

EXECUTIVE COMMITTEE MEETING MINUTES
Thursday, July 10, 2008/9:30 AM
25 Meade St, Worcester, MA

In Attendance: Chris Montiverdi (Leicester); Roger Mallet (Orange); Karyn Card (Worcester); Sandra Knipe (Hubbardston); Lois Luniewicz (Grafton); Paul McNulty (Westborough); Trish Parent (Upton); Andy Pelletier (Auburn); Jamie Terry (Northborough); Kerry Clark (Program Manager); Sara Delisio (Program Consultant); Barry Lein (Program Consultant)

Chairman Chris Montiverdi called the Executive Committee meeting to Order at 9:35 AM

Minutes:

The minutes of the June 26, 2008 Executive Committee were presented.

MOTION by Lois Luniewicz to accept the Minutes as written. 2nd by Trish Parent. Vote passed unanimously.

Next Meeting:

Executive Committee: August 14, 2008 at Meade Street, Worcester, 9:30 AM

Executive & Steering Committee: August 28, 2008 at Meade Street, Worcester. Steering Committee will begin at 9:00 AM and the Executive Committee will be held following that meeting.

Program Manager Report: Kerry Clark

- Kerry stated that he said that due to his surgery, he was working from home and continued to on purchase order requests and processing of invoices.
- Kerry mentioned that he is still attempting to work with ICF for a table-top exercise; however, he doesn't feel that we will be able to meet the August 9th deadline to even begin the planning process due to contracts needing to be signed. Discussion ensued regarding Northborough being selected as the town for ICF to work with and the exercise should include other towns. Jamie Terry stated that her fire chief would like more information prior to committing to move forward. Discussion surrounded around multiple towns participating, who would be involved and what plans would be exercised. Kerry mentioned that he will move forward to encumber money for this project so it will be in place in case we can move forward.
- Andy Pelletier asked if a mutual aid contact list was available. Chris Montiverdi mentioned that Kerry maintains the contact lists for all of the towns. Chris also mentioned that he is purchasing a pager for the program where the office will rotate an on-call in case an emergency occurs on the weekend or during off-office hours. Paul McNulty asked pager and phone numbers can be included in the town's plans. Kerry stated he would have the consultant include the information.

Host Agency Report: Karyn Card.

- Karyn Card reported that she is waiting for the signature from the city manager in order to move forward with the next round of funding. She stated that the state has informed her that there will be no lapse in funding and if there is, it should be minimal.
- She is working on setting up the new accounts and closing out this previous year's accounts.

Committee Reports:

- **Personnel Sub-Committee:** Nancy Allen was not in attendance. Chris reported that the interviews for the coordinator position will be held next week and the recommendations will be forwarded to Human Resources. Lenny and Nancy had both expressed an interest in being part of the hiring committee. Lois asked which positions were being interviewed and Chris stated the Public Health coordinator and the Hospital coordinator.
- **Equipment Sub-Committee:** Sandy Knipe, Chairman of the Equipment Sub-Committee stated this group will meet on July 16th to discuss remaining funds. The town of Harvard asked for an additional \$200 in order to purchase a file cabinet and this group had approved the increase.
- Sandi asked Kerry if all the purchase orders have been created and he stated that they have and he has been processing invoices as the PO.s come back from Purchasing.
- **Training & Education Sub-Committee:** Trish Parent informed the group that some of the training material is still located downstairs here at Meade St. Discussion began around display units for the reference material. Kerry mentioned looking into some purchases with potential remaining funds.
- Andy questioned if we were going to fund the MEHA conference since only one course was offered for only one hour. Kerry informed the group that he was told by DPH that we can fund conferences as we have done in the past; however, changes will be made next year.
- **Strategic Planning Sub-Committee:** Roger Mallet stated he had nothing new to report.
- **MRC Sub-Committee:** Andy stated that he will meet with Jamie to discuss the status of the sub-committee and they will meet on July 14th. Chris mentioned that after that meeting, this sub-committee will need to meet to discuss next year's funding so they can submit a report back to the state.
- Chris mentioned that we still have not received an appropriate invoice for the \$3500 they were approved. Chris refreshed the committee regarding the amount approved and revisited the approval process for the Wachusett MRC. He reminded the group that they needed to follow state and federal requirements and this money was intended to help them along. Chris and Kerry sent an email with a deadline of this coming Tuesday in order to submit an appropriate invoice in order to close out the purchase order and expend the money before the deadline.
- Chris mentioned trying to outreach to Wachusett's Executive committee so they are informed that Judie is not providing the required information. Kerry mentioned that he will research contact information for the Wachusett Executive Committee and attempt to contact them.

Mutual Aid Update: Andy Pelletier

- **Mutual Aid:** Andy informed the committee that he just returned from vacation and he has a couple more agreements assigned.

Homeland Security Update: Paul McNulty.

- Paul McNulty reminded the committee that his term over. Chris Montiverdi informed the group that due to a death in the family, he was unable to attend the last meeting. The next meeting is scheduled for the end of August.

State & Local Advisory Committee: Nancy Allen

Nancy was not present at the meeting. Sandi said she has not been notified about the next meeting. Kerry stated that he emailed Sandy Collins in order to add her to the distribution list and to announce that she is one of our Region 2 representatives. He has not heard back from Sandy Collins and will attempt to contact her again.

Old Business

- Kerry talked about the Principles of Operation and will make the final changes. Once that is done, he will email it to the region to cast a vote through email. One of the changes Chris had mentioned was regarding a 2/3 vote for acceptance to changes or votes. It was recommended that the 2/3 vote should reflect those in attendance at the Steering Committee meeting and not necessarily the entire region. **The aforementioned was made a motion by Lois and seconded by Paul McNulty. The vote passed unanimously.**

New Business

- Kerry began discussion regarding the spending of remaining funds. He ran through a breakdown of some of the remaining funds by line items. A handout of the breakdown was issued at the meeting. Some of the items discussed were regional satellite phones, Red Cross food vehicle and a bulk order of reference material.
- Roger Mallet addressed the group regarding the cost of oil and heating for this coming winter. He felt that it will definitely be a Board of Health issue. He opened dialogue with challenging the committee to brainstorm on ways we may be able to use some of our funds to help curb costs (purchase of electric heaters) or assist other programs that may deal with this issue. Paul McNulty acknowledged Roger's concerns but he and the committee felt that there were other programs from the state that are available to citizens of Region 2.
- Discussion resumed on the spending of remaining funds. Chris went on to explain some details surrounding the Red Cross vehicle. He stated we cannot purchase the vehicle but we could look for approval from MDPH in order to help outfit the vehicle with food preparation equipment.
- Andy asked Kerry about the reference material project. Kerry stated he compiled a list of reference material that he would submit to the towns so they could place an order. Kerry initially asked if some funds could be used to purchase reference materials for the office here at Meade St. **Motion by Karyn Card to allow Kerry to use \$1,000 of grant funds to purchase reference material for the office. Seconded by Paul McNulty. Motion passed unanimously.**
- Further discussion regarding reference material continued. Book topics were mentioned to include some of the Jane's books and other public health subjects. Andy stated he would like to be able to choose some topics. It was determined that Kerry will compile a list of topics and forward it to the communities. This list will act as an order form and will have a one week suspense date. In light of this decision, Kerry **rescinded** his request for reference material and will place an order for the office along with the orders compiled throughout the region. **Motion by Sandi Knipe to rescind the previous motion and to move forward with sending out an "order form" to local Boards of Health. Seconded by Lois. Vote passed unanimously.**
- Jamie Terry also asked if the brochure/display rack could be added to the request. Kerry said that he will research options and provide 2 choices along with the dimensions so that the towns can choose which display rack they may want.
- Chris talked about the printer that was put in for with the Worcester equipment request. He asked the committee to consider an upgrade to this equipment. The printer is used for the BT program by Kerry and the consultants, host agency projects and the Worcester Regional MRC.

Motion made by Sandi Knipe to allow Worcester to upgrade their copier which is used to support the region. Seconded by Lois. After discussion, Lois amended the motion to reflect that if funds are available after the other projects are funded, Worcester could use the funds for the upgrade. Jamie seconded the amendment. The vote on the amendment passed unanimously. The vote on the original motion passed with one vote not in favor (Andy).

- Paul stated that in previous years, the Executive Committee has given the Equipment Sub-committee the authority to expend the remaining funds. **Motion was made by Lois to grant the Equipment Sub-committee the authority to expend the remaining funds to meet the August 9th deadline. Seconded by Karyn Card. Motion passed unanimously.** Andy asked if the committee could consider equipment requests that were denied as well.
- Kerry requested that remaining funds in each line item be shifted over to the Equipment line item for final expenditure. **Motion by Paul to move funds into the Equipment line item. Seconded by Sandi. Motion passed unanimously.**
- Sandi asked if there was a HHAN drill the other day. She stated she is still having problems accessing the alert information. Kerry was able to determine that there were several problems with this last drill and he will conduct another test this quarter.

Motion to Adjourn by Roger Mallet, 2nd by Andy Pelletier. Unanimously Voted at 11:29AM

Minutes prepared by Program Manager, Kerry Clark.