

EXECUTIVE COMMITTEE MEETING MINUTES

September 10, 2009; 9:30 AM

25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Vice-Chair)(Worcester); Lenny Izzo (Hopedale/Milford); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Steven Baccon (representing Paul McNulty)(Westborough); Chris Montiverdi (Alternate)(Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Tom Purcell (Webster); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Sara Delisio (Program Consultant); Ken Gikas (Program Consultant); Barry Lein (Program Consultant); Forrest Price (Program Consultant); Deborah Renholm (WSC student)(Charlton).

The Meeting was called to Order by Chris Montiverdi at 9:37am.

The election of the Chair and Vice-Chair for the coming year was held next. Chris called for nominations from the committee for these offices.

**Lennie Izzo nominated Phil Leger for the position of Executive Committee Chair. This was seconded by Jamie Terry. No other nominations were made.**

**Cheryl Rawinski nominated Derek Brindisi for the position of Executive Committee Vice-Chair. This was seconded by Sandi Knipe. No other nominations were made.**

**Both Phil and Derek were elected by unanimous vote by the Executive Committee members who were present.**

Phil asked everyone present to introduce themselves and state whom they represented for the new attendees.

**Minutes of the August 27, 2009 Executive Committee meeting were presented for approval. Sandi Knipe made a motion to accept the minutes. The motion was seconded by Trish Parent. The motion passed unanimously.**

**Next Meetings:**

Sandi asked the committee if the starting time for the next two meetings could be changed to 10:00am in order to allow the EAT Committee to meet just prior to the Executive Committee. This was approved.

Executive Committee: September 24, 2009, 10:00am, 25 Meade St., Worcester.

Executive Committee: October 8, 2009, 10:00am, 25 Meade St., Worcester

**Program Manager Updates: Kerry Clark**

- Ken discussed the recent distribution of PPE which had been purchased by the region. All but six towns had picked up or otherwise received their PPE. More PPE items are still expected in.
- There will be an SNS update on September 14.

**Host Agency Report: Kerry Clark**

- Derek reported that the first quarter grant money has arrived. When asked if the accounts had been set up he said that he would check. Derek will follow up on this.
- They also received the contract for the PHER grant. This was signed by the City Manager and sent off.

**Homeland Security Council: Chris Montiverdi**

- Chris stated that the Mass Care committee was pricing out N95 Fit testing kits for the county. He asked the committee if they wanted the council to also include the 13 other communities which were in PH Region 2. They are looking at 1 or 2 kits per community depending on size. It takes about 10 minutes to fit test a mask.

- CDC guidance is that health care workers should wear an N95 mask. Guidance for other first responders is somewhat soft right now. Chris is coordinating for someone from 3M to come in and conduct a train-the-trainer course.

**Regional Mutual Aid: Andy Pelletier**

- Andy stated that we had approximately 54 communities who have signed the agreement and he was expecting Harvard soon. Ken reported that the Harvard town lawyer had the agreement but apparently had lost it.

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

- Sandi stated that the committee had been discussing the PHER grant and the guidelines for its usage.
- MA DPH will be taking registrations for immunization sites. They will accept about 1900 sites.
- They also reviewed the priorities for vaccinations.
- Sandi said that the state has been authorized to spend the first half of the PHER money. PHER 2 will go to the communities.
- We still need guidance on allowable expenses. The object is to have this money spent within one year.
- Lenny asked about the site registration and the requirement for a license number. This comes from the community's Medical Director. If a community does not have a doctor, they are encouraged to partner with a nearby community which does.

**Personnel Committee: Lenny Izzo**

- Lenny reported that the Personnel Committee was considering an individual for a part-time position but this person did not have a car. They were split on whether to hire this person or not so they decided to defer the decision to the Executive Committee.
- Cheryl asked if the job description included having a car or not.

**Andy Pelletier made a motion that the Executive Committee approves hiring this individual for a part-time consultant position. The motion was seconded by Chris Montiverdi. After some extended discussion the committee voted but was split six for and six against so the motion did not pass.**

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

- Sandi brought up the issue of our trailers and what the EAT committee had brainstormed. Some of the items suggested were a generator, flood lights, beacons, a Region 2 decal for the side, an awning, and extension cord(s). Phil asked if the committee was thinking of using the trailers as a possible command post. Andy replied that this was one of the potential uses considered when they first envisioned ordering the trailers. Phil also asked about the registration process and the lack of a title for the trailers.
- Other items brought forward for consideration included thermometers for shot clinics, hand sanitizer, and more radio batteries.

**MRC Sub-Committee: Jamie Terry**

- Jaime stated that the committee had asked the MRCs for their budgets for this coming year. Grafton had asked for \$12,000. Wachusett had not yet replied with their request. Worcester said that they could use more but was unsure how much they would need.
- The MRCs expect to receive another \$70,000 in the PHER III grant and the committee thought that they should split it \$40/\$15/\$15 for Worcester/Grafton/Wachusett.
- Jamie has reached out to Wachusett to see what they are proposing for the PHER grant and if they would be able to use \$10K from the PHER grant but has received no response.
- Several people asked if there was any possibility of getting another alternate contact in an effort to reach out to Wachusett and get a response to our inquiries.

**Lenny Izzo made a motion that the Executive Committee approve Grafton's request for \$12,000. This was seconded by Cheryl Rawinski. During the discussion Andy Pelletier stated that he was uncomfortable approving**

**any money until we had a firm budget in hand. Eleven committee members voted to support this motion while one member voted against the motion. The motion passed.**

Phil made an appeal to committee members for anyone who was not on a sub-committee to consider volunteering for one.

**Strategic Planning Committee: Tom Purcell**

- Tom asked for some guidance on what his job was with this committee. Phil stated that this started with Howard Ziff and was to look forward. One of the original jobs was to review draft agreements between towns. Phil also stated that if anyone has any ideas to present them.
- A suggestion was made that the committee name be changed to Special Projects.
- One committee member suggested that this committee should follow and report on any bills in the state legislature which affected Public Health.

**Old Business:**

- Cheryl briefed that she had arranged for training from the company representative in how to use the Flu-mist. This will be held in the Sutton Town Hall next Monday at 1:00pm.
- Andy asked if we had a Tax ID number. Every city has their own Tax ID number and purchases made through the region use the City of Worcester's number.

**New Business:**

- Sandi asked about the MEHA conference and if anyone registered for rooms. Several people stated that the conference registration also contained the room reservation.
- Andy suggested that the committee look more at funding operations than equipment.
- Phil asked if anyone had sat in on yesterday's conference call with their schools. Several members replied that they had. Phil mentioned several talking points he had heard. They were "herd immunity", "equitable availability", and "don't do anything you are uncomfortable with doing". He is using these points when working with his school committees.
- Tom brought up the issue of obtaining H1N1 vaccine for his town workers. These people were normally not in a priority group. However we are not to question anyone who shows up to vaccination clinics. The committee members then shared their plans for their communities to include some of the push-backs they had received and how they tried to adjust.

**The meeting was adjourned at 10:59am by unanimous consent.**