

**Bristol County PHEP Coalition Meeting Minutes  
March 20, 2018**

**Attendance:** Kelly Pawluczonek, Christian Zahner, Henry Vaillancourt, Heather Gallant, Elaine LaCoursiere, Denise Phaneuf, Lisa Crowner, Liisa Jackson.

**Acronyms:**

BP1- Budget Period 1 (July 2017-2018)

Supplemental Budget (2018-2019)

SNS-Strategic National Stockpile

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

MHOA- Massachusetts Health Officers Association

MOU-Memorandum of Understanding

MRC- Medical Reserve Corps

PHEP- Public Health Emergency Preparedness

POD- Point of Dispensing

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

<b>Motion made and seconded</b>	<b>Vote</b>
Meeting called to order at 1:35p.m.	Unanimously passed
To approve Coalition meeting minutes for February. Approved as written.	Unanimously passed
To approve Amy Palmer's request for regional special needs cots, portable dry erase easels with markers, pop up canopy tents, Cortina polyethylene post. (pending DPH approval)	Unanimously passed
To concur with the Concurrence process.	Unanimously passed
To adjourn at 3:33 p.m.	Unanimously passed

Documents sent out before meeting:

- 3-20-18 Bristol PHEP EB Agenda
- 3-20-18 Bristol PHEP Coalition Agenda
- 12-19-17 EB meeting minutes UNAPPRD
- 2-20-18 Coalition meeting minutes unapproved
- 2-20-18 EB meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet-March

**Coalition meeting called to order by Kelly Pawluczzonek, Chair: 1:35 p.m.**

#### **Announcements**

All members were welcomed.

A motion was made by Lori and seconded by Michelle to open the March Coalition meeting. Unanimously passed. Beth made a motion to approve February coalition meeting minutes, as written. Emily seconded. Passed.

Dr. Catherine Brown, State Veterinarian, will be speaking at our April Coalition meeting.

#### **Elaine LaCoursiere -HMCC**

Discussion took place regarding next contract year. Elaine reported from DPH that planners cannot work until contract is signed starting July 1, 2018.

Elaine is waiting for budget modification #3. When and if approved, signage will need to be purchased. There is \$2,000. from MAPHN, which was not approved by DPH this year. There may be \$2,645. left to spend.

Approved requests:

Mansfield-

Special needs cots \$166. X 3 = \$498.

Portable dry erase easels with markers \$89.99 x 5 = \$449.50

Pop up canopy tent \$99.99 x 4= \$399.98

Cortina polyethylene post \$20.79 x 10 = \$207.90

EB requested more information from Amy Palmer. They said items requested had to be for regional use. After discussion, Amy's requests were approved. A motion was made by Dr. Vaillancourt to approve requests made by Amy Palmer. Christian seconded. Passed.

The following additional requests were approved:

iPad- Norton

iPad- Fall River

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

Most communities have completed their Facility set up drills with assembly. SNS call down drills are ongoing, and she is working with communities to gain access to conduct their own drills. The planners will continue to complete the metrics and narrative report for each community. Deni is working on remaining AAR/IP reports for the Facility drills and the Bristol Q3 Work Plan. She is preparing correspondence with local boards of health on outreach invitations for their long- term care counterparts, as well as preparing the distribution list invitation for all Region 5 LTC facilities for the Closed POD Joint Workshop in April. Ali will continue to work on CEU's for the April workshop. She reminded **coalition members to please register next week for the Closed POD Workshop, on Thursday, April 26<sup>th</sup> in Buzzards Bay.** *It is a great opportunity to partner with your LTC and other facilities.*

**Lisa Crowner DPH.**

Lisa gave an update on the LSAC meeting held yesterday. She announced that OPEM will hold a Statewide webinar will be held for local public health on March 22, 2018 at 1:00 p.m. PHEP received a \$143,000 cut. Region 5 was cut \$7,700. Bristol's portion of the cut is \$3,586.17. The supplemental budget will allow us to keep planners onboard. HPP funding and PHEP will be separated and come from different sources to reduce redundancy. Lisa urged the concurrence vote to be completed today, because we will not meet again before the deadline of April 5<sup>th</sup>.

Dr. Vaillancourt made a motion that we concur with the concurrence process. Sixteen coalition members concurred. Amy seconded. Passed.

Deliverables- Most remain the same for the upcoming year. Using the EDS Guidance, one possible EP project for the upcoming year is Emerging Infectious Diseases. The planners would develop an annex to add to the EDS Plans.

**Michael Nelson- DPH**

Michael spoke on the UMASS Meningitis Outbreak. Discussion and Q & A followed.

A motion was made to adjourn by Jackie O'Brien and seconded by Anne Marie Fleming at 3:33 p.m. Passed.

The next Coalition meeting will take place on **April 17, 2018** at the **Norton Media Center**, 184 West Main Street, Norton.

Respectfully submitted,

Deni Phaneuf

***HAPPY EASTER~HAPPY SPRING!***