

**Bristol County PHEP Executive Board Meeting Minutes
March 20, 2018**

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

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

Decision Made/ Problem to be solved	Action to be taken
Kelly presented new information from LSAC. Decision to concur.	Kelly requested vote on concurrence.

Motion made and seconded	Vote
Executive Board meeting called to order at 12:08 p.m.	Unanimously passed
To approve EB meeting minutes for December and February as written.	Unanimously passed
To approve request for 2 cell lines for New Bedford for 24/7 use as required.	Unanimously passed
To authorize Elaine to pay Q4 cell phone payment as amended	Unanimously passed
To table Mansfield requests until more information is obtained.	Unanimously passed
To approve request for iPad for Donna Palmer of Norton	Unanimously passed
To approve request for iPad for Fall River.	Unanimously passed

To adjourn EB meeting at 1:31 p.m.	Unanimously passed
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Documents sent out before meeting:

- 3-20-18 Bristol PHEP EB Agenda
- 3-20-18 Bristol PHEP Coalition Agenda
- 2-20-18 EB meeting minutes unapproved
- 2-20-18 Coalition meeting minutes unapproved
- Copy of December EB meeting minutes unapproved
- Copy of Bristol BP1 Spreadsheet- March

Coalition meeting called to order by Chair, Kelly Pawluczzonek – 12:08p.m.

Announcements

Kelly recommended approving February meeting minutes. Christian made a motion to approve December meeting minutes, seconded by Heather. Passed. Dr. Vaillancourt made a motion to approve February meeting minutes as written, Heather approved. Passed.

Kelly announced that UMASS speaker, Michael Nelson, Western MA RC, will speak on the UMASS Meningitis Outbreak, during our Coalition meeting today.

Deni Phaneuf- Planner/Coordinator

Discussion took place on the measurable outcome of the BP1 Bristol Project, the 2 Closed POD Trainings that were held on March 6th in Taunton & March 15th in Swansea. Deni and Lisa reported that there were approximately 85 participants total. They were very pleased with the outcome. Long term care facilities expressed that were very grateful for the training and learned so much. They received many resources to take with them and are in the process of reviewing the MOU's.

LISA CROWNER-DPH

Lisa said the deadline for concurrence is April 5, 2018. A Statewide webinar will be held for local public health on **March 22, 2018 at 1:00 p.m.**

Lisa gave a detailed report on funding. PHEP received a \$143,000 cut. Region 5 was cut \$7,700. Bristol's portion of the cut is \$3,586.17.

Lisa urged the concurrence vote to be completed at the Coalition meeting today, because we will not meet again before the deadline. The EB said the official concurrence vote will take place at the Coalition meeting today. Kelly has the signatory authority for Bristol.

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 Conference, which was not approved by DPH this year. There may be \$2,645. left to spend.

Requests for Approval

Mansfield requested the following:

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 discussed needed more information for Amy's requests. The discussion was tabled.

Request from Donna Palmer for ipad. Motion was made by Dr. Vaillancourt to approve ipad. Seconded by Heather.

Motion was made by Chris for Fall River to receive an ipad. Heather seconded. Passed.

Liisa Jackson

Gave an update on the many great MRC activities and trainings taking place around the region. See the MRC calendar of events for specific information.

Motion was made to adjourn at 1:31 p.m. Heather seconded. Passed.

Next EB meeting will take place on April 17, 2018 at the Norton Media Center.

HAPPY EASTER~HAPPY SPRING!