

**Plymouth County
Public Health Emergency Preparedness Coalition
June 12 2012 Meeting Minutes**

Executive Committee Meeting

Date and Time: June 12, 2012 – 12:00 pm to 1:00 pm

Middleboro Town Hall 10 Nickerson Ave. Middleboro, MA

Attending: Jeanne Spalding, Janice McCarthy, Dale Barrows, Eric Badger, Diane Brown-Couture, Elaine LaCoursiere

Meeting opened at 12:00 pm

A motion was made by Dale Barrows to approve the May Executive Committee minutes; 2nd by Eric Badger; all in favor.

PHEP Budget: Elaine LaCoursiere presented the current budget with the proposed line item changes. Reports are due to DPH in July with final changes for current fiscal year. Jeanne Spalding-Town of Middleboro line item will transfer \$2500.00 to the equipment line item. Line item change from the MRC coordinator for a total of \$9600.00 will be transferred to equipment for \$4800.00 and communication for \$4800.00. All funds are on target to be spent down by the end of the fiscal year. A motion was made to approve the proposed budget by Dale Barrows; 2nd by Eric; all in favor.

Communication line item: A discussion was held on how to spend down the communication line item. Janice McCarthy suggested to use the funds for the data plan for the ipad and cell phone payments. Currently, Dale is spending \$35/month for the data plan. He has an account set-up to use these funds to pay the cell phone and data plan. Janice McCarthy suggested one data plan per town not to exceed \$35/mo. An equipment and training request form will be required for any town that would be interested in having a data plan. The forms need to be sent to Elaine LaCoursiere @ quickbooks1@hotmail.com no later than July 1 which will be without exception the deadline. A motion was made to have one data plan per town with a submitted equipment and training form no later than July 1 by Eric Badger; 2nd motion was made by Dale Barrows; all in favor. At that point, see how much of the communication funds are left.

Contractors budget for next fiscal year: The contractors have suggested the need for three contractors. Janice McCarthy agrees with the contractors. Going forward the contractors are needed to continue to do training and the foot work they are doing now. Discussion was made to have them do more MRC functions since there will no longer be an MRC position. This will be put in the RFP. Diane Brown-Couture said the deliverables were currently being done on time by S. Landry and L. Kaufman. They were doing a very good job. Brian Gallant has a huge

Plymouth County Public Health Emergency Preparedness Coalition
June Full Coalition Meeting Minutes
Page 2

job ahead of him with the backlog he had to pickup from Garrett Hair not completing his deliverables. Brian is getting it done and doing a good job. A proposal to have the RFP state the contractors would work for 10.75 months at \$53,000 for the upcoming fiscal year which includes doing MRC work. Marcia Benes will be asked to have the RFP done by the end of the week with this information included.

Next Meeting: Executive Board July 10, 2012.

Submitted by Elaine LaCoursiere

Minutes approved by: _____
Janice McCarthy