

EXECUTIVE COMMITTEE MEETING MINUTES  
June 10, 2010/9:30am  
25 Main St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Dorothy McNamara (Fitchburg); 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); Barry Lein (IT); Sara Knacek (Program Planner); Denise Phaneuf (Program Planner); Forrest Price (Program Planner).

The Meeting was called to order by Chair Phil Leger at 9:30am.

**Minutes of the May 27, 2010 Executive/Steering Committee meeting were presented for review but voting on approval was delayed until the next combined Executive/Steering Committee meeting.**

**Next Meetings:**

Executive & Steering Committee Meetings: June 24, 2010/9:00am/Worcester

Executive Committee Meeting: July 08, 2010/9:30am/Worcester

Executive & Steering Committee Meetings: July 22 2010/9:00am/Hubbardston (location TBD)

**Program Coordinator Update: Kerry Clark**

- Kerry stated that he called in to the recent Emergency Preparedness Board meeting and received the following information.
- We are still waiting to hear if the Local BOH PHER funds will be carried forward past July 31 (this was a change from June 30) (still June 30 for MRCs). DPH also stated that computer buys must be funded by 50% PHER funds and 50% from other sources.
- The PHEP will be level funded for the next grant year. This will be an extension of this year's grant which will be designated BT10E. All deliverables will remain the same. Also, PHEP funds may be carried over for the next 12 months if not spent by the end of this grant year. This will help in some spending areas, especially upcoming conferences.
- DPH will be conducting a fixed asset inventory of local BOHs. This will be accomplished by a contracted company. Our previous efforts in this area will help our communities.
- DPH will be purchasing Flu kits for all towns in late summer with leftover PHEP funds. It will either be one per town or one per EDS. Our kits will be sent to Meade Street.
- Some coalitions do not have planners to help with deliverables. So DPH is looking at encouraging those regions to hire planners to complete their deliverables as our region does.
- There was some discussion about communities who do not participate and how to encourage them to start participating. Kerry said that if those communities were accomplishing their deliverables then lack of meeting attendance should not be held against them.
- They also talked about future MRC deliverables.
- Kerry may have to submit some additional reports in the future to the state about which communities are at what level of planning.

**Phil Leger made a motion that the committee go into Executive session to discuss some personnel matters. The committee voted to enter into a closed executive session by unanimous vote.**

- The committee discussed the consultants' contract language with host agency City of Worcester.
- Personnel committee will work with host agency on the next fiscal year's contract language.

**Host Agency: Derek Brindisi**

- Derek briefed that we have received permission to carry forward the PHEP dollars to the next year.

- The MRC CDC dollars are matched by the state. This is why the MRC funds cannot be carried forward. He stated that they have asked the state for flexibility to use state dollars for items which might not be allowed by PHEP dollars and the state agreed.
- Worcester has received the MRC contract and it is awaiting the City Manager's signature. We receive the PHEP money quarterly but we are not sure how we will be receiving the state money. Jamie asked if we could make comments about this issue to the state.
- Chris stated that we should give feedback to DPH on decisions regarding the MRC and that they should coordinate these decisions with the local BOHs. Phil added that some of the decisions seem to depend upon the CDC person who is giving them. Derek also stated that it seems that upper level personnel do not seem to realize just how busy our local BOHs are.

**Homeland Security Council: Chris Montiverdi**

- There was no update.

**Regional Mutual Aid: Andy Pelletier**

- We are at 59 agreements.

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

- Sandi briefed that the next meeting was on June 21<sup>st</sup>. She will be unable to attend and asked Phil if he could.
- Phil briefed that the Local Public Health Institute will be presenting a Foundations course this fall for those may need it. The locations will be UMass Amherst and Dennis.
- They will also be doing 13 webinars if anyone needs them.
- They are trying to produce and update the MAVEN training
- There will be two Public Health Inspector trainings this fall, one in Eastern Mass and one in Palmer. People who need this may be able to sign up and then obtain funding the next fiscal year. It is based on the Healthy Homes criteria. Field training is required afterwards.
- They are working on an orientation to Local Public Health.

**Personnel Committee: Lenny Izzo**

- Phil asked Lenny if he was ready for the Personnel Committees task and Lenny replied that he was.

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

- Sandi stated that we will have an EAT Committee meeting immediately following the Executive Committee meeting.
- She also touched briefly on the proposed clothing purchase.
- There is some problem with the decal on the roof of the trailers and a tar-like material which seems to be appearing along a seam. Phil stated that it is roofing tar which the trailer company used to seal the roof seams.

**MRC Sub-Committee: Jamie Terry**

- Jamie had no report.

**Strategic Planning: Tom Purcell**

- Tom briefed on the June 15<sup>th</sup> Public Health Exercise being held in Sturbridge. Kerry stated that Harvard had asked that the consultants function as exercise evaluators.

**Old Business:**

- Kerry asked for an update on the CMDART briefing at the last Executive/Steering Committee meeting. There was no request for funds during the briefing but afterwards Joann Griffin did ask several committee members about the possibility of a donation from the region. Joann was supposed to send this request to

Kerry. Phil suggested that Kerry send an email to Joann to find out the amount and purpose of any funds they may be requesting.

- Cheryl asked if there was a listing of towns that were on the Reverse 911 system. This information is listed on the website.
- Jamie asked about the recent Satellite Phone test. She wanted to know who did not participate and what could be done about it. Several people described their efforts in testing the phones. The next scheduled test in Wednesday, June 16<sup>th</sup>. Chris suggested that we look at the system the hospitals use and watch a longer term than one test date response before taking any action.
- Phil discussed the status of trailer lettering and pickup of supplies.
- Sandi asked about Justeen Hyde and the H1N1 after-action report she had been working on. Kerry and Phil replied that her report was supposed to go to LSAC.

**New Business:**

- Kerry stated that we needed a vote of concurrence for the proposed PHEP funding. The total is \$636,380.

**Paul made a motion that we concur with the proposed funding of \$636,380 for grant year BT10E. This was seconded by Tom Purcell. The motion passed unanimously.**

**Phil made a motion that we designate Sandi to sign the email with her electronic signature in lieu of the chair if Phil Leger's electronic signature was not on file. This is a one-time approval. The motion was seconded by Tom Purcell. The motion passed unanimously**

**The meeting was adjourned at 10:55am by unanimous consent.**