

**Bristol County PHEP Coalition  
Executive Board Meeting Minutes  
August 18, 2015**

**Attendance:** Joe Carvalho, Dr. Vaillancourt, Larry Perry, Kelly Pawluczzonek, Robert Ashton, Elaine LaCoursiere, , Denise Phaneuf, Amy Palmer.

**Acronyms:**

BP-4- Budget Period 3 (July 2015-June 2016)  
BP-5- Budget Period 4 (July 2016-June 2017)  
DPH- Massachusetts Department of Public Health  
EB- Executive Board  
EDS- Emergency Dispensing Site  
HMCC- Health and Medical Coordinating Coalition  
LSAC- Local and State Advisory Committee  
MAHB- Massachusetts Association of Health Boards (**Sponsoring agency for Region 5**)  
MRC- Medical Reserve Corps  
PHEP- Public Health Emergency Preparedness  
Q1-Quarter1 (July 1-September 30)  
Q2- Quarter 2 (October 1-December 31)  
Q3- Quarter 3 (January 1-March 31)  
Q4- Quarter 4 (April 1-June 30)  
RFR- Request for Response  
OPEM- Office of Preparedness and Emergency Management

CITY CLERKS OFFICE  
NEW BEDFORD, MA  
2015 SEP 14 A 11:03  
CITY CLERK

Decision Made	Action to be taken
To meet as a coalition monthly or as time permits	Schedule monthly meetings.
To pay cell phone payments for Q1 and Q2.	Elaine will send out payment of \$20,000. for Q1/Q2

Motion made and seconded	Vote
Meeting called to order at 12:10pm	Unanimous
To approve cell phone payment for Q1 and Q2 in the amount of \$20,000.	Unanimous
To approve applications for MHOA Conference not to exceed \$10,000.	Unanimous
To approve applications for MAHB Conference not to exceed \$1,600.	Unanimous
To approve applications for MAPHN Conference not to exceed \$600.	Unanimous
Meeting adjourned at 1:40pm	Unanimous

Documents sent out before the meeting:

- 08-18-15 EB Agenda
- 08-18-15 Coalition Agenda

- 06-16-15 EB meeting minutes unapproved
- 06-16-15 Coalition meeting minutes unapproved
- MAHB Bristol Financial Spreadsheet BP4-August
- Training/Equipment Request Form
- BP4 Deliverables
- Attendance Sheet

**EB Meeting called to order: 12:10pm**

**Approve November minutes:** Joe Carvalho

A motion was made, seconded and unanimously approved to accept the June Executive Board meeting minutes as written with 1 noted revision on page 2: Change MOHA to MHOA.

**Deni Phaneuf-Coordinator/Planner**

Deni reported on deliverables she sent out to each community prior to the coalition meeting. She reviewed what would be due in Q1 which is an abstract written by the planners on a project of choice by coalition members, due September 1, 2015. Amy presented 4 projects and the coalition voted for Project #4 which is All-Hazards Plan Training and Review.

Discussion of deliverables prompted a discussion of the HMCC September meeting with other coalitions in Region 5. There was concern that the coalitions in Region 5 have not met one another. Additional discussion followed on future coalitions' meeting to organize a strong voice to represent public health.

**MAHB - Financial Report- Elaine LaCoursiere**

Elaine reported that DPH did not approve the Yankee Conference as an acceptable Emergency Preparedness expense. This will free up \$3,000 to add to supplies or another line item of choice. Elaine has until December 2015 to make budget changes.

Bob made a motion to have Elaine approve requests for MHOA attendance until funds are expended, up to \$10,000. Elaine has EB approval to do the same for MAHB up to \$1,600 and MAPHN up to \$600. Dr. Vaillancourt seconded. Motion passed.

Elaine needs to get DPH approval for requested ipad replacement. EB asked Elaine to check with Chris on amount he is requesting for ipad and to get back to EB with this information.

**Requests approved:** MHOA Conference attendees up to \$10,000; MAHB Conference attendees up to \$1,600; MAPHN Conference \$600. The Yankee Conference was not approved by DPH for Emergency Preparedness. The line item is \$3,000.

An additional phone line was approved for Foxborough, as 2 per community are allowed; Foxborough currently has one. Elaine was given approval to make cell phone payments for Q1 and Q2 in the amount of \$20,000., \$10,000. for each quarter.

**The EB discussed planner responsibilities and new geographical areas for BP4.** The planners were asked to meet with each of their communities quarterly in BP4. If a community cannot meet with their planner, they must sign off on a document and give to the planner. The EB would like Deni to act as coordinator and planner for BP4 because coordination is needed. Deni will plan for the communities of Berkley, Dighton, Fall River, Freetown, Lakeville, Somerset, Swansea, Stoughton, Taunton and Westport. Amy will plan for Acushnet, Attleboro, Dartmouth, Easton, Fairhaven, Foxborough, Mansfield, N. Attleboro, Norton, Plainville, Rehoboth, Seekonk, New Bedford, and Raynham.

**Next EB Meeting: Tuesday, September 15, 2015 at 12:00PM**

Respectfully submitted,  
Denise Phaneuf