

**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 NOV 29 A 9:05
CITY CLERK

Decision Made/ Problem to be solved	Action to be taken
December meeting has been cancelled.	Deni will contact Media Center to cancel December meeting.
Deni asked EB approval to place Sharp's Disposal on January agenda.	EB approved recommendation made. Deni will contact speaker and confirm availability.

Motion made and seconded	Vote
Meeting called to order at 12:30p.m.	Unanimously passed
Approval of meeting minutes for October. Approved as written.	Unanimously passed
To adjourn at 1:07p.m.	Unanimously passed

Documents sent out before meeting:

- 11-15-16 Bristol PHEP EB Agenda
- 11-15-16 Bristol PHEP Coalition Agenda
- 10-18-16 EB meeting minutes unapproved

- 10-18-16 Coalition meeting minutes unapproved
- BP5_Coalition Deliverables-November
- Copy of Bristol BP5 Expenditures- November

EB meeting called to order: 12:30p.m.

Joseph Carvalho-Chairman

A motion was made by Bob Ashton, seconded by Dave Flaherty and unanimously passed to approve the October EB meeting minutes.

Deni Phaneuf- Planner/ Coordinator

Deni told EB she received communication from Chris Michaud regarding his robust program of sharps disposal. Chris would like to see this training brought to a coalition meeting and believes everyone can benefit from it. He provided Deni with the contact information of the speaker from the MDPH. Deni and Ali expressed that it would be a great addition to the Narcan training taking place today, for the next Coalition meeting. Thank you to Ali for making us aware of this program while visiting Dartmouth. Deni attended a the recent MAHB Conference and said there was an excellent speaker on substance abuse, treatment and recovery from opioids. She asked the EB if they would also like to consider bringing this speaker to a future meeting. Lisa Crowner said the speaker is very good. She asked the EB to discuss with coalition members today to see if there is interest. The EB gave approval for the program and will get feedback from members. Deni will check with the speaker on sharps disposal to see if she will be available at the next coalition meeting. The regularly scheduled meeting is December 20, however the EB felt that there would be poor turnout due the meeting date being so close to the holidays. **The EB made the decision to cancel the December Coalition meeting.**

Ali and Deni spoke of the ongoing site visits and progress of deliverables by the planners. The planners will work together to complete the progress report on the Bristol Closed POD Project due December 31, 2016, and to help the communities complete 2 of the 3 required drills and metrics, due 12/31/16; the joint regional project on Communications and the gap analysis. The planners are participating in conference calls/meetings with the HMCC, including planning for the regional spring workshop in March. Deni is working on a possible location and Ali is working on program materials.

Lisa Crowner-DPH

Lisa and Deni recently met with Patty Bernard, school nurse in Berkley. Lisa thanked Deni for her work in Berkley to help get Berkley online with MAVEN. Lisa contacted the state to set up the necessary training. They will contact Patty in the near future.

Elaine LaCoursiere, MAHB (Unable to attend)

Brian Gallant (Unable to attend)

Liisa Jackson-MRC

Liisa gave a detailed report of MRC activity. Please see Liisa's schedule of ongoing activities in the region.

The meeting adjourned at 1:07p.m. when a motion was made by Bob Ashton, seconded by Dave Flaherty and unanimously approved.

Respectfully submitted,
Denise Phaneuf

The next Coalition Meeting will be held on **January 17, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.