

## EXECUTIVE COMMITTEE MEETING MINUTES

August 12, 2010/9:30am  
25 Main St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Tom Purcell ((Webster); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (PHEP Program Manager); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Collen Turpin (Reg 2); Liz Foley (Reg 2); Seth Peters (Reg 2).

The Meeting was called to order by Chair Phil Leger at 9:35am.

**Minutes of the July 22, 2010 Executive/Steering Committee meeting were presented for review but voting on approval was delayed until the next combined Executive/Steering Committee meeting.**

### **Next Meetings:**

Executive & Steering Committee Meetings: August 26, 2010/9:00am/Leicester Town Hall, 3 Washburn Square, Leicester.

Executive Committee Meeting: September 09, 2010/9:30am/Worcester.

Executive & Steering Committee Meetings: September 23, 2010/9:00am/Hubbardston.

### **Program Coordinator Update: Kerry Clark**

- Kerry stated that the PHER funds spending date was extended to August 30<sup>th</sup>. There will be no more capital expenditures (items over \$1,000).
- Lenny asked if there will be any money to help conduct flu clinics. Kerry said that PHEP funds could be used for this.
- Several people asked about the mechanics of returning the PHER funds but there is no information yet. We are waiting for this guidance.
- The BT10 extension contract is in the Worcester City Manager's office for signature. Kerry needs a signed copy of this contract in order to obtain a fronting memo with Worcester.
- Kerry will be on vacation next week.
- Dottie asked if PHEP funds can be used for personnel costs for flu clinics. Kerry asked her to send him a specific proposal so that he could research this.

### **Host Agency: Derek Brindisi**

- No report.

### **Homeland Security Council: Chris Montiverdi**

- There council will hold a meeting next week.
- Chris reviewed the letter which advertised the 2005 Explorer that the Council is selling.
- Sandy asked about the sign (reader) boards which the council was purchasing for communities. Chris suggested that she contact Mike Dunne at the CRMPC.
- Chris talked about the Regional Interoperability Planning (RIP) Projects materials which were sent out to members this past week. They are planning to hold a workshop in September on the new statewide plan.
- MEMA and the American Red Cross will be hosting Mass Care/Sheltering meetings around the state starting in September. The Central Region meeting will be Friday, Oct 08 from 9am-4pm at the Hoagland-Pincus center. They will be discussing basic sheltering operations and will be showing some equipment.

### **Regional Mutual Aid: Andy Pelletier**

- We are still at 59 agreements with the Sturbridge agreement expected shortly.

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

- Phil said that the next meeting is scheduled for Monday, August 16<sup>th</sup>.
- The main topic at the last meeting was the final drafting of the PHEP deliverables.
- Strategic Planning will also be a major topic of discussion.
- He also mentioned that at the last meeting they had not had the final word on the PHER funds.

**Personnel Committee: Lenny Izzo**

- Lenny stated that he and Kerry were the only people who showed up for Monday's meeting and that they had a very productive discussion. They will be presenting their work to the Personnel committee before bringing it to the Executive Committee.

**Education, Acquisition & Training (EAT) Sub-Committee: Sandi Knipe**

- The EAT Committee will be meeting after the Executive Committee meeting ends.
- Phil mentioned that sub-committees should also post their meetings and take minutes per the Open Meeting Law (OML). There were several questions regarding the applicability of the OML to our sub-committees. Kerry stated that we are still waiting for final word from DPH on just how the OML will apply to us.

**MRC Sub-Committee: Jamie Terry**

- Jamie reminded the committee that Kerry and Liz had participated in a conference call about the new MRC database. Lois had found it somewhat complex but Kerry stated that the database seems to be very user friendly. Worcester and Grafton are participating in the pilot test but Wachusett has decided to wait.
- Dottie had asked if the region could support a fourth MRC. The state seems divided on this issue. It is possible but the stat frowns upon it and would rather that communities support existing MRCs. Several members made suggestions about activities which Dottie could support in order to recruit local MRC members.
- Kerry said that the MRC Coordinator job posting had closed and that they had two applicants. He will open this up to the Personnel sub-committee when he returns from vacation.
- There will be an MTC sub-committee conference call on August 24th.

**Strategic Planning: Tom Purcell**

- No report.

**Old Business:**

- The United Way will make a presentation to the August 26<sup>th</sup> meeting on the Mass 211 system. Barry has coordinated this presentation and asked them to concentrate on our interaction with the 211 system.

**New Business:**

- Phil asked all personnel present if they wished to run for re-election to the Executive Committee for the next grant year. It appears that all current members will seek another year on the committee. Kerry will send an email to the region to see if anyone else would like to run.
- Committee members were given a copy of the BP10E grant year deliverables. They discussed the various deliverables and their requirements and deadlines. Part of the discussion involved how much communities would have to participate in order to receive direct grant aid.
- Cheryl reminded everyone about the MassPro reimbursement program.
- Jamie briefed the committee on the availability of the pneumonia vaccine. Lee state that he had asked for 200 doses and received 2,000 so he would be willing to share with anyone who wanted.
- Phil stated that the state is looking for incidents of vaccine mismanagement to re-coup costs for losses.

**Cheryl Rawinski made a motion that we adjourn the meeting which was seconded by Lee Jarvis. The meeting was adjourned at 10:36am by unanimous consent.**