliance. She thanked the planners and will thank the communities at the coalition meeting this afternoon.

Deni said all of her communities have completed the 3 required drills and all metrics and AAR/IP reports have been submitted to DPH. Amy said she is still working with some of her communities to complete this deliverable.

Amy and Deni are working on the BP4 project of creating 3 new binders for each city/town: A new Introduction, EDS and Resource binder. They will be working with the communities on town-specific updates once the binders are completed.

Deni reported that the planners worked with Lisa Crowner in March to complete the Capability Planning Guide for Bristol, which is a deliverable. It was completed by the group and the BP5 CPG's were submitted to DPH by Lisa Crowner.

Deni reported that Capability 15(f), under Section 3 of the deliverables, is satisfied in that Liisa Jackson reported that all units are on MA Responds, therefore no documentation is required.

Liisa Jackson-MRC

Liisa spoke about the upcoming functional sheltering drill in Norton this Saturday from 9am-1pm at the Middle school; she said all are welcome. The MRC has been running about 4 trainings across the region a month. She said they are looking to get the MRC more involved in opiate prevention and if anybody has ideas on how we can help please let her know. They are having a volunteer appreciation dinner in Mansfield on May 19th at the Holiday Inn. Greater New Bedford and Greater Fall River MRC's are working towards a partnership. She spoke about the \$30K she wrote in NACCHO grants, she will know if they are awarded any of the grants by the end of March. She talked about the Shelter Operations supply list and list of web links to purchase sheltering items or a trailer. She said she received a scholarship to go to the National Preparedness Conference and will be representing all of our units in Dallas from April 17th-23rd.

Also, if anyone wants to have a HSEEP compliant drill in their community Liisa can help plan and facilitate the drill.

DPH Update- Lisa Crowner, Regional Coordinator for Region 5

Lisa Crowner thanked the planners for their representation at the HMCC meeting in Middleboro.

She discussed the results of the WebEoc drill with the EB. Lisa said she will be investigating the problems that occurred and offering assistance to the communities that had difficulties. She said Deni had requested that she bring additional laminated WebEoc Quick Reference Cards for any community that may not have been present when they were handed out at the training. Lisa said they will be available today for anyone that may need one. Lisa asked Amy if she will continue to sign for concurrence once the vote has been taken. Amy agreed to continue to sign off for the Bristol coalition on concurrence.

Lisa announced the good news that the PHEP Coalition funding is level-funded for BP5. She said the deliverables are similar to this year and should be out before the start of the new grant year, BP5.

Amy Palmer/LSAC

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

The next Coalition Meeting will be held on April 19, 2016

The meeting adjourned at 1:30p.m. when a motion was made by Bob Ashton, seconded by Dr. Vaillancourt and unanimously approved.

Respectfully submitted,
Denise Phaneuf

**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:

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NEW BEDFORD, MA
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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.