

**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 CLERK
 2016 JUN 20 P 12:54
 CITY CLERKS OFFICE
 NEW BEDFORD, MA

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
June 21, 2016**

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

Acronyms:

BP4- Budget Period 4 (July 2015-June 2016)
 BP5- Budget Period 5 (July 2016-June 2017)
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 Q3- Quarter 3 (January-March)
 Q4- Quarter 4 (April-June)

CITY OF BRISTOL
JUN 23 AM 8:49
NEW BEDFORD, MA

Decision Made/ Problem to be solved	Action to be taken
To hold the next PHEP meeting at the Norton Media Center in Norton MA.	Christian Zahner signed paperwork to reserve the meeting space for August after viewing site with Deni.
Lisa Crowner will set up a WebEOC workshop in the fall of 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 in the fall of BP5.

Motion made and seconded	Vote
Meeting called to order at 12:10p.m.	Unanimously passed
Approval of meeting minutes was tabled until August (there is no July PHEP meeting).	Unanimously passed
To authorize MAHB to write description of planner position and send to EB members; to post position.	Unanimously passed
Discussion on replacing vacant planner position was tabled until August PHEP meeting.	Unanimously passed
To approve Larry Perry's purchase of defibrillator for EDS Site.	Unanimously passed
Meeting was adjourned at 1:35p.m.	Unanimously passed

Documents sent out before the meeting:

- 06-21-16 Bristol PHEP EB Agenda
- 06-21-16 Bristol PHEP Coalition Agenda
- 03-16-16 EB meeting minutes unapproved
- 03-16-16 Coalition meeting minutes unapproved
- BP4_Coalition Deliverables-June
- Copy of Bristol BP4 Expenditures- June

EB meeting called to order: 12:10p.m.

Joseph Carvalho-Chairman

A motion was made by Dr. Vaillancourt, seconded by Bob Ashton and unanimously passed to table the approval of May meeting minutes until August meeting (there will not be a July PHEP meeting). In August, the EB will approve both the May and June meeting minutes.

Discussion took place regarding the vacant planner position. It was tabled until the August PHEP meeting.

Another motion was made by Bob Ashton to authorize MAHB to prepare a job description of the planner position and send posting to EB for review. It was seconded by Joe Carvalho. Passed.

Elaine LaCoursiere, MAHB

Elaine discussed carry-over funds. She said DPH will not know if this will be allowed until mid-July. Carry-over funds would have been needed for purchase of the trailer in Plainville in the amount of \$12,000. Bristol could possibly lose the money if carry-over funds are not approved. Elaine mentioned a request that has been approved by DPH for a defibrillator for Lakeville's EDS. A motion was made by Dr. Vaillancourt and seconded by Bob Ashton to approve Larry's purchase of the permanent defibrillator for the EDS Site in the amount of \$1500. Passed. Larry Perry abstained.

A discussion took place regarding the purchase of latex condoms to prevent the spread of Zika Virus. A motion was made by Dr. Vaillancourt to use funds to purchase condoms to prevent the spread of Zika Virus, not to exceed \$200. It was seconded by Larry Perry. Lisa Crowner said the packets must include proper use cards.

Deni Phaneuf-Coordinator/Planner update-

Deni reported that the BP4 deliverables have been completed. The required BP4 Project Summary Report was written and submitted to Lisa Crowner by Deni, outlining the measurable outcomes of the project. Deni said the plans were well received by communities and they generally felt they were better organized and more user-friendly. The planners have either met with or are meeting with their communities to review the new binders and add any end of year updates prior to June 30, 2016.

Deni asked the coalition members how the WebEoc drill went. A few communities had technical difficulties; Lisa Crowner and Patrick Simon are looking into this and will report back findings.

The gap analysis has been postponed by DPH until BP5; nothing is required of the coalition by June 30.

Deni said she discussed MAVEN with the community of Berkley. The community does not have the resources to have MAVEN online. Lisa Crowner said this should be looked at by the state to see if they are able to help. She will be checking and meeting with Deni on this.

DPH Update- Lisa Crowner, Regional Coordinator for Region 5

Lisa discussed the Q4 WebEoc drill that recently took place. She recognized that there were some problems that were reported to DPH and they are working to resolve the issues. She suggested a work shop at a fall coalition meeting to help communities update their SNS Site Identification forms on Web EOC in BP5. Everyone should bring their ipads to this training. The Norton Media Center does have Wi-Fi.

She stated that the gap analysis deliverable is held up and will be looked at in BP5.

Liisa Jackson-MRC

Liisa will give a detailed report of MRC activities at the Coalition meeting.

Financial Report

Elaine LaCoursiere presented the June spreadsheet. The following requests were approved:

Jacque O'Brien- Up to \$200. For purchase of condoms in prevention against Zika Virus.

Lakeville- Permanent defibrillator for EDS Site \$1500.

Dighton- Laptop with service contract not to exceed \$800.

Earthquake booklets- \$470.

Amy Palmer/LSAC

Amy said she will report out at the Coalition meeting today. Joe Carvalho thanked Amy for her years at the Coalition and congratulated her on her new position as Mansfield Health agent. Amy was presented with a cake and flowers.

The meeting adjourned at 1:35p.m. when a motion was made by Bob Ashton, seconded by Dr. Vaillancourt and unanimously approved.

Respectfully submitted,
Denise Phaneuf

There is **NO JULY MEETING.**

The next Coalition Meeting will be held on **August 16, 2016** at the **Norton Media Center**, 184 West Main Street, Norton. **Have a great summer!**