

**Bristol County PHEP Executive Board Meeting Minutes
March 21, 2017**

Attendance: Joe Carvalho, Kelly Pawluczzonek, Henry Vaillancourt, Heather Gallant, Elaine LaCoursiere, Brian Gallant, Crystal LaPine, Denise Phaneuf, Liisa Jackson, Lisa Crowner

Acronyms:

BP4- Budget Period 4 (July 2015-June 2016)
BP5- Budget Period 5 (July 2016-June 2017)
BP1- Budget Period 1 (July 2017-2018)
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)

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CITY CLERK

Decision Made/ Problem to be solved	Action to be taken
Discuss budget and make recommendations	Ask members to vote on budget recommended by Executive Board at Coalition meeting
To make cell phone payment	Elaine will make payment

Motion made and seconded	Vote
Meeting called to order at 12:14p.m.	Unanimously passed
Approval of EB meeting minutes for March. Approved as written.	Unanimously passed
To make cell phone payments	Unanimously passed
To allow Chairman Joe Carvalho to speak on budget outside of meeting with Elaine LaCoursiere	Unanimously passed
To adjourn at 1:34p.m.	Unanimously passed

Documents sent out before meeting:

- 5-16-17 Bristol PHEP EB Agenda
- 5-16-17 Bristol PHEP Coalition Agenda
- 3-21-17 Coalition meeting minutes unapproved
- 3-21-17 EB meeting minutes unapproved
- Copy of Bristol BP5 Spreadsheet- May

Executive Board meeting called to order by Chairman Joe Cavalho: 12:14p.m.

Joseph Carvalho-Chairman - Announcements

A motion was made by Kelly Pawluczzonek and seconded by Dr. Vaillancourt to approve March Executive Board meeting minutes as written. Unanimously passed.

Elaine said budget looks good. She is waiting for budget modification #3 from DPH regarding shelter supplies. Elaine reminded everyone that only individuals acting in an Emergency Planning role can receive money for cell phone payments now. She had to redefine 24/7 list by highlighting the individuals with cell phones from PHEP. Elaine asked EB if they would like her to make cell payment. Dr. Vaillancourt made a motion for Elaine to make cell phone payment. Kelly seconded. Passed.

Executive Board went into Executive Session at 12:30pm to discuss contractor positions. Contractors, as well as Regional Coordinator stepped outside the room during this time.

Budget discussion followed. The EB recommended the following:

The communications line item be kept the same but may need to be modified (Elaine and Joe will adjust according to DPH guidelines)

Budget for MHOA will remain the same as last year. Members are encouraged to attend.

MAHB will not use funding of \$1,000.

Yankee Conference- \$1,500

MAPHN-\$2,000. Will remain in budget with possible budget modification if not 50% of course offerings are not EP.

Coalition Project on Closed PODS-\$3,500 will be earmarked in the training line item to present regional trainings.

Regional Coordinator and planners will plan trainings.

Heather made a motion to allow EB Chairman, Joe Carvalho, to speak with Elaine on budget. Kelly seconded. Passed.

Joe announced recommendation of EB to recontract current contractors with a 2% raise. The EB will present recommended budget to Coalition members. The full budget will be voted on this afternoon at coalition meeting.

Deni announces that Larry Perry is now in Stoughton and Janiece Bruce, PHN will attend coalition meeting today and will be participating in Emergency Planning.

EB meeting adjourned at 1:34pm.

The next Coalition Meeting will be held on **June 20, 2017** at the **Norton Media Center**, 184 West Main Street, Norton.