

EXECUTIVE COMMITTEE MEETING MINUTES
Thursday, June 12, 2008/9:30 AM
25 Meade St, Worcester, MA

In Attendance: Chris Montiverdi (Leicester); Roger Mallet (Orange); Karyn Card (Worcester); Lenny Izzo (Hopedale); Lois Luniewicz (Grafton); Paul McNulty (Westborough); Trish Parent (Upton); Andrew Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Nancy Allen (Shrewsbury); Kerry Clark (Program Manager); Sara Delisio (Program Consultant); Ken Gikas (Program Consultant).

Chairman Chris Montiverdi called the Executive Committee meeting to Order at 9:41 AM

Minutes:

The minutes of the May 8, 2008 Executive Committee were presented.

MOTION by Lois Luniewicz to accept the Minutes as presented s. 2nd by Trish Parent.

Vote passed with unanimously.

Next Meeting:

Executive and Steering Committee: June 26, 2008 at Meade Street, Worcester with the Executive meeting beginning at 9:00 AM

Executive Committee: July 10, 2008 at Meade Street, Worcester, 9:30 AM

Executive Committee: July 24, 2008 at Meade Street, Worcester, 9:30 AM

Andy Pelletier asked what he needed to accomplish in order to send a representative in his place. Kerry stated that Andy should send his representative with a letter signed by Andy stating that the representative will be voting on his behalf. All in attendance agreed this would be acceptable.

Program Manager Report: Kerry Clark

- Kerry asked the committee if there were any questions based on the updates he emailed the committee members.
- Andy Pelletier asked if there were any changes regarding this year's funds being used to pay for conferences in the fall. Kerry stated that at this time, there are no changes to report. As it currently stands, Mary Clark has asked us not to pay for hotel accommodations or conference registration for a conference that will occur in the next grant cycle. This is a result of an audit the state underwent recently. Kerry continued to inform the committee that some of the regions /coalitions in the state are creating a "push back" because many coalitions have reserved funding for these expenses in the past. Kerry will seek more information regarding conferences but will work with the Training and Education sub-committee to develop other plans for the funds earmarked for conferences.
- Some discussed ensued regarding funding and spending deadlines. Kerry said he was under the impression that funds need to be "spent" by August 9th; however, Karyn Card opined that during a host agency conference call it was clear that funds need to be encumbered by August 9th and liquidated within 45 days after August 9th.
- Andy Pelletier asked Kerry where we stand on the new consultant position. Kerry said the job posting ended June 6th with one reply but he already have some existing resumes on file. Kerry wants to get the Personnel sub-committee together to discuss making this position full-time since we now have a solid idea on what next year's funding will look like.

- Andy Pelletier asked if all the communities have been notified of their equipment award. Kerry informed the committee that award letters are issued when he creates the purchase order. Andy's concern was that the towns will need to spend this money by August 9th according to the award letter. Kerry stated that he intends to have all purchase order requests submitted to the city before the end of June, prior to them closing their office for the end of their fiscal year.

Host Agency Report: Karyn Card.

- Karyn Card reported that she had a conversation with Mary Clark prior to an MRC conference call. She stated that the MRC funds were not included in the original RFP. The MRC funds will be level funded and the region could expect the same amount of money as this previous year.
- The MRC and BT funds will be issued in quarterly installments. Last year we received 30% and then 70% and similar arrangements will take place this year.

Host Agency Vote At 10:30 am, Chairman Montiverdi opened the conference line for members of the Steering Committee to call in for a vote on Worcester remaining the Host Agency. Kerry has already compiled email confirmation for votes in favor of Worcester remaining as Host Agency. He has collected approximately 30 responses. (the responses will be filed with these minutes). While the phone line was opened, Chris had asked the committee to review the proposed place holder budget and narrative that will be submitted to the state based on the previous conference call the committee held. **Motion made by Lenny Izzo for the City of Worcester to remain as Host Agency. 2nd by Cheryl Rawinski. Chris Montiverdi and Karyn Card removed themselves from the vote. Vice-Chairman Mallet called for the vote and the vote passed unanimously with the remaining members.** No members opted to call in for the vote. The conference line was closed at 10:45 am. **Motion by Lenny Izzo to accept and submit the proposed budget summary and narrative to MDPH. 2nd by Roger Mallet. Vote passed unanimously.**

Committee Reports:

- **Personnel Sub-Committee:** Chris Montiverdi stated Kerry's Program Manager's update summarized the sub-committee's update. This group will get together to discuss the new consultant's position of part-time vs. full-time.
- **Equipment Sub-Committee:** Sandy Knipe, Chairman of the Equipment Sub-Committee was not in attendance; however, Kerry informed the committee on progress being made with the equipment requests.
- **Training & Education Sub-Committee:** Trish Parent mentioned that we had already discussed the conferences so she would move on to other topics.
 - Trish informed the committee that Kerry had invited her and other members of the Training and Education Sub-committee to attend a meeting with a company called ICF. This company discussed table-top and functional exercises at the meeting and will be working on developing a proposal for the region in order to conduct trainings. Trish stated the since the Quabbin region was actively seeking an exercise, ICF would focus their proposal on conducting an exercise in their area. The company representatives said they would have a proposal by the June 26th meeting.
 - Trish discussed the Teacher's project. UMASS Lowell Consortium had the curriculum developed and available for the committee members to review. Andy asked what the

next steps are. Kerry stated that the UMASS group will work with DOE and make the announcement regarding train-the-trainer classes. As part of the training UMASS provides, the teacher's will be encouraged to contact local Boards of Health to inform them of the training occurring in their community. Kerry stated that the program will be introduced next fall.

- The breakdown of funding was \$15,000 for the curriculum development and then another \$18,000 for the actual training costs. Kerry asked the committee to move forward with payment for the curriculum development out of this funding and reserve the remaining amount for training out of next year's funds. **Motion made by Lenny Izzo to pay the UMASS Lowell Consortium \$15,000 for the curriculum development. 2nd by Vice-Chairman Mallet. Motion passed unanimously.**
- **Strategic Planning Sub-Committee:** Roger Mallet stated they were still working on setting a date for the regional Strategic Planning meeting and will discuss this further with Howard Ziff.
- **MRC Sub-Committee:** Andy Pelletier reported that this committee met last week. They reached out to the Cape Cod coalition since they may have an MOU among MRCs in their region. Andy reiterated that they have asked the Wachusett MRC to not create confusion in by-passing BOH input within communities.
 - Kerry asked if the MRC deliverables required for next year's funding could potentially impact the MRCs receiving further funding. Since this a recent topic, more information should be forthcoming.
 - Andy Pelletier stated that he needs to step down from the chair position with this sub-committee. Chairman Montiverdi wanted to publicly thank Andy for all the work he has done with this sub-committee. Jamie Terry volunteered to become the new chair for this sub-committee.

Mutual Aid Update: Andy Pelletier

- **Mutual Aid:** Andy Pelletier passed out a copy of the current list of towns that have signed into the mutual aid agreement. Lois expressed a concern that Fitchburg, Leominster and Gardner have not signed the mutual aid agreement. Kerry stated that in Gardner, they have funding established for an emergency and if they sign the agreement, the stand to potentially lose their funding. Kerry will email the other cities to determine their status.
- Andy would also like to have agreements reach out beyond the region's boundaries. Kerry stated that Nancy Allen had brought that issue to the State and Local Advisory Council and a statewide agreement has been forwarded to EOPSS (Executive Office of Public Safety and Security). Chris said that he would check his emails because he believes that Mike Dunne sent some info to the HLS council members regarding this subject.

Homeland Security Update: Paul McNulty.

- **Homeland Security:** Paul McNulty asked the group if they received a letter regarding some remaining funds that the HLS is opening up to communities for training or equipment.
- Paul handed out an update on communities that have accepted the reverse 911 program with the Sheriff's department as well as tri-fold brochure developed. Paul said the Sheriff's department is still in the process of reaching out to the communities within the region. Roger Mallet questioned on the process for training once a town signs the agreement. Paul stated that they would need to contact the Sheriff's department to get further information.

- Paul also stated that bids were open and the HLS council will be order more message boards and light towers that will later be distributed throughout the region.

State & Local Advisory Council

- Chris Montiverdi wanted to address the Concurrence Timeline documented submitted by the state. Nancy Allen was a late arrival to the meeting but asked this be addressed at the meeting. A copy of the document was given to the members to review and become aware of expectations prior to the issuance of the next round of funding. Kerry pointed out that on page 2 it states that this committee will need to vote on concurrence of MDPH's proposal to CDC and return no later than July 2nd. This will be conducted at the June 26th meeting.
- Chris also mentioned that Derek Brindisi is looking for a replacement for him on this committee. Kerry mentioned that Sandi Knipe expressed and interested. This topic will be tabled until the next meeting.

Old Business:

- Vice-Chairman Mallet re-addressed badging for LBOH members and agents. Kerry stated funds may be available after processing all the requests. The committee will need to agree on the finished version. Karyn said the program is not very easy to use but the coalition can use the program and badge maker to get this accomplished. Kerry stated that funds would need to be available to buy the badges and ink necessary.
- Nancy Allen joined the meeting and we re-visited the State & Local Advisory Council topic. She mentioned the letter sent to the state and forwarded by Mary Clark regarding the 41-page guidance submitted by HHS/CDC. Kerry said he would draft a summary of this document and forward it to the Executive Committee members.

New Business

- Kerry addressed the committee with a request from Howard Ziff. The inquiry was if the coalition would pay for MHOA membership. After further discussion, it was determined the committee will not fund these memberships for concerns that they might be obligated to fund other memberships. The topic will be deferred to the Training and Education Sub-committee and will be evaluated once they find out more information regarding conferences.
- Jamie Terry wanted to address the committee regarding Outdoor Wood burners. She asked if this group would like to send a letter to the state regarding the current draft guidelines. Since this is not an emergency preparedness issue, Jamie will draft a letter and those in support of her letter can sign on behalf of their Board of Health.

Motion to Adjourn by Roger Mallet, 2nd by Trish Parent. Unanimously Voted at 11:36AM

Minutes prepared by Program Manager, Kerry Clark.