

**Massachusetts Department of Public Health Region 5B
Bristol County Public Health Emergency Preparedness Coalition
Principles of Operation**

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**Principles of Operation
Updated: September 2016**

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2017 AUG -9 A 8:16
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**Massachusetts Department of Public Health Region 5B
Bristol County Public Health Emergency Preparedness Coalition
Principles of Operation**

1. PURPOSE & OBJECTIVES

- 1.1 COALITION PURPOSE
- 1.2 COALITION OBJECTIVES

2. MEMBERSHIP

- 2.1 MEMBERS
- 2.2 COALITION MEETING GUIDELINES
- 2.3 VOTING AT COALITION MEETINGS

3. GOVERNANCE AND ELECTION OF OFFICERS

- 3.1 EXECUTIVE BOARD ORGANIZATION
- 3.2 EXECUTIVE BOARD DUTIES
- 3.3 EXECUTIVE BOARD DIRECTORS
- 3.4 MEMBER TERMS OF SERVICE
- 3.5 VOTING

4. ROLES AND RESPONSIBILITIES

- 4.1 EXECUTIVE BOARD CHAIRPERSON
- 4.2 EXECUTIVE BOARD VICE CHAIRPERSON
- 4.3 COALITION HOST AGENCY
- 4.4 COALITION COORDINATOR

5. COALITION COMMITTEES

- 5.1 STANDING COMMITTEES
- 5.2 AD HOC COMMITTEES

6. AMENDMENTS

Massachusetts Department of Public Health Region 5B
Bristol County Public Health Emergency Preparedness Coalition
Principles of Operation

The purpose of this document is to set forth the principles of operation including the governing structure adopted by the members of the Bristol County Public Health Emergency Preparedness Coalition in the Massachusetts Department of Public Health (DPH) Emergency Preparedness Region 5B.

1. Purpose & Objectives

1.1 COALITION PURPOSE

The purpose of the Bristol County Public Health Emergency Preparedness Coalition (Coalition) is to facilitate the agreement between members to work collaboratively in enhancing their communities' collective capacity to share resources and respond to public health threats and emergencies, including but not limited to, terrorism and outbreaks of infectious diseases.

1.2 COALITION OBJECTIVES

The objectives of the Coalition are to:

- Facilitate collaborative work;
- Continuously improve regional public health related emergency planning, response and recovery needs;
- Support funding decisions in a manner that enhances regional emergency planning, response and recovery capacity;
- Submit public health related emergency planning, response and recovery needs and requests to the DPH Emergency Preparedness Bureau;
- Be accountable and responsible for the use of Centers for Disease Control (CDC) funding;
- Coordinate with other Region 5 sub-regional coalitions to:
 - Ensure that all municipalities in DPH Region 5 are represented in a coalition;
 - Enhance overall public health preparedness throughout DPH Region 5;
- Participate in regional and statewide meetings to share knowledge, lessons learned and best practices throughout the Commonwealth;
- Connect the Coalition to emergency preparedness efforts within other existing regional or local services and agencies (e.g. MEMA);
- Support other goals associated with DPH Emergency Preparedness initiatives as well as other regional public health efforts.

**Massachusetts Department of Public Health Region 5B
Bristol County Public Health Emergency Preparedness Coalition
Principles of Operation**

2. Membership

2.1 MEMBERS

Coalition Members are the local public health authority from the following cities and towns and shall hereafter be referred to as Members of this Coalition:

Acushnet	Fairhaven	New Bedford	Seekonk
Attleboro	Fall River	North Attleboro	Somerset
Berkley	Foxborough	Norton	Stoughton
Dartmouth	Freetown	Plainville	Swansea
Dighton	Lakeville	Raynham	Taunton
Easton	Mansfield	Rehoboth	Westport

Members shall:

- Hold positions on the Executive Board;
- Have Coalition voting rights and make good faith efforts to actively participate in coalition activities and fulfill all annual deliverables. Specific deliverables that have been established as those that must be met by any community receiving direct support from the PHEP grant are listed in the Public Health Emergency Preparedness Deliverables for Local Public Health.
- Be represented by their local health directors or other agents of the local public health authorities and who will be referred to as Member Representatives;
- Register their representative who shall have voting privileges with the Coalition's Coordinator. These representatives will be known as Voting Representatives;
- Limit the number of Voting Representatives to one Member Representative. However, the Member may register voting alternates to act in the absence of the Voting Representative.
- Attend Coalition meetings;
- Be able to request reimbursement of expenses that meet Public Health Emergency Preparedness (PHEP) reimbursement guidelines.
- Submit requests for reimbursement of expenses in advance of making purchases.
- Submit receipts, bills, reports, and return used funds to the Host Agent, as requested, in a timely manner.

**Massachusetts Department of Public Health Region 5B
Bristol County Public Health Emergency Preparedness Coalition
Principles of Operation**

- Be responsible for briefing their respective boards of health, other legally designated health authorities or other appropriate organizational personnel about actions pending or taken by the Coalition;
- Appeal Executive Board decisions by requesting time at a Coalition meeting to state their case to the Executive Board Members.

2.2 COALITION MEETING GUIDELINES

Coalition Members will attend to business at Coalition Meetings.

Coalition Meetings shall:

- Be held at least quarterly at an agreed-upon place and time and may be scheduled more frequently as necessary;
- Be open to all Members, including executive sessions;
- Only be called to order when a quorum of Members is in attendance. A quorum for the purposes of transacting Coalition business is (13) Voting Representatives.
- Provide notice of each meeting to all Members that have provided contact information, by e-mail, giving as much notice as possible;
- Provide time on the agenda for any Member Representative who wishes to appeal a decision made by the Executive Board. The Representative should request time prior to the meeting whenever possible.

2.3 VOTING AT COALITION MEETINGS

Voting privileges at Coalition Meetings shall:

- Be limited to one Voting Representative from each Member;
- Be limited to one vote per Voting Representative from each Member before the Coalition for a vote, for a total of 24 votes;

Any item voted on shall pass by a simple majority of the Voting Representatives present.

3. Governance and Election of officers

3.1 EXECUTIVE BOARD ORGANIZATION

The Executive Board shall:

- Serve as the executive body of this Coalition;
- Act on behalf of the Coalition's Members and administer the day-to-day responsibilities of the Coalition;
- Consist of five Coalition Voting Representatives;
- Allow no more than one representative from a Member to serve on the Executive Board at one time;
- Reports its actions to the Coalition.

**Massachusetts Department of Public Health Region 5B
Bristol County Public Health Emergency Preparedness Coalition
Principles of Operation**

3.2 EXECUTIVE BOARD DUTIES

The Executive Board shall:

- Make funding decisions to enhance regional emergency planning, response and recovery capacity;
- Vote on the matter of concurrence with the MDPH PHEP Cooperative Agreement application to the CDC.
- In an emergency, make budget reallocations to meet critical response or recovery needs.

- Recommend Coalition policies and procedures;
- Schedule regular and special meetings;
- Appoint and discharge special and ad-hoc subcommittees, working groups and leaders of committees;
- Develop and approve Coalition agendas;
- Review proposed Coalition budgets and report recommendations to the Coalition;
- Provide executive oversight to the Host Agency and contractors.
- Approve Members' expenditure requests providing a list of approved expenditures at the next Coalition Meeting, containing recipient name, items and dollar amounts.
- Ensure Coalition compliance with DPH and CDC grant requirements
- Ensure that all Coalition members that are receiving direct resources in the form of community allocations or purchase of equipment or services are participating in Coalition activities in accordance with DPH guidance.

3.3 EXECUTIVE BOARD DIRECTORS

Executive Board directors shall:

- Serve in the following offices:
 - Chairperson of both the Executive Board and the Coalition ("Chairperson");
 - Vice-chairperson.
- Select Chairperson and Vice-Chairperson by a majority vote of its own five members,
- Subject its officer selections to ratification by a majority vote of the Coalition Voting Representatives.

3.4 MEMBER TERMS OF SERVICE

- All Executive Board directors shall serve three-year terms, retaining the following staggered terms:
 - Chairperson and one non-officer Executive Board director terms shall expire in the same year;
 - Vice-chairperson and a second non-officer Executive Board director terms shall expire the year after the chairperson;

**Massachusetts Department of Public Health Region 5B
Bristol County Public Health Emergency Preparedness Coalition
Principles of Operation**

- The remaining non-officer Executive Board director term shall expire the year after the vice-chairperson.
- An annual election shall be held at the regularly scheduled September Coalition Meeting to replace Executive Board director whose terms are due to expire.
- Newly elected Representatives shall take office each November.
- When an Executive Board director no longer serves his/her Member community or steps down before the end of their term, the Coalition Voting Representatives shall hold a special election for the Executive Board at the next regularly scheduled Coalition meeting with at least 30 days prior notice to all Members.

3.5 VOTING

- Executive Board directors shall each have one vote on any matter to come before the Executive Board;
- Other Member Representatives may attend and participate in any Executive Board meeting, but without a vote;
- Executive Board directors shall represent the geographic and population diversity of the communities comprising the Coalition.

4. Roles and Responsibilities

4.1 EXECUTIVE BOARD CHAIRPERSON

The Chairperson shall:

- Serve as Chairperson for the term of one year;
- Ensure regular and special meetings of both the Executive Board and the Coalition are scheduled;
- When present shall preside at all meetings of the Executive Board and the Coalition;
- Appoint and discharge special and ad-hoc subcommittees, working groups and the leaders of same;
- Serve as the official public spokesperson for the Coalition.

4.2 EXECUTIVE BOARD VICE CHAIRPERSON

The Vice Chairperson shall:

- Serve as Vice Chair for the term of one year;
- Serve as Chairperson in the year immediately following term of Vice Chair;
- Preside at all meetings of the Executive Board and the Coalition in absence of the Chairperson;
- Immediately succeed to the office of Chairperson in the event of vacancy in that position;
- Perform duties as requested by the Chairperson.

**Massachusetts Department of Public Health Region 5B
Bristol County Public Health Emergency Preparedness Coalition
Principles of Operation**

4.3 COALITION HOST AGENCY

The Coalition shall do business with an organization to be known as the Host Agency which shall be approved by Voting Representatives to serve as the Coalition's fiscal and administrative agent and conduit working at the direction of the Executive Board.

The Host Agency shall perform its duties according to its Department of Public Health (DPH) contract.

4.4 COALITION COORDINATOR

As funding will allow, the Coalition shall contract with an organization to be known as the Coalition Coordinator (Coordinator) which shall be chosen by the Members to serve as the Coalition's strategic planner and agent for organizational development, working at the direction of the Executive Board.

The Coalition Coordinator shall:

- Assist all Members with Coalition deliverables;
- Track all work items to ensure that deliverables and schedules are met;
- Facilitate Member activity;
- Recommend leadership and other action plans;
- Create operational and budgetary procedures for Coalition consideration;
- Coordinate Members' services and assist in the development of the Coalition's long- and short-range strategic plans;
- Responsible for recording meeting minutes.
- Provide administrative support, including the scheduling of meetings and developing of agenda for Executive Board approval.

5. Coalition Committees

5.1 THE EXECUTIVE BOARD MAY APPOINT THE FOLLOWING COMMITTEES AS NEEDED:

The Coalition supports the following Standing Committees:

- Budget Committee;
- Communications Committee;
- Roles and Responsibilities Committee.

Budget Committee

The primary responsibility of the Budget Committee is to preside over large or unusual expenditures for the benefit of the Coalition at-large. The Committee addresses difficulties and disputes between segments of the Coalition in matters relating to the budget. It makes recommendations to the Executive Board.

The Budget Committee shall:

- Establish broad financial policies and review how those policies are implemented;

Massachusetts Department of Public Health Region 5B
Bristol County Public Health Emergency Preparedness Coalition
Principles of Operation

- Strive to optimize the limited financial resources available to meet the objectives of the Coalition;
- Work with the Host Agent to make the budget process easier to understand for members of the Committee and the larger Coalition community, and to evaluate and implement opportunities for a more effective budget process;
- Review the Coalition's operating and capital budget and make decisions and recommendations about the allocation of available funds;
- Review requests for changes to the budget;
- Review financial reports prepared for management review, and to take action when the budget shows significant deviations;
- Set a suggested maximum spending figure for a Member to be used by the Executive Board as a flag for making budget decisions.

Communications Committee

The primary responsibility of the Communications Committee is to develop and deploy effective public health communication policies that are within the Coalitions budget constraints. Communication must remain effective through emergency preparedness, response and recovery efforts between the following entities:

- Coalition Members;
- Local, state and federal agencies active in disaster;
- Local, state and federal non government organizations (NGOs) active in disaster, especially those providing life supporting or life sustaining support to individuals requiring additional assistance during emergencies;
- Constituents, especially individuals requiring additional assistance during emergencies;
- Out-of-town family members seeking to support in-town relatives.

Roles and Responsibilities Committee

The primary responsibility of the Roles and Responsibilities Committee is to monitor the operations of the Coalition and ensure that Principles of Operations are carried out faithfully and that the Principles remain relevant to the objectives of the Coalition.

5.2 AD HOC COMMITTEES

Ad Hoc Committees may be formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective. Most committees (other than the standing committees) are of ad hoc type.

Members may form other committees, sub-committees and work groups as necessary and at any time to consider matters of interest. All proposals or projects developed by committees or work groups are subject to review and ratification by the Executive Board.

6. Amendments

**Massachusetts Department of Public Health Region 5B
Bristol County Public Health Emergency Preparedness Coalition
Principles of Operation**

A proposal to amend these principles may be initiated by any Member at any time. A simple majority vote shall be required to amend the principles. Proposed amendments shall be submitted in writing to the Coalition Coordinator and or the Executive Board Chair at least fourteen (14) days prior to the next regularly scheduled meeting so that they may be distributed to Members in advance of the next regularly scheduled meeting, at which time the proposed amendment will be considered.

7/1/2017	Bristol Coalition Proposed Budget	
	<u>Proposed Budget BP1</u>	
Contractors		
Denise Phaneuf	66,300.00	
Ali Novak	66,300.00	
MRC Coordinator	39,780.00	
Total Contractors	172,380.00	
Communication		
Communication	33,000.00	
Total Communication	33,000.00	
Supplies		
Total Supplies	-	
Total Conference Training:		
MHOA Conference	5,021.00	In Nov.
Yankee Conference	1,500.00	In Oct.
MAPHN Conference	2,000.00	guessing May
Training LTC closed pods	1,500.00	In 3rd quarter
Joint Coalition Project-Full Scale EDS Exercise	2,000.00	In 4th quarter
Total Training	12,021.00	
Admin MAHB	10,000.00	
Total of BP1 Grant: 227,401.00	227,401.00	

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