

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)
 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 AUG 10 A 8:17
 CITY CLERK

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!**

**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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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.