

**Bristol County PHEP Executive Board Meeting Minutes
October 18, 2016**

Attendance: Joe Carvalho, Bob Ashton, Larry Perry, Elaine LaCoursiere, Denise Phaneuf, Ali Novak, 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
Q1- Quarter 1(July-September)
Q2-Quarter 2 (October-December)
Q3- Quarter 3 (January-March)
Q4- Quarter 4 (April-June)

CITY CLERKS OFFICE
NEW BEDFORD, MA
2016 OCT 26 P 3:41
CITY CLERK

Decision Made/ Problem to be solved	Action to be taken
Deni set up WebEoc Refresher course with Lisa Crowner due to very low scores in Region 5. Deni asked members to bring their iPads and laptops to Coalition meeting.	Lisa will provide training this afternoon at Coalition meeting.
Elaine announced that equipment is no longer allowed for contractors.	Planners will not be receiving equipment that was approved at September EB meeting.
Deni asked EB approval to place Narcan Training on agenda in November. Governor Baker declared Opiates/Heroin use a Public Health Emergency.	EB approved recommendation made by Liisa Jackson. Liisa will contact speaker and confirm availability with Deni.

Motion made and seconded	Vote
Meeting called to order at 12:15p.m.	Unanimously passed
Approval of meeting minutes for September. Approved as written.	Unanimously passed
To adjourn at 1:35p.m.	Unanimously passed

Documents sent out before meeting:

- 10-18-16 Bristol PHEP EB Agenda
- 10-18-16 Bristol PHEP Coalition Agenda
- 09-20-16 EB meeting minutes unapproved
- 09-20-16 Coalition meeting minutes unapproved
- BP5_Coalition Deliverables-October
- Copy of Bristol BP5 Expenditures- October

EB meeting called to order: 12:15p.m.

Joseph Carvalho-Chairman

A motion was made by Larry Perry, seconded by Bob Ashton and unanimously passed to approve the September EB meeting minutes.

Lisa Crowner- Regional Coordinator-DPH

Lisa Crowner spoke of enforcement of policy regarding purchasing equipment for contractors; it is no longer allowed. Lisa was asked by EB to see if equipment for Ali can be grandfathered in, seeing it was approved prior to recent enforcement policy. Lisa said she will check with Donna Quinn at DPH and get back to EB.

Lisa Crowner spoke of very poor scores in Region 5 and explained need for refresher course this afternoon to help members improve scores through practice and to hear of any problems. Lisa said she would conduct the training this afternoon at coalition meeting.

Elaine LaCoursiere, MAHB

Elaine reached out to each community successfully and was able to list 24/7 contact individuals that will carry cell phones purchased and maintained with PHEP funds on a 24/7 basis, as required by OPEM.

Deni Phaneuf- Planner/Coordinator-

Deni discussed Bristol Closed POD project and progress being made on the project. Q2 meeting is scheduled in early November. She reviewed the Region 5 Joint Project along with the recent conference call on this project; the Closed POD project and the HMCC project awaiting DPH approval. Next conference call for planners and HMCC is scheduled for 10/26/16 if approval takes place. Deni asked EB approval to place Narcan Training on agenda for November meeting. EB discussed and approved, citing that Governor Baker declared Opiates/Heroin use a Public Health Emergency. Liisa Jackson will contact speaker and will let Deni know if speaker is available for November meeting.

Liisa Jackson-MRC

Liisa gave a detailed report of MRC activity. Liisa discussed the Narcan Training being conducted at MRC and offered to contact speaker for our November meeting.

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

Respectfully submitted,
Denise Phaneuf

The next Coalition Meeting will be held on **November 15, 2016** at the **Norton Media Center**, 184 West Main Street, Norton.