Plymouth County Emergency Preparedness Coalition

Agenda and Meeting Notice

Time: Executive Committee – 12 noon, Full Coalition 1:00 – 3 pm Date 11/09/2010

Location: Middleboro Town Hall, Nickerson Ave. http://www.mahb.org/emergencyprep/EPC.htm

Posted on MAHB Coalition webpage

Executive Committee Agenda Topics

- Approve September Minutes
- Review of PHEP/PHER Budgets
- PHER Spending Planning
- Equipment requests

Halifax lap top battery – approx \$110 through Staples

Abington : WB Mason Laminator Saturn item# FEL5213301 \$179.95, WB Mason Laminating Saturn Sheets item# AVE 73601 \$12.55 per box of 50 sheets

WB Mason Shredder HSM item# HSM1104 \$590.00,WB Mason MFC-Networking Fax/Scanner/Printer item# BRTMFC 9120CN \$749.99; 1-800Wheelchair.com 3 panel privacy Screen item# winskq-363 Mosel 2551, Quantity 2, \$119.00 each, total \$238.00; Comark 1-888-388-6372 C22 Waterproof Digital Themocouple Model C22, Tundra 81190 Cost \$189.90; Wal-Mart Nikon Coolpix L22 red 12MP Digital Camera UPC 00011820826198 \$109.00, two coolers and a hand cart (from last meeting)

Wareham - Brother copier - \$174.99, and toner \$58.22 WB Mason cart with extension rod for \$141.99 Middleboro –Brother Copier - \$174.99 and toner \$58.22 Whitman – All in One Printer - 333.87 or sale 233.87, Dell laptop model 1440-37180BK \$870

Total estimated costs of Equipment - \$3815.99

- Training request –Halifax Harvard School of Public Health Center for Public Health Preparedness; NE ASM Northeast Branch of the American Society for Microbiology registration for Cathy Drinan @\$258
- Clarification on Cell Phone policy regular service vs. blackberry service
- Agenda for December Meeting
- Re-Org of Executive Committee
- Representation on Statewide Local Public Health Advisory Committee
- MRC Coordinator

Adjourn time 1pm

Full Coalition Agenda Topics

- Executive Committee Report Tracy Mayo 10 minutes
- Approve minutes of September meeting 5 minutes
- Review of Budget/ Host Agent Questions Marcia Benes 10 minutes
- Statewide Local Public Health Advisory Committee Representative
- Election of Officers to Executive Committee (2 Positions open)
- Date for next meeting January 11, 2011
- Adjourn Time_____

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II. Goals – Desirable Outcomes – At the end of the meeting, the coalition

will have:

- Discussed the current budget
- Provided an opportunity for communities to ask questions regarding PHER and PHEP Funding
- Chosen a representative for the LHAC
- Voted on 2 positions for the Executive Board

III. Assignments & Reminders -

1) As of 1/3/2010 DPH has yet to receive approval from CDC for the overall PHER NCE spending plan that was submitted on October 15. Until DPH receives it, further spending of the funds is not recommended and could be subject to disapproval later if it's found to be unallowable based on the response from CDC.

2) All plans to use PHER NCE funds to support flu clinics must be approved in advance by EPB. These must be submitted in writing to Mike Coughlin and include language which justifies spending for the flu clinic in accordance with guidelines distributed previously and discussed on the PHER NCE conference call. The clinic must be structured to further pandemic preparedness in the community or region and to build on lessons learned from the H1N1 response. The easiest way to address these points is to organize a clinic(s) that follow through on recommendations made in an H1N1 AAR. The AAR could be one generated by the coalition, the AAR developed by DPH-EPB, or the AAR issued last week by the Coalition for Local Public Health.

	Plymouth									
	Estimated Budget	FY 10	Total FY 10	Au	gust 10-				Amount Left	%
11/5/2010	FY 10E	Rollover	and FY10E		31	Sept	Oct	Total Expenses	to be Spent	Used
Total FY 10E Plymouth Budget	261,762.00	14,894.41								
Communications (A)	10,000.00	9,801.00	19,801.00		0.00	0.00	9,061.36	,	10,739.64	46%
Equipment	30,533.85	1,538.89	32,072.74	_	0.00	0.00	0.00	0.00	32,072.74	0%
Contractors	157,950.00	0.00	157,950.00	6	,075.00	18,225.00	12,150.00	36,450.00	121,500.00	23%
Training	9,013.85	0.00	9,013.85		555.00	1,690.00	680.00	2,925.00	6,088.85	32%
15% Admin	39,264.30	0.00	39,264.30	3,	,272.03	3,272.03	3,272.03	9,816.09	29,448.21	25%
Town of Plymouth-Planner (B)	7,500.00	784.38	8,284.38		0.00	0.00	0.00	0.00	8,284.38	0%
Town of Middleboro	7,500.00	2,770.14	10,270.14		0.00	475.85	0.00	475.85	9,794.29	5%
Total Spending	261,762.00	14,894.41	276,656.41	9	,902.03	23,662.88	25,163.39	58,728.30	217,928.11	21%
Contractors										
Public Protection Services	52,650.00			2,	,025.00	6,075.00	4,050.00	12,150.00	40,500.00	
Lisa Kaufman FT	52,650.00			2,	,025.00	6,075.00	4,050.00	12,150.00	40,500.00	
Sandra Landry FT	52,650.00			2,	,025.00	6,075.00	4,050.00	12,150.00	40,500.00	
Total Contractors	157,950.00			6,	,075.00	18,225.00	12,150.00	36,450.00	121,500.00	
Income Received 1st Q: 9/14/09	65,441.00									
Total Income Received	65,441.00									
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(A) Waiting for info to pay cell phones for Marshfield										
(B) Plymouth Planner Funds need to be reallocated										

11/5/2010							
PHER I & II	Proposed Budget	MAHB PA paying	Request for Purchasing Agent Request	Pending Approval	Approved Expenses		
Plymouth Community	Base	Paid	Form				
Abington	2,500.00	2,500.00					
Avon	2,500.00	2,500.00					
Bridgewater	2,500.00		Need				
Brockton	2,500.00	2,500.00					
Carver	2,500.00	2,500.00					
Duxbury	2,500.00		PA				
East Bridgewater	2,500.00	2,500.00					
Halifax	2,500.00	2,500.00					
Hanson	2,500.00	2,500.00					
Holbrook	2,500.00	2,500.00					
Kingston	2,500.00	2,500.00					
Marion	2,500.00	979.31	PA				
Marshfield	2,500.00	2,500.00					
Mattapoisett	2,500.00	2,500.00					
Middleborough							
(A) Detail of payments to commmunities on sheet two							
	2,500.00		PA				
Plympton	2,500.00		PA				
Randolph	2,500.00	2,500.00					
Rochester	2,500.00	2,028.30	PA				
Rockland	2,500.00		PA				
Wareham	2,500.00	2,500.00					
West Bridgewater	2,500.00		PA, no \$ spent \$				
Whitman	2,500.00	2,500.00				 	
Total 24 towns	55,000.00	38,007.61					

PHER III								
	PHER III	Additional	Total Base	1/2 of Pymt	Paid	Part 2 of	Requested	Rec'd
		Population	& Add'tl	, .				
Plymouth Community	Base	Allocation	Population	Amount	1st part	Funding	2nd Portion	Invoices
	2400	7.1100001011	. opulation	7.11104.111	_orpart			
Abington	5,280.00	10,546.54	15,826.54	7,913.27	7,913.27	7,913.27		Rec'd
Avon	5,280.00	2,931.57	8,211.57	4,105.79	4,105.79	4,105.79	4,105.79	Rec'd
Bridgewater	5,280.00	17,024.64	22,304.64	11,152.32	PA	11,152.32	PA	MAHB PA for both
Brockton	5,280.00	61,563.73	66,843.73	33,421.87	33,421.87	33,421.87	PA	
Carver	5,280.00	7,527.21	12,807.21	6,403.61	6,403.61	6,403.61	6,403.61	Rec'd
Duxbury	5,280.00	9,669.64	14,949.64	7,474.82	PA	7,474.82	PA	
East Bridgewater	5,280.00	8,560.49	13,840.49	6,920.25	6,920.25	6,920.25		Rec'd
Halifax	5,280.00	5,236.98	10,516.98	5,258.49	5,258.49	5,258.49	5,258.49	Rec'd
Hanson	5,280.00	6,264.98	11,544.98	5,772.49	5,772.49	5,772.49	5,772.49	Rec'd
Holbrook	5,280.00	7,116.15	12,396.15	6,198.08	6,198.08	6,198.08	6,198.08	Rec'd
Kingston	5,280.00	7,772.67	13,052.67	6,526.34		6,526.34		
Marion	5,280.00	3,935.16	9,215.16	4,607.58	4,607.58	4,607.58	4,607.58	Rec'd
Marshfield	5,280.00	16,049.43	21,329.43	10,664.72	10,664.72	10,664.72		
Mattapoisett	5,280.00	4,187.21	9,467.21	4,733.61	4,733.61	4,733.61	4,733.61	Rec'd
Middleborough	5,280.00	15,134.92	20,414.92	10,207.46	PA	10,207.46	РА	As PA have invoices part 1
Pembroke	5,280.00	11,168.75	16,448.75	8,224.38	8,224.38	8,224.38	8,224.38	Rec'd
Plymouth	5,280.00	34,113.29	39,393.29	19,696.65	19,696.65	19,696.65	8,224.38	net u
Plympton	5,280.00	1,939.21	7,219.21	3,609.61	3,609.61	3,609.61	3,609.60	Rec'd
	5,280.00	1,939.21	7,219.21	3,009.01	3,009.01	3,009.01	3,009.00	nec u
Randolph	5,280.00	22,433.84	27,713.84	13,856.92	PA	13,856.92	13,856.92	As PA have invoices part 1- sent check Part2
Rochester	5,280.00	3,669.91	8,949.91	4,474.96	4,474.96	4,474.96	4,474.96	Rec'd
Rockland	5,280.00	11,659.00	16,939.00	8,469.50	8,469.50	8,469.50	.,	
Wareham	5,280.00	13,417.42	18,697.42	9,348.71	9,348.71	9,348.71	9,348.71	Rec'd
	0)200100				5,01011		5,616172	Will not need PHER III \$,
West Bridgewater	5,280.00	4,503.26	9,783.26	4,891.63	4,891.63	4,891.63		will return 1st part
Whitman	5,280.00	9,379.98	14,659.98	7,329.99	7,329.99	7,329.99		
Total 24 towns	126,720.00	295,805.98	422,525.98	211,262.99	162,045.19	211,262.99	76,594.22	
Rec'd Deposit: 248,545.00	12/2/2009				· · · · · · · · · · · · · · · · · · ·		· · ·	
248,545.00	1/26/2010							
Total Rec'd: 497,090.00	, ,							