

EXECUTIVE COMMITTEE MEETING MINUTES  
July 23, 2009; 9:30 AM  
25 Meade St., Worcester, MA

IN ATTENDANCE: Chris Montiverdi (Chair)(Leicester); Phil Leger (Vice-Chair)(Athol/Royalston); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Paul McNulty (Westborough); Trish Parent (Upton); Andy Pelletier (Auburn); Tom Purcell (Webster); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (Region Coordinator); Ken Gikas (Program Consultant); Barry Lein (Program Consultant); Forrest Price (Program Consultant); Shawn Winsor (Worcester Regional MRC Coordinator); Seth Peters (Region 2 Healthcare Coordinator).

The Meeting was called to Order by Chairman Chris Montiverdi at 9:32am.

**Minutes of the June 25th, 2009 Executive Committee meeting were presented for approval. Cheryl Rawinski made a motion to accept the minutes. The motion was seconded by Trish Parent. The motion passed unanimously.**

Chris asked the committee members if they thought that having one Executive Committee meeting a month would work better for most people and still cover all required business. He suggested that the committee could if necessary schedule a second meeting. Most committee members felt that it was better to schedule both meetings and cancel one than to schedule one and try to add a meeting on short notice. The meeting schedule will remain as it is.

**Next Meetings:**

Executive Committee: August 13, 2009, 9:30am, 25 Meade St., Worcester.

Executive & Steering Committees: August 27, 2009, 9:00 & 10:00am, location TBD.

**Program Manager Updates: Kerry Clark**

- Kerry stated that 72 out of 74 Region 2 TAR reports had been submitted to him on time for review.
- A committee member asked about the towns for which Kerry acted as a consultant. Kerry replied that the next consultant hired would take over these towns.
- Kerry stated that Bob Paone had attended a recent H1N1 planning meeting in Atlanta. There is still a question regarding where the flu vaccines will be shipped. They may be sent to the EDS, the BOH, or to doctors' offices.
- Phil Leger presented some information on a Public Health Emergency Response (PHER) Grant. This started an extended discussion on this grant and possible uses. DPH is still working on where this money would go. Phil provided several hand-outs on the grant.
- Kerry presented a brief overview on the current status of our budget.

**Paul McNulty made a motion to move the remaining funds in Strategic Planning to Personnel. This was seconded by Phil Leger. The motion passed unanimously.**

**Host Agency Report: Chris Montiverdi**

- Kerry stated that there was no new information to report, especially regarding the pending move of the office.
- The Public Health Task Force report may impact the projected move but this remains to be seen.

- The next Grant Contract is on the City Manager's desk for review but should be approved by August 10<sup>th</sup>.
- The audit on the grant program is still going on. Only minor items have been noted.

**Homeland Security Council: Chris Montiverdi**

- Chris reported that the last Council meeting had been cancelled and that the next meeting is scheduled for September.

**Regional Mutual Aid: Andy Pelletier**

- Forrest gave Andy a copy of the signed Barre Mutual Aid Agreement. Andy stated that with this agreement and the one for Medway we now have about 53 or 54 agreements signed.

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

- Phil briefed that the LSAC has been receiving feedback from various communities about Public Health issues. For example, Amherst stated that it had not been briefed on a positive test result but instead found out when the media reported it first.
- The overall feeling was that the Conference Calls have been very helpful.

**Personnel Committee: Lenny Izzo**

- Lenny asked Kerry about the status of next year's contracts for the consultants. Kerry stated that since the deliverables for next year were pretty much the same as this year that he was developing contract extensions.

**Equipment/Acquisition/Training Committee: Sandra Knipe**

- Kerry reported that the trailer bid had closed. We are purchasing five trailers at a total cost of \$23,695.00. They are planned to be positioned in Athol, Dudley, Northborough, Worcester, and one of the Nashoba towns.
- The FRS radio bid has also closed. We will be spending \$14,400.00 to purchase 10 radios for each EDS.
- Kerry has asked for quotes to purchase headlamps, surgical masks, gloves, and hand sanitizer.
- We are also purchasing lithium batteries for the Motorola CP-200 radios for \$20,528.00.
- The region purchased 10 Motorola battery re-conditioners for \$7399.00. The consultants will be bringing these out to the communities.
- Some of the surgical masks purchased by the state have arrived (150 cases of adult sized masks).
- We have about 10,000 more N95 masks in to be distributed.
- The EDS signs have arrived along with the cases. They were shipped directly to communities.
- Kerry is still working on developing a memorandum on the Satellite Phones. This generated a discussion about whether it was better to distribute the phones before or after the memorandum was finished.

**Phil Leger made a motion to give Kerry until August 13<sup>th</sup> to finish the Satellite Phone Memorandum of Agreement. Lenny Izzo seconded this motion. The motion passed unanimously.**

**MRC Sub-Committee: Jamie Terry**

- Shawn reported that the region has chosen EM Systems to develop a volunteer database to credential and keep track of our MRC volunteers. We anticipate that communities may be able to have access to this database but these parameters have yet to be defined.

**Strategic Planning Committee: Tom Purcell**

- There is nothing to report.

**Old Business:**

- There was no old business to discuss.

**New Business:**

- Kerry passed out copies of the region's Principle of Operation for committee members to review.
- Tom mentioned the changes to the recommendations on the pneumococcal vaccine. There have been some significant changes.
- Jamie mentioned that she had been trained on MAVEN and asked if there was going to be any additional training. After some discussion Jamie volunteered to check into this.

**Paul McNulty made a motion to adjourn the meeting. This was seconded by Lenny Izzo. The motion was approved unanimously.**

The meeting adjourned at 11:28am.