

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES  
Jun 24, 2010/9:00am  
25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Worcester/Millbury); Lenny Izzo (Milford/Hopedale); Missy Kakela-Bottoms (Mendon); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Bill O'Connell (MDPH); Kaylene Garbarz (NABH); Lois Luniewicz (Grafton); Roger Mallet (Orange); Barbara Mard (West Boylston); Bernie Sullivan (Gardner); Kerry Clark (Region 2); Liz Foley (Region 2 Intern); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Denise Phaneuf (Program Planner); Forrest Price (Program Planner).

Conference Call: Darlene O'Connor (Leicester).

The Meeting was called to order by Chair Phil Leger at 9:10am.

**Minutes for the May 27, 2010 Executive/Steering Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes which was seconded by Cheryl Rawinski. The motion passed unanimously.**

**Minutes for the June 10, 2010 Executive Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes which was seconded by Paul McNulty. The motion passed unanimously.**

**Next Meetings:**

Executive Committee Meeting: July 8, 2010/9:30am/Worcester.

Executive & Steering Committee Meetings: July 22, 2010/9:00am/12 Dogwood Road South, Hubbardston.

Executive Committee Meeting: August 12, 2010/9:30am/Worcester.

Executive & Steering Committee Meetings: August 26, 2010/9:00am/Northern Location.

**Program Coordinator Update: Kerry Clark**

- Kerry briefed the meeting that the PHER fund spending date was extended to July 30<sup>th</sup> and that DPH was waiting to hear if communities would be allowed to retain any unspent funds after that date.
- He also stated that the deadline for spending PHEP funds was extended for 12 months. However we have done a very good job of obligating and spending our funds.

**Host Agency: Derek Brindisi**

- Derek stated that the MRC contract has been signed by both the city and the state effective for July 1<sup>st</sup> for a total of \$114,000.
- He also stated that they are working on the contracts for the consultants.
- Paul stated that he read in the newspaper that Shrewsbury and Worcester will be regionalizing. Derek said that Shrewsbury will do the technical work while Worcester will provide supervision, oversight, policy development, and administrative support. The first year will be a pilot year for this venture to see if it works. Paul asked if Worcester will cover inspections if the Shrewsbury inspector is not available. Derek stated that they could if it was an emergency. Bernie asked about communicable diseases. Worcester has offered to do this with their nursing staff. Derek reported that Worcester has agreed to do this for \$30,000. Some other towns have also asked about this type of program.

**Homeland Security Council: Chris Montiverdi**

- There was no report available.
- Phil reported that at the LSAC some representatives did not know that Public Health could have a representative on the Homeland Security Councils and could get money for Public Health concerns.

**Regional Mutual Aid: Andy Pelletier**

- We are still at 59 agreements.

**Local and State Advisory Committee: Sandi Knipe**

- Phil stated that we are waiting on the after-action report from the Harvard School for Public Health exercise held on June 15<sup>th</sup>.
- He also said that there is a lot of stuff going forward with our deliverables. They are basically similar to what we have with the addition of language for all towns to meet the deliverables. There are several reasons why towns do not meet the deliverables. Phil mentioned that he briefed the LSAC on our region policy considering the hosting of regional equipment. There was some discussion on what the minimum requirements which had to be met.
- They also discussed the PHEP and deliverables roll-over.
- One of the more important aspects of the LSAC meeting is the direct contact with Mary Clark and Mike Coughlin.
- They also talked about the role of the Regional Health Educator. This is still being worked on by DPH.
- The Hampshire Coalition is working on the template for the Public Health portion of the ECEMP.

**Personnel Committee: Lenny Izzo**

- Lenny stated that the Personnel Committee will meet Monday morning in Hopedale to work on the consultant contracts.

**Education, Acquisition & Training (EAT) Sub-Committee: Sandi Knipe**

- Paul will step in to run the next meeting which will be July 8<sup>th</sup> after the Executive Committee meeting.
- Kerry stated that the EAT Committee had taken a break due to the extension of the PHEP spending deadline along with the good job our region has done in spending our money this past year.
- The AED order has been placed and they should be in soon.
- Jamie stated that the trailers will need an attachment to hook up to the tow vehicles. She suggested that each trailer should have one. She also stated that each tow vehicle will have to have a trailer hitch also.
- Phil mentioned that those towns that have not yet picked up their trailer equipment should make arrangements to either pick it up or have it delivered.
- In reply to Paul's question, Kerry reported that we have no more money which needs to be spent.

**MRC Sub-Committee: Jamie Terry**

- Jamie stated that the request for MRC funding for the coming year came in. Grafton requested \$15,500; Worcester Regional MRC requested \$103,500; and Wachusett MRC requested \$7,496.40. This will require some supplemental funding from the PHEP.

**Lenny Izzo made a motion that we transfer \$17,211.40 from PHEP to the MRC budget line. This was seconded by Bernie Sullivan. The motion passed unanimously with Lois Luniewicz abstaining.**

**Paul McNulty made a motion that we take the additional MRC funding out of the money tentatively identified for the EAT committee. Jamie Terry seconded this motion. The motion passed unanimously with Lois Luniewicz abstaining.**

- Jamie briefed that the MRCs will be going on the state fiscal year cycles. Since the state cannot guarantee when the money will arrive they will need some bridge funding from the existing PHEP funds for the period of Jul 01 to Aug 09.

**Jamie made a motion to provide bridge funding of \$1000 from Strategic Planning for Jul 01 for the Grafton MRC and another \$1000 for Aug 01. This was seconded by Lenny Izzo. The motion passed unanimously with Lois Luniewicz abstaining.**

- The Wachusett epidemiological is not available yet but one finding has been released. It appears that more media coverage and advertising equates to more vaccinations. Jamie gave several examples which seemed to support this finding. It also appears that one of the problems with the acceptance of the live-virus nasal spray was a lack of information on this product.
- DPH has chosen a vendor for the statewide MRC database. The vendor is Collaborative Fusion who provides the same product for fourteen other states. The software is compatible with printers in order to produce ID badges. The pilot system should arrive in July and we should be able to go live in the fall. The state apparently reached out to Worcester but did not contact anyone in the region office. Kerry will follow up on this.
- Kerry then introduced Liz Foley, the intern who is working with the MRC at this time.

#### **Strategic Planning: Tom Purcell**

- We have not yet received the after-action report from the recent Harvard School of Public Health exercise.
- Lois thought that this was a good tabletop with a realistic scenario.
- Paul stated that he thought it was an okay exercise but did not have enough for us to do so early into the scenario. He suggested that a natural disaster may be a better exercise for us.
- Jamie agreed with Lois and Paul on their points and but felt that our communications capabilities were not tested or exercised at all as she thought the exercise was supposed to accomplish.
- Bernie thought that it was a realistic situation but was developed by academicians, not practitioners.
- Phil felt that we are used to calling one another but that hospitals do not seem to contact each other.
- Derek felt that we should try for exercises which bring more disciplines together.
- Bernie briefed the committee on an upcoming exercise at Heywood Hospital which might provide a good scenario for us to join into. The hospital is expanding and they would like to use the new wing as an exercise site before it opens for business. Kerry and Seth are looking at this possibility.

#### **Old Business:**

- CMDART has requested \$23,000 to fund some training and Phil thought this should go to the EAT Committee for review and a recommendation on what we might support. Several people felt that we should support them but we need to define what areas are appropriate for our support.

#### **New Business:**

- Phil mentioned that there was a question at the LSAC about the State Open Meeting Law and whether the coalitions fall under this law. Priscilla Fox at DPH does not believe that the law applies to us at this time. Phil did let the LSAC know that we do hold open meetings and keep records of our meetings. Bernie stated that according to a briefing from his town attorney we do fall under this meeting and must adhere to strict rules concerning meeting to include announcements and the keeping of records.
- Bill O'Connell brought several copies of the recent Health of Massachusetts Report which had also been mailed out to the local BOHs. He offered to provide additional copies for anyone who needed them.
- Bernie discussed the coalition which Gardner, Fitchburg, and Leominster started in order to provide H1N1 vaccinations and which they are continuing to provide other services.
- At Phil's request Bernie will make a presentation on the Prescription Takeback Program at the next combined Executive/Steering Committee meeting.
- Phil also mentioned the parallel coverage of the Community Health Network Areas (CHNAs) and the public health regions. Phil told Bill O'Connell that this might be an area for future cooperation and a way to work more closely in areas such as Individuals Requiring Additional Assistance. Bill supported this suggestion and this might be a presentation during our September or October combined meeting.

**Roger Mallet made a motion that we adjourn which was seconded by Paul McNulty. The meeting was adjourned at 10:35am.**