



# Massachusetts Region II Public Health Emergency Preparedness Coalition

Executive and Steering Committee Minutes  
Wednesday, June 13, 2007/ 10am  
Howard Ziff's House  
New Braintree, MA

In attendance: Andrew Pelletier, Lee Jarvis, Leonard Izzo, Sara Delisio, Ken Gikas, Walter DePaolo, Peter Crenin, Lois Luniewicz, Cindy Thompson, Ted Wysocki, Philip Leger, Trisha Parent, Roger Mallet, Wibby Swedberg, Cheryl Rawinski, Jana Ferguson, Chris Montiverdi, Dennis Costello, Barbara Mard, Darlene O'Connor, Valorie Daigle, Karyn Card

Meeting called to order by Chairman Howard Ziff at 10:25am

- **Reviewed and approved minutes, Steering Committee, May 24, 2007**

Motion by Lois to accept the minutes from the Executive Committee meeting; Second by Trish, and approved by unanimous vote. Motion by Lois to accept the minutes from the Steering Committee meeting; Second by Ted Wysocki, and approved unanimous vote.

- **Next Meetings:**

- Executive July 12, 2007-Meade St. 9:30am
- Steering and Executive combined July 26, 2007- Orange Community Health Center 9am

- **Program Manager's Report-** Kerry is away on military duty and there is no written update. Walter was asked to give the updates, but has nothing to report than personnel.

- *Personnel-* Announcement of Andrea Callahan's resignation. Two new consultants need to be hired to fill vacant positions. Kerry should look at the possibility of having consultants submit their invoices early in the week and on Friday submit their summaries. Roger brought up the fact that why do invoices hold up the process if the consultants are paid the same amount on a weekly basis. The process in place requires consultant to submit their weekly summary along with their invoice. Ken Gikas indicated his displeasure with the whole process. Howard discussed the matter saying that he personally considers the consultants to be employees, where the city of Worcester considers them to be contractors. Also if there are problems which Kerry cannot solve

then they should be presented to the personnel committee. It has been noted that there are ongoing administrative issues surrounding payroll within the City of Worcester. Upon Kerry's arrival he is to setup a meeting with the personnel board to discuss personnel work distribution, personnel and contracts. A discussion was held on the workings of the contract for the consultants. Most felt that it will be a take or leave contract.

- *Budget-* \$57,000 in additional funds need to be spent by August 2007. Karyn Card commented on the budget. She explained that with regard to the extra \$57,000 that the coalition would be receiving, Ray Richard from DPH needs to know how the money will be spent. (Personnel, training, equipment) before it will be released. Committee voted with no opposition to set aside this money for a public health campaign. Mention of mailing publications to town residences with collaboration from the Red Cross. Jana will be seeking additional materials and will submit for committees review at next meeting. Final vote of exact location to spend money will be done at next executive committee meeting. Steering committee will only be presented with an overview.
- *Equipment-* Discussion about the equipment requests. Howard indicated that he wanted to reopen the deadlines so no one is left out. There was some discussion about having enough time to process all of these requests. Motion from Phil Leger to move forward with the properly submitted request, but to open the deadlines to all other towns to June 30, 2007. Voted 13 in favor and 2 opposed. The proposal was approved. Kerry is requested to refresh town equipment list response.
- *Training-* Lenny Izzo had a question about training, wanting to know if or when the consultants would be trained to facilitate table-top exercises. Ken said that Kerry had him look into this a few months ago, but we've done nothing yet. Lenny questioned what was taking so long? Phil has questions about the process for MHOA and MAHB training conferences. Lois said that we need to decide what we're going to do with these conferences as soon as possible. In regards to the call notification system Ken stated that a letter was supposed to have gone out to each town explaining the system and its capabilities at this time, but he wanted to know if everyone had received it yet. Many stated they have not.

- **Regional Coordinator Update- Jana Ferguson**

- Jana is continuing her efforts regarding planning. She tallied up all towns within the Commonwealth, based on deliverable completion, and Region II is in last place. Measurement requirements are no longer necessary this year. Lois had some concerns and

expressed them to Jana that she was disappointed that the HHAN has not made any in roads with Public safety. Jana will address this with Scott and get back to the committee.

### **MRC Coordinator Update- Karyn Card**

- As of June 13, 2007 there are 725 volunteers. FYI orientation is offered town based. She would like to setup a meeting in the fall with committee members to educate on MRC program. She advised committee to all signup for the program as to better inform their community. A new printer (ranging from \$2-3,000) is needed to process badges. Karyn gave overview of previous meeting with Nancy Ridley regarding how the region would coordinate control and funding efforts between the 3 MRC's. Funding was held up for Hubbardston and Grafton pending the resolution of previously stated issues. Motion was made to distribute \$5000 to Wachusett and \$5000 to Grafton with 2 oppositions and 5 abstaining (Walter, Cheryl, Lois and Karyn). Howard went back again to discuss the meeting with Nancy Ridley, an Associate Commissioner from DPH, who, as Howard explained, is the person that pushed for DPH funding for MRC'S. He further explained that this is the view as to how these would be handled. There would be a committee composed of representatives of the following: the coalition; host agency; each MRC; and DPH. Phil Leger said that the Wachusett MRC claims his area as of the Region as one in which they cover, and he said that he finds it extremely disruptive and confusing to have two MRC's covering the same area. Darlene O'Connor asked how many towns does the Wachusett MRC cover? Howard said that this is an issue that is yet to be determined. Phil Leger wanted it noted that he finds the Wachusett MRC to be disconnected from the Region, noting that the Grafton MRC as least has a representative at our meetings.

Phil Leger wanted to publicly thank Howard for hosting this meeting at his home.

Steering Committee closed at 3pm.

Minutes prepared by Sara Delisio