

## EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, February 11, 2010/9:30am

25 Meade Street, Worcester, MA

IN ATTENDANCE: Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Sandra Knipe (Hubbardston); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (PHEP Program Manager); Ken Gikas (Program Planner); Barry Lein (IT); Forrest Price (Program Planner); Seth Peters (Reg 2); Deb Renholm (Sutton).

The Meeting was called to order by Vice-Chair Derek Brindisi at 9:35am.

**Minutes of the January 28th Executive Committee meeting were presented for approval. Lenny Izzo made a motion to approve the minutes which was seconded by Cheryl Rawinski. The motion passed unanimously.**

### Next Meetings:

Executive & Steering Committee Meetings: February 25, 2010/9:00 & 10:00am/Gardner MA.

Executive Committee Meeting: March 11, 2010/9:30am/25 Meade Street, Worcester.

Executive & Steering Committee Meetings: March 25, 2010/9:00 & 10:00am/Central Location TBD (Westborough or Northborough).

### Program Coordinator Update: Kerry Clark

- On the EPB conference call, DPH stated that Massachusetts had vaccinated an estimated 28% of the priority populations as opposed to the national average of 16%.
- DPH wants to identify those communities who have shut off further public clinics.
- Lenny asked if they were going to have to return any unused PHER money. Kerry replied that DPH would rather have us spend the money.
- Derek asked if we could use PHER money to backfill and overtime for previous H1N1 clinics. Kerry stated that this was permissible. Derek then asked if we could use PHER money for other BOH activities. He referenced a NACHHO survey which seemed to indicate that this was allowable. A recent email from Mike Coughlin said that this was not allowed. There was extensive discussion on how to spend the funds.
- Kerry said that there appears to be very little draw on the pharmacy H1N1 vaccine which indicates that there is little demand because people have either received the vaccine from other sources or do not want it.
- There will be an H1N1 summit on March 22 at the DCU Center. This will be a large hot wash and DPH will be looking at receiving input from the communities. They will probably create an After Action Report with this information. Several people indicated that Public Health was given little opportunity to attend the last meeting.
- DPH has indicated that they have additional PHEP funds which could be used for more supplies. Derek suggested that this money be used for regional positions such as food inspectors that we could draw on.
- The Public Health Institute needs people for an Advisory Committee. Phil Leger volunteered for this position and Lenny Izzo volunteered as an alternate.

**Cheryl Rawinski made a motion that we name Phil Leger as the primary representative and Lenny Izzo as the alternate representative for Region 2 to the Public Health Institute. Jamie Terry seconded this motion. The motion passed unanimously.**

- Kerry discussed the Haiti relief efforts in the state. There are a high number of refugees. The state has concentrated on counseling efforts. Derek stated that there is a significant amount of active TB which will require surveillance from the BOH. Paul stated that he had to hire a TB nurse to provide this surveillance in his town. He suggested that we might consider hiring a TB nurse from the PHEP funds for this purpose.
- Kerry said that Andy had requested a chart showing how the PHER funds were being spent. Kerry is still working on this.

**Host Agency: Derek Brindisis**

- Derek reported that the second half of the PHER III funds are in and that purchase orders have been cut.

**Homeland Security Council: Chris Montiverdi**

- Chris stated that the council is taking requests from communities for purchases using FY07 money. They are looking at interoperable communications and various equipment requests.
- Reverse 911 is now bilingual (English and Spanish). There appears to be no issues with messaging. Bob Noonan from the Sheriff's Department is willing to come talk to communities on the system and its capabilities. Kerry will look at inviting him to the March Steering Committee since the February meeting will be concentrating on after-action items from our clinics.
- Dottie wanted to know if we can still make request to the council. Chris replied that the deadline has passed but that people could still make applications and they might be considered next year if not this year. He also stated that the application is on the website but that if anyone needed assistance he would provide help.
- Andy said the people could also make equipment requests to the EAT sub-committee.
- Chris stated that the council had purchased a trailer and filled it with medical cots.
- Paul asked if the region equipment map has been updated. Chris replied that this is being worked.

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

- Phil had attended the last LSAC meeting and had briefed the last Executive and Steering Committee meetings.
- Sandi said that Sandy Collins has been seeking input from the regions about their H1N1 clinics and has compiled an After-Action Report.

**Regional Mutual Aid: Andy Pelletier**

- Andy said that the region has been at 57 agreements for some time now. The only hold-back to not signing an agreement was the ability to host regional equipment.
- Jamie asked about PHER reporting and if it was getting better. Kerry stated that it was.
- Derek said that we should make a renewed effort to get more communities to sign this the MOA.

**Personnel Committee: Lenny Izzo**

- Lenny said that we are just about at the end of receiving evaluations. He and Kerry will get together in the near future to review the inputs.

**EAT Sub-Committee: Sandi Knipe**

- Sandi stated that Ken is working on distributing the Satellite phones to the communities who are hosting them and providing training to those who need it. A listing of the region equipment will be placed on our website along with contact numbers.
- Barry said that they have a problem with the BGAN firmware. He and Ken are not sure if it is just the one unit or all units. Kerry went to the office location of the company we bought the Satellite Phones from and the office was empty. The company appears to have moved although they are still in business.
- Jamie expressed a concern with having personal numbers listed on a website. Andy also objected to having this information posted where anyone could access it. Sandi suggested using the town dispatch number instead of personal numbers. Even though the website is semi-private, most people still did not want the information posted.

**Andy Pelletier made a motion that personal contact numbers be removed from the website. Lenny Izzo seconded this motion. The motion passed unanimously.**

- There will probably be no more Satellite Phone buys until we can work out the problems we are having now.

- We are looking at purchasing more trailers in the future and moving forward with lettering. Tom Purcell is working on the latter.
- We have 350 Lithium radio batteries which should be delivered by Friday.
- Jamie asked for assistance in hiring part-time help with a temporary Food Inspector. She worked with her town on this and the position must be temporary. Her town also worked to outline the requirements of this position.
- The committee decided to order more AEDs (if some towns need them), pads, and batteries.
- The committee also decided to fund two years of internet service for Hopedale.
- Ten people have expressed an interest in going to the conference in Nashville.
- One person wants to go to the conference in Atlanta.
- We have received permission to send Public Health nurses to the MAPHN conference in Westborough.
- The next EAT sub-committee meeting will be next Tuesday at 1:00pm.

**Sandi Knipe made a motion which was seconded by Paul McNulty allow the EAT committee to go forward to (1) purchase AED pads and batteries up to \$5,000; (2) approve Northborough to hire a temporary part-time Food Inspector up to \$5,000; and (3) provide 2 years of internet service to Hopedale for \$2,280. This motion passed unanimously.**

**MRC Sub-Committee: Jamie Terry**

- Everyone should have received the email on the MRC survey from Shawn. Jamie asked everyone to take some time to reply. Andy stated that he tried to respond but that he could not.
- The Wachusett MRC was recognized nationally for its efforts related to childhood obesity.

**Strategic Planning: Tom Purcell**

- Tom is working on trying to arrange a meeting with Michael Leyden for the public health exercise.

**Old Business:**

- Phil put together a letter of support for CMDART. Kerry passed it around for comments and suggestions. Derek suggested that Kerry send it electronically to all members for their review.

**New Business:**

- None.

**Chreyl Rawinski made a motion which was seconded by Sandi Knipe that we adjourn. The meeting was adjourned at 10:56am by unanimous consent.**