

EXECUTIVE COMMITTEE MEETING MINUTES

August 11, 2011; 9:30 AM

25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Lenny Izzo (Hopedale/Milford); Lee Jarvis (Spencer); Sandra Knipe (Hubbardston); Paul McNulty (Westborough); Chris Montiverdi (Alternate)(Leicester); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Colleen Turpin (Worcester DPH); Ken Gikas (Program Planner); Barry Lein (IT Guru); Sara Kruczek (Program Planner); Forrest Price (Program Planner).

The Meeting was called to order by Chair Phil Leger at 9:32am.

There were no meeting minutes to view and vote on.

Next Meetings:

Executive/Steering Committee Meeting: August 25, 2011/9:00am/Millbury Town Hall, 127 Elm St., Millbury.

Executive Committee Meeting: September 09, 2011/9:30am/25 Meade St., Worcester.

Program Coordinator Update: Kerry Clark

- Colleen Turpin briefed the meeting for Kerry.
- The BP1 Contract has been signed by the City Manager and Colleen is waiting for it to be returned so that we can send it to MDPH.
- Kerry had prepared a payment voucher and a proposed budget summary for the upcoming grant year. A copy of the proposed budget was passed around for everyone to review. This proposal can be amended when we set our program objectives for the coming year.
- The MRC contracts have been executed and we are waiting for the state to release the first quarter funds. We still need the MRC workgroup and Executive and Steering committees to approve the allocation of \$114,285.
- The contracts for the WRMRC Coordinator and Assistant have been executed. The contract amendments for the Planners are being sent to City Hall for final signatures.
- An email requesting the return of all unused PHER funds has been sent to the region. We do not have a date for when these funds have to be returned to the state. Several people mentioned that they need some sort of invoice or statement for their towns to act to return the funds. Kerry has been quick in getting this information out to people who have requested it.

Host Agency Update: Derek Brindisi

- The Host Agency report was included in the Program Coordinator briefing above.

Regional Mutual Aid: Andy Pelletier

- Phil reported that we are still working on Gardner to sign the Mutual Aid Agreement in order to be able to host an AM radio transmitter.

Local and State Advisory Committee: Sandi Knipe

- Sandi stated that she will be going to Boston tomorrow for a meeting with the Commissioner. People from other regions will also be attending to discuss the way equipment purchases using PHER funds were handled.
- The next LSAC meeting will be next Monday.

Personnel Workgroup: Lenny Izzo

- The planners have signed their new contracts and they are being forwarded to the City for completion. The vacant Planner position has been posted on several websites.
- We still have received only a few completed evaluations of the planners. Lenny will bring some blank forms to the next Executive/Steering committee for people to fill out.

Equipment/Acquisition/Training Workgroup: Sandra Knipe

- Sandi reported that the EAT workgroup has no money left.
- There was an extended discussion about potential ways to use the extra PHER funds but none of them fit into the parameters of the PHER grant. People then stated talking about the BOHs and vaccination programs. It appears that the BOHs will not be receiving much flu vaccine other than for un- and under-insured residents. Phil stated that local BOHs would have to get very aggressive in purchasing vaccine and getting reimbursed for vaccinations. Cheryl then mentioned a Flu Reimbursement Training class to be given on September 8th in Shrewsbury at 10:00am.
- Lenny asked about the needle program. Pharmacies seem to be telling people to call their BOHs. The program should become mandatory on July 01, 2012. Sandy will bring this to the LSAC next Monday. No one seems to be stepping up to provide this service.

MRC Workgroup: Jamie Terry

- Jaime stated that she is just getting back into the routine and up to speed on what has happened.
- Trish stated that the Grafton MRC just did their Technical Review and that the WRMRC did theirs when they were in Texas for the Integrated Summit. She also said that she thinks the Wachusett MRC had accomplished theirs. She also stated that the NACCHO Capacity Building Grant application is out.
- The MRC PSA has been filmed and should be out shortly.
- The Wachusett MRC will be holding a regional training at the Chocksett Inn on September 20th. It will also offer CEUs. More will be coming out on this.

Strategic Planning Workgroup: Jim Morin

- Paul passed out a letter detailing the current status of the Central Massachusetts Associated Boards of Health (CMABOH), a predecessor to our current Region 2. This organization has not been active since the year 2000. Paul suggested that the region look at using the funds still held for CMABOH for scholarships for Public Health studies. This will be taken up by the Steering Committee.

Homeland Security Council: Chris Montiverdi

- Chris stated that the council was in the process of ordering some bariatric cots, pack and plays (portable child cribs, and wheel chairs (for up to 700 lbs) for the shelter supply trailers. In response to a question from Phil, Chris stated that the Ambubus is complete. Phil suggested that we try to get the AmbuBus for one of our meetings.
- The council is trying to update their regional equipment map.
- MEMA has put out an RFP for Mass Care and Sheltering.
- MEMA also wants to work on a statewide evacuation plan which would include individual plans for the regions. Our region has committed \$100,000 for CMRPC to do a regional traffic study. The first half of the study would be to collect data and the second half would be to write a plan.

Old Business:

- Executive Committee members who wish to remain on the committee should let Kerry know so that their names can be put on the ballot.
- All tweaking or changing of the Principles of Operation should be done at the next meeting.

New Business:

- There was no new business.

Cheryl Rawinski made a motion that we adjourn the meeting which was seconded by Lee Jarvis. The meeting was adjourned at 10:22am by unanimous consent.