

EXECUTIVE COMMITTEE MEETING MINUTES

May 13, 2010/9:30am

25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Worcester); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Tom Purcell ((Webster); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (PHEP Program Manager); Ken Gikas (Program Planner); Sara Knacek (Program Planner); Barry Lein (IT); Denise Phanuef (Planner); Forrest Price (Program Planner);

The Meeting was called to order by Chair Phil Leger at 9:31am.

Approval of the April 22, 2010 combined Executive & Steering Committee meeting was deferred until the May 27, 2010 combined Executive & Steering Committee meeting.

**Next Meetings:**

Executive & Steering Committee Meetings: May 27, 2010/9:00am/Senior Center, 119 Bearfoot Road, Northborough, MA.

Executive Committee Meeting: June 10, 2010/9:30am/Worcester.

Executive & Steering Committee Meetings: June 24, 2010/9:00am/Northern Location (Hubbardston tentative).

**Program Coordinator Update: Kerry Clark**

- Kerry briefed that he had attended the SNS workgroup meeting on Monday and that this year's TAR is almost ready to go. The state just has to make some changes to the form. He will be arranging training for the planners.

**Host Agency: Derek Brindisi**

- Derek stated that we do not have much money left to be spent before the end of the grant year. The most seems to be in the EAT Committee budget.
- Derek also stated said that this grant year ends on August 08 and the consultants' contracts will have to be renewed. He suggested that their contracts should be re-written with a different structure as to the scope of work and how the contractors would be paid. He asked the executive committee if they wanted to participate in the conversation in how they draft the measurables for the contractors. It will take some time to do this so he wants to start now in order to have the contracts ready to go on August 09.
- Phil said that this was something which should be handled by the Personnel Committee.
- Jamie asked what sort of changes Derek envisioned and how would a new contract work. Derek replied that the consultants could be paid by deliverables which they completed or meetings which they attend.
- Tom mentioned the impact that the towns' actions could impact the ability of the consultant to complete the deliverables.
- The committee spent several minutes on this issue with numerous comments, questions, and suggestions on how a new contract could be studied and developed, who would do this, and how the contract would be administered. The committee then determined that this question should be addressed by the Personnel Committee and whoever was interested could participate. Kerry stated that he will let Lenny Izzo know about this task.

**Homeland Security Council: Chris Montiverdi**

- Chris reported that the HSC is starting to ramp down on the FY 07 and 08 budgets and begin work on the FY09 budget.
- He has \$600,000 for Mass Care and Sheltering. They hold meetings on a monthly basis if anyone is interested in sitting in and has any ideas on how to spend this money.

- The council has allocated money to purchase handheld CO monitoring devices for communities and hospitals. They have met with Steve O'Neal of the RTA and have set aside money for a mass casualty vehicle to be used by the RTA. Chris stated that many people probably do not know that during an emergency the RTA will help transport people.
- Chris stated that the state had received \$25,000,000 last year for statewide interoperability to include data, information sharing, and radio communications. One of their projects was to assess regional capabilities in these areas. Our region had met with the consultants doing this project. There are two more meetings and they hope to get some Public Health input. The next meeting will be on May 24m from 9am-2pm at Central Mass EMS in Holden. One of their projects is to develop a regional command and control network which will tie in all disciplines in an emergency. They are also looking at improving info and data sharing.

**Regional Mutual Aid: Andy Pelletier**

- Andy stated that he has sent out a new cover sheet for the mutual aid agreement adding Blackstone and which shows a total of 58 communities signed on to it.

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

- Kerry said that the state has some leftover funds which they will be using to buy additional GO-kits. These will be clear plastic containers with wheels.
- Phil attended the quarterly meeting of the Local Public Health Institute. The Institute is developing classroom sessions with UMass. They are trying to develop modules of instruction to allow BOH members to take instruction in the subjects they need. There was a BU student demonstrating this.

**Personnel Committee: Lenny Izzo**

- No report.

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

- Sandi said that the EAT Committee will be meeting right after the Executive Committee adjourns.
- In response to Phil's question, Sandi briefly discussed the request from Roger Mallet to fund a training class for him. She asked Roger to justify how this class related to emergency preparedness.
- Phil stated that some of the communities who had asked for Emergency Preparedness booklets were combining their projects to obtain a better price quote.
- Phil dropped his trailer off at Doelcam to have the decals applied. He stated that the decals he saw looked very good.

**MRC Sub-Committee: Jamie Terry**

- Jamie stated that the MRC sub-committee had not met.
- Kerry reported that he had met with the IT consultant and the training personnel. They are planning on adding the local boards of health to the distribution list. They have cleaned up the database of duplicate addresses and Kerry says that they have 1599 volunteers.
- They are getting ready to launch the new website and hope to do this by next Friday.
- Training will start up again in June and will be similar to what they have done in the past.
- Kerry asked the IT consultant to prepare a new general welcome letter to send to new volunteers once their paperwork is accepted and they are added to the database.
- Kerry stated that the MRC had about \$15,700 of PHER money remaining and about \$53,000 of PHER money left to spend. Jamie questioned the latter figure and they quickly determined that the PHER funds left were actually \$33,000.
- Kerry said that they also have two interns who are helping with the program until a new MRC consultant is hired.
- The MRC will be doing more newspaper advertising but instead of just the Worcester T&G they will be using local newspapers to reach a larger audience. They plan on using about \$10,000 to advertise. Kerry stated that we need to settle on what the advertising will look like in order to get a good price.

- Andy suggested that we consider using a bright-colored “stuffer” insert which might be effective.

**Strategic Planning: Tom Purcell**

- Tom briefed that the planned Region 2 Public Health table-top exercise will be on June 15<sup>th</sup> and will probably be held in the Hilton in Worcester. We are looking to be able to support 75-100 people. There is a parking garage next door.

**Old Business:**

- There was no old business to discuss.

**New Business:**

- Kerry stated that Joann Griffin from CMDART will be attending our next meeting to give us an update on their activities.
- Derek briefed that UMass Medical School has received approval for a Public Health and Medical Training Center from DPH. They are asking us for input as to what type of training we would like to see.
- Phil stated that there will be an exercise on June 08 to educate people in the evacuation procedures for the UMass Medical Center and will include both an education session and a table-top exercise.
- Sandi asked if anyone else was having problems with Medicare reimbursements. There appear to be some erroneous billings. Phil stated that this year Medicare is kicking these charges back to other insurers. This is causing boards to receive several smaller payments instead of one big payment. Several people expressed frustration with the way reimbursements are being handled.

**Jamie Terry made a motion that we adjourn which was seconded by Cheryl Rawinski. The meeting was adjourned at 10:42am.**