

**Bristol County PHEP Coalition Meeting Minutes  
June 19, 2018**

**Attendance:** Kelly Pawluczzonek, Christian Zahner IV, Henry Vaillancourt, Heather Gallant, Denise Phaneuf, Ali Novak, Lisa Crowner, Liisa Jackson.

**Acronyms:**

BP1X- Budget Period 1X (July2018-2019)  
 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  
 MEHA- Massachusetts Environmental Health Association  
 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)  
 MassMap-Massachusetts Mutual Aid Plan  
 MHOA- Massachusetts Health Officers Association  
 SNS- Strategic National Stockpile

<b>Decision Made/ Problem to be solved</b>	<b>Action to be taken</b>
Kelly asked members to take possession of regional signage and signage bags this afternoon following the Coalition meeting.	Deni will disseminate outside in parking lot this afternoon.
To cancel July Coalition meeting	Announce to members

<b>Motion made and seconded</b>	<b>Vote</b>
Coalition meeting called to order at 1:32 p.m.	Unanimously passed
To approve Coalition meeting minutes for May as written.	Unanimously passed
To adjourn meeting at 2:10 p.m.	Unanimously passed

Documents sent out before meeting:

- 6-19-18 Bristol PHEP EB Agenda
- 6-19-18 Bristol PHEP Coalition Agenda
- 5-15-18 Coalition meeting minutes unapproved
- 5-15-18 Executive Board meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet- June

A motion was made by Christian to open the meeting at 12:15; seconded by Michelle.

**Coalition meeting called to order by Chair, Kelly Pawluczonek – 1:32p.m.**

#### **Announcements**

Kelly recommended approving May Coalition meeting minutes. Mark made a motion to approve May meeting minutes, seconded by Emily. Passed. Dr. V. announced that the planners cannot work until they have a signed contract. The EB meeting minutes reflect that they request that the contracts be signed in a timely manner, as it has a direct effect on communities. Dr. V. said communities will be informed when planners have a signed contract. DPH is not allowing them to work, as in past years. He asked that communities do not contact their planners until they hear planners are able to start work.

LSAC was discussed. Kelly reported out on the last LSAC meeting: She discussed the Local Public Health Institute (LPHI); the future of public health and credentialing; commission project on regionalization; the concern is experience vs. credentialing and how this will impact BOH members. Discussion took place between members. Dr. Vaillancourt announced his retirement; it will begin on August 6, 2018. He has served on the EB 9+ years. He was thanked for his many years of service and congratulated on his retirement. ***Thank you, Dr.V.!***

#### **Deni Phaneuf Planner/Coordinator**

Deni reported that she purchased the supplies for the Coalition and submitted invoices to Elaine. The Mansfield supplies are being stored for regional use at the Mansfield EMS Fire Department. Deni transported the rest of the supplies and requested that members take possession of the supplies at the end of the coalition meeting.

Planners are continuing their work with communities on Q4 site visits and deliverables.

A total of 37 MOU's with Closed PODS have been signed in Bristol to date. Others are still pending.

September is National Preparedness month. Order supplies early for your community(early August), as they go quickly.

#### **Ali Novak- Planner**

No additions.

#### **Elaine LaCoursiere- MAHB**

Elaine discussed the spreadsheet and reviewed each line item; she congratulated everyone on spending down the funds successfully. It appears there may be under \$100. returned.

Deni mentioned that Dighton and Westport will need cell phones in BP1X. She explained the 24/7 policy to Dighton and will let Westport know of this policy when she meets with them in BP1X.

Discussion took place on Emerging Infectious Diseases. Deni and Lisa have been searching for subject matter experts in the field. Since Dr. V. is a SME; he was recommended. He plans to do some consulting work after retirement and may be able to fill this role for Bristol.

Elaine discussed planner evaluations. She said the feedback received was that planners are doing a great job. Dr. V. and some other communities expressed that they did not receive the evaluation, and therefore did not respond.

Evaluations will be resent. If you already filled in an eval, please disregard.

Deni presented her End of the Year Report. It is attached for review.

**Lisa Crowner-DPH**

**Lisa announce Dr. Al De Maria is retiring and Dr. Katie Brown will be taking his place.**

Discussed the Regional workplan; the Region 5 gap analysis; and WebEOC updates. Lisa gave direction on the WebEOC EDS Board and Site ID information; the new WEBEOC cheat sheets; facility EDS contact should not be the school but the school contact, such as the custodian; when completing WebEOC drills, even if nothing has changed, please click on SAVE. She talked about National Preparedness month.

**Brian Gallant-HMCC (Unable to attend)**

**Liisa Jackson- MRC Coordinator**

Gave updates on MRC activities.

Check MRC calendar for list of upcoming activities.

A gap analysis will be performed by MRC.

Motion was made by to adjourn by Michelle at 2:10 p.m. Dr. Vaillancourt seconded. Passed.

Next EB meeting will take place on **August 21, 2018** at the Norton Media Center.

Respectfully submitted,

Denise Phaneuf