

**Bristol County PHEP Coalition Meeting
October 18, 2016**

Attendance: See attendance document

Acronyms:

BP4- Budget Period 4 (July 2015-June 2016)
BP5- Budget Period 5 (July 2016-June 2017)
DPH- Massachusetts Department of Public Health
EB- Executive Board
EDS- Emergency Dispensing Site
LSAC- Local and State Advisory Committee
MAHB- Massachusetts Association of Health Boards
MHOA- Massachusetts Health Officers Association
MRC- Medical Reserve Corps
PHEP- Public Health Emergency Preparedness
POD- Point of Dispensing/ Distribution

CITY CLERKS OFFICE
NEW BEDFORD, MA
2017 FEB 15 A 8:08
CITY CLERK

Motion made and seconded	Vote
Meeting called to order at 1:37pm	Unanimously passed
September meeting minutes approved as written	Unanimously passed
Election of nominee David Flaherty to EB	Unanimously passed
Meeting was adjourned at 2:40pm	Unanimously passed

Documents sent out before the meeting:

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

Coalition meeting called to order: 1:40pm

Joe Carvalho-Chairman

Approve previous month's meeting- September

Amy Palmer made a motion to approve September Coalition meeting minutes as written, Bethany Collins seconded the motion. The motion passes unanimously.

Joe announced that Larry Perry handed in a letter of resignation saying that he would no longer be able to serve on the EB. David Flaherty was nominated and a motion was made by Bob Aston to have Dave assume Larry's position on EB, it was seconded by Bethany Collins.

Elaine LaCoursiere – MAHB

There were no requests for approval. **Coordinator/Planner update- Deni Phaneuf**

Review BP5 deliverables

Deni gave an overview of the workplan. Deni reported that communities are working on the project and meeting to discuss progress.

She reviewed the HMCC Region 5 project on Family and Workplace Preparedness, as well as the Region 5 Joint Project on Communications. We participated in a working conference call, however we are waiting on DPH approval before moving forward.

Lisa Crowner-Regional Coordinator, DPH

Lisa spoke to the members about very poor scores for the last WebEoc drill. She spoke about the significance of completing the drill properly. She described what is new on WebEoc. Lisa conducted a refresher training on WebEoc, addressing any problems, while the members used their ipad's and laptops live. Lisa was successful in resetting passwords where needed and helping members navigate through the site to be able to make changes on their SNS Site Identification form.

The Coalition said the refresher course was very helpful and thanked Lisa.

Liisa Jackson- MRC Coordinator

Liisa spoke about all MRC trainings and activities. Narcan Training is being conducted by the MRC and it was recommended as a Coalition Training by Liisa. Deni asked the EB approval to place it on the November agenda. EB agreed that Opiate/Heroin use is a PH crisis, therefore the training would be very useful in saving lives. Liisa will reach out to speaker to check on availability for November meeting and get back to Deni.

A motion was made to adjourn at 2:40 pm by Bethany Collins, it was seconded, and unanimously approved with no discussion.

Next Coalition Meeting: November 15, 2016 to be held at the Norton Media Center.

Respectfully submitted,

Deni Phaneuf M.S.
Bristol Coordinator/Planner

CITY CLERKS OFFICE
NEW BEDFORD, MA
2011 FEB 15 A 8:08
CITY CLERK

**Bristol County PHEP Coalition Meeting
November 15, 2016**

Attendance: See attendance document

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CITY CLERKS OFFICE
NEW BEDFORD, MA
2011 FEB 15 A 8:08
CITY CLERK

Motion made and seconded	Vote
Meeting called to order at 1:30pm	Unanimously passed
Meeting was adjourned at 3:11pm	Unanimously passed

Documents sent out before the meeting:

- 11-15-16 Bristol EB Agenda
- 11-15-16 Bristol PHEP Coalition Agenda
- 10-18-16 Coalition meeting minutes unapproved
- 10-18-16 EB minutes unapproved
- BP5_Coalition Deliverables_ November
- Copy of Bristol BP5 Expenditures November

Coalition meeting called to order: 1:30pm

Joe Carvalho-Chairman

Meeting minutes were not able to be approved-lack of a quorum.

Joe announced that due to the next meeting occurring the week of the Christmas holiday, the EB decided to cancel the December Coalition meeting.

Planner Updates

Deni and Ali gave a brief overview on deliverables: Drills due, site visits, work on the joint regional project with HMCC, gap analysis, Bristol Closed POD project update. They discussed the Sharp's Disposal Program and Substance Abuse, Treatment and Recovery Program at DPH. Deni said the speakers were excellent at the MAHB Conference.

Lisa Crowner-DPH

Lisa gave a report on the WebEoc drill results. It was much improved. Out of 24 communities, Bristol only had 3 that did not respond due to staff transitions. An outstanding issue, is that people went into WebEoc that may not have deleted old EDS sites. It is important to delete these, due to staffing issues.

Lisa gave her contact information for her new regional office in Canton. She said her email and cell number will remain the same.

Liisa Jackson-MRC

Liisa gave a brief overview of upcoming MRC activities. Please contact Liisa for this list.

Presenter Connie Rocha-Mimosa- NARCAN TRAINING

Connie presented an excellent Narcan Training for the remainder of the coalition meeting. She spoke of family struggles, treatment and recovery. Slides are available for any member wishing to view them.

Meeting adjourned at 3:11pm. Joe Carvalho wished everyone very Happy Holidays and reminded members the next coalition meeting will take place **Tuesday, January 17, 2017.**

A motion was made to adjourn at 3:11pm by Bob Ashton, it was seconded by Dave Flaherty, and unanimously approved with no discussion.

Next Coalition Meeting: January 17, 2017 to be held at the **Norton Media Center.**

Respectfully submitted,

Deni Phaneuf M.S.
Bristol Coordinator/Planner

HAPPY HOLIDAYS!

2/13/2017	Bristol County Emergency Preparedness Coalition							Financial Report 7/1/16-6/30/17 BP-5	
	Original Budget	Revised Budget #1 approved 1/17/17	1st Quarter	2nd Quarter	1st Month of 3rd Quarter	Approved Expenses Not Purchased	Total Expended	Funds left to Spend for	
Contractors									
Denise Phanauf	65,000.00	65,000.00	15,000.00	17,500.00	5,000.00		37,500.00	27,500.00	
All Novak	65,000.00	48,750.00	-	16,250.00	5,000.00		21,250.00	27,500.00	
MRC Coordinator	39,000.00	39,000.00	6,500.00	13,000.00	3,250.00		22,750.00	16,250.00	
Total Contractors	169,000.00	152,750.00	21,500.00	46,750.00	13,250.00		81,500.00	71,250.00	
Communication									
Communication	48,000.00	48,000.00	-	20,000.00	-		20,000.00	28,000.00	
Total Communication	48,000.00	48,000.00	-	20,000.00	-		20,000.00	28,000.00	
Supplies									
Carry Over Funds from BP4 for trailer	10,512.08	10,512.08	-	-	-	10,512.08	10,512.08	-	
Additional Funds for Trailer									
Shelter Supplies	7,744.00	3,300.00	-	-	2,208.50	2,159.37	2,208.50	1,091.50	
Equipment and Supplies	7,744.00	8,534.63	-	-	-	2,208.50	2,208.50	8,534.63	
Total Supplies	18,256.08	24,506.08	-	-	2,208.50	12,671.45	14,879.95	9,626.13	
Total Conference Training:									
MHQA Conference	5,755.00	5,291.30	3,490.44	-	-	-	3,490.44	1,800.86	
MAHB Conference	1,000.00	1,000.00	-	115.00	-	-	115.00	885.00	
Yankee Conference	1,000.00	1,463.70	1,463.70	-	-	-	1,463.70	-	
MAPHN Conference	2,000.00	2,000.00	-	-	-	-	-	2,000.00	
Total Training	9,755.00	9,755.00	4,954.14	115.00	-	-	5,069.14	4,685.86	
Admin MAHB	-	10,000.00	-	-	-	10,000.00	10,000.00	-	
TOTAL Awarded Grant Amount is: 234,499. +									
10,512.08 Carry over = 245,011.08	245,011.08	245,011.08	26,454.14	66,865.00	25,458.50	12,671.45	131,449.09	113,561.99	

EC needs to vote on details of how they will spend the 4685.86 from training and detail of for what? This includes 2000 for MAPH will that be used?
 EC needs to vote on details of how they will spend the 9626.13 equipment & supply line item and detail of for what?
 What is the final number after the trailer is purchased?

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