

**Bristol County PHEP Executive Board Meeting Minutes
April 17, 2018**

Attendance: Kelly Pawluczzonek, Henry Vaillancourt, Heather Gallant, Elaine LaCoursiere, Denise Phaneuf, Ali Novak, Lisa Crowner, Brian Gallant.

Acronyms:

BP1- Budget Period 1 (July 2017-2018)

BP2-Budget Period 2 (July 2018-2019)

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)

MassMap-Massachusetts Mutual Aid Plan

MHOA- Massachusetts Health Officers Association

SNS- Strategic National Stockpile

Decision Made/ Problem to be solved	Action to be taken
Kelly presented LSAC report. Good turnout and participation at recent LSAC meeting.	Report out to Coalition members.

Motion made and seconded	Vote
Executive Board meeting called to order at 12:06 p.m.	Unanimously passed
To approve EB meeting minutes for March as written.	Unanimously passed
For unspent funds to be spent on easels, signage and bags for signage.	Unanimously passed
Meeting to close at 1:33 PM.	Unanimously passed

Documents sent out before meeting:

- 4-17-18 Bristol PHEP EB Agenda
- 4-17-18 Bristol PHEP Coalition Agenda
- 3-20-18 EB meeting minutes unapproved
- 3-20-18 Coalition meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet- April

Coalition meeting called to order by Chair, Kelly Pawluczzonek – 12:06p.m.

Announcements

Kelly recommended approving March meeting minutes. Dr. Vaillancourt made a motion to approve March meeting minutes, seconded by Heather. Passed.

Kelly announced that speaker, Dr. Catherine Brown, DVM, will speak on mass disposition of animals, during our Coalition meeting today.

Deni Phaneuf- Planner/Coordinator

Deni reported the measurable outcome of the Closed POD Trainings that were held in March. Deni is working on an After-Action Report for this project. It will be submitted to Lisa Crowner and the HMCC when completed.

The planners in Region 5 have been working with Lisa Crowner, Regional Coordinator on the Joint Closed POD Workshop, scheduled to take place at the Mass Maritime Academy, on Thursday, April 26, 2018. The workshop registration is almost full currently. Speakers are Rep. Muratore, Jim Garrow and Lisa Crowner.

Deni reported on drill deliverables. Westport does not have a health agent to date. Ali said North Attleboro has not participated in drills. Lisa Crowner said she needs an email sent to her with the names of the communities that are not participating in deliverables.

HMCC participation this month: Heather Gallant, Deni Phaneuf and Liisa Jackson, Cape planners. Deni has asked communities to please attend the HMCC meetings. The meetings are held every other month, unless otherwise specified. The next meeting will take place in Middleboro on Friday, May 4, 2018.

Speakers for May Coalition meeting will be CDC associates on Regulating Marijuana Products.

Elaine LaCoursiere -HMCC

Elaine presented the April spreadsheet. She reported on the final budget modification for April: MAPHN is not EP approved; only a small amount of the \$3,500. allotted for the Bristol trainings was unspent (\$96.64); Joint Coalition Workshop will not be using all funds; each coalition will spend approximately \$1,355. out of \$2000.

Approved Requests for Final Budget Modification:

Special needs cots- Mansfield 3@166= \$498.

Signage-Mansfield-5@ \$89.99=\$449.50

Pop-up canopy tent 10x10 Ft.-Mansfield 4@ \$99. = \$399.98

Cones-Mansfield 10 @ \$20.79 = \$207.90

All approved items must be available for regional use.

iPad with warranty-Fall River-vote approved by EC- Dr. V. may decide to withdraw request. = \$600.

Total requests = \$2,755.38

Dr. Vaillancourt said he will not be using the \$600. This money can be used for other identified needs.

Elaine said that 4/27/18 will be the **last budget modification for the year**. She reported that there are funds to be spent. Discussion took place on possible use of unspent funds. A motion was made by Heather Gallant for remaining funds to be spent on easels, signage and bags for signage. Dr. Vaillancourt seconded the motion. All were in favor. Motion passed.

Lisa Crowner-DPH

- Lisa requested an email reporting any communities not participating in SNS drills.
- She reported that all 3 Coalitions concurred-100% concurrence achieved.
- The Quarterly Call Down Drill was not conducted by the State because of the ongoing storms and emergencies.
- Lisa will ask everyone to prepare for a Q4 drill and to reach out to her or the planners for any technical assistance needed.

Brian Gallant-HMCC

1. The HMCC meeting was well attended.
2. James Manion from MEMA spoke on previous storms and threshold on federal disasters.
3. Brian reported on the upcoming workshops/conferences: the Closed POD Workshop in Bourne; Logistic Workshop for Hospitals; Silent RAD Workshop; Voices of Experience (four guest speakers); Leadership Conference for EC of the HMCC in June.
4. Next HMCC meeting will be held on Friday, May 4, 2018.

Contracts

Discussion took place at EB meeting regarding next contract year. Elaine reported from DPH that planners/contractors cannot work until contract is signed starting July 1, 2018. A number of EB members expressed serious concerns about the new fiscal year with DPH stating that no work can be done without a signed contract; ***contracts should be signed in a timely manner***. As part of the discussion, some members of the EB expressed that contractors should not be penalized if there is a delay on the part of DPH to get contracts signed by July 1, 2018. If contracts are held up by DPH, reimbursement should be adjusted accordingly so contractors will not suffer financially. It is not the fault of the contractors. Also, the EB thought that this discussion should be brought back to LSAC immediately for further discussion at the next LSAC meeting.

Liisa Jackson- (unable to attend)

Motion was made by Dr. Vaillancourt to adjourn at 1:33 p.m. Heather seconded. Passed.

Next EB meeting will take place on **May 15, 2018** at the Norton Media Center.

Respectfully submitted,

Denise Phaneuf