

EXECUTIVE COMMITTEE MEETING MINUTES

September 24, 2009; 9:30 AM

25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Vice-Chair)(Worcester); Joyce Crouse (Templeton); Lenny Izzo (Hopedale/Milford); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Alternate)(Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Tom Purcell (Webster); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Deborah Renholm (WSC student)(Charlton); Kerry Clark PHEP Program Manager; Sara Delisio (Program Consultant); Ken Gikas (Program Consultant); Barry Lein (Program Consultant); Denise Phaneuf (Program Consultant); Forrest Price (Program Consultant);

The Meeting was called to order by Chair Phil Leger at 10:03am.

Minutes of the September 10, 2009 Executive Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes. The motion was seconded by Trish Parent. The motion passed unanimously.

Next Meetings:

Executive Committee Meeting: October 8, 2009, 10:00am, Room 200, 25 Meade St., Worcester.

Combined Executive/Steering Committee Meetings: October 22, 2009, 9:00am/10:00am, Northern location TBD.

Executive Committee Meeting: November 12, 2009, 9:30am, 25 Meade St., Worcester.

Kerry mentioned that the Grainger Company had invited the EAT Committee to hold their October 08 meeting at their Worcester facility in order to discuss our equipment needs. Jamie replied that the EAT Committee had discussed delaying this meeting with Grainger in order to discuss in more depth our needs for the coming grant year.

Program Coordinator Update: Kerry Clark

- Kerry reported that he tried to listen into the recent SNS work group via conference call, but they did not have that capability at the meeting location. He will provide committee members an update as soon as he receives the meeting notes.
- He presented the initial PHEP budget summary for the members review. We need to work on distributing this money.
- Kerry stated that several Steering Committee members had asked if we could hold their meetings monthly for the next few months due to the amount of information and work needed to prepare for planned H1N1 clinics. Phil mentioned that this might be a problem as we were getting into the holiday season. Andy suggested that we remind the Steering Committee members that the Executive Committee meetings were open meetings and that they were welcome to sit in on them.

Host Agency Update: Derek Brindisi

- Derek reported that the PHEP accounts had been established and that we could start drawing on those accounts.
- They also received the contract for the PHER grant. This was signed by the City Manager and sent off.

Regional Mutual Aid: Andy Pelletier

- Andy stated that we had received the Shrewsbury agreement and that Harvard is still pending. This gives us a total of 55 agreements signed.

Local and State Advisory Committee: Sandi Knipe

- Phil stated that Mary Clark was at the LSAC meeting.
- Seasonal flu clinics have been delayed because further deliveries of the vaccine had been delayed.

- On yesterday's conference call, the Commissioner recognized that we want to get without a filter and also that Public Health did not always run the show. Other cabinet agencies are also involved.
- The PHER III grant should be coming sometime in the future. Kerry said that this grant should be about \$1.2 million for our region. Once the contract comes he will get it signed by the city manager.
- Once a dispersal plan has been approved, communities will get half of their PHER II grant shortly and the other half sometime in the future.
- PHER IV may end up being a line of credit instead of funds.
- Phil mentioned that Medicare might reimburse for the H1N1 vaccinations which could possibly cause problems if PHER II money is used for the same expenses.

Personnel Committee: Lenny Izzo

- ASK KERRY.

Equipment/Acquisition/Training Committee: Sandra Knipe

- Paul discussed the EAT Committees meeting with Grainger which occurred just prior to the Executive Committee meeting. The meeting concerned the installation of miscellaneous equipment in/on the trailers. Grainger said that they can furnish us with anything which we might need for the trailers.
- Phil asked about setting up a meeting with Grainger. The EAT Committee had tentatively chosen to meet just prior to the next Executive Committee meeting but some members felt that we needed more time to think about exactly what items we might want to consider rather than have Grainger do this for us.
- The issue of how to distribute the PHER II money was discussed next. Kerry had drawn up several options for discussion to see how they would vary. Option A was a straight allotment based on population. Option B gave \$2000 to each community and then divided the remaining funds by population. Option C gave \$3000 to each community and then divided the remaining funds by population. The EAT Committee, after some discussion, voted to recommend Option C to the Executive Committee.

Paul McNulty made a motion that the Executive Committee accept Option C as the distribution plan for our region. This was seconded by Tom Purcell. During the discussion it was noted that a decision today would allow Kerry to begin processing this grant in order to get this money flowing to the communities quickly. The motion passed unanimously.

- Several members mentioned that there was a problem registering the new trailers since we did not physically have the titles. Ken stated that the titles would be sent as soon as our payment was received by the vendor and would solve this problem.
- Tom questioned who actually owned the trailers. Presently the community will own the trailer, register and insure it, and will sign an MOU to share it as necessary. There was a discussion of the long-term concerns of outright ownership versus a care and custody type of arrangement.

MRC Sub-Committee: Jamie Terry

- Jaime reported that she had request from Wachusett for \$5,198.40 that needed to be voted on. She also stated that Wachusett had submitted this request with their FY09 End of Year report and Jamie had missed it. Everything that Wachusett had put in this request was within guidelines.

Jamie Terry made a motion that the Executive Committee approve the Wachusett request for \$5,198.40 and this was seconded by Andy Pelletier. During the discussion Andy suggested rounding this amount up to \$5,200.00. Joyce Crouse asked about the Wachusett MRC and classes. Jamie replied that communities had to request these classes and then they would be provided. Jamie withdrew her motion in order to first add sufficient money to the region MRC account to cover the projected budget requests.

- Jaime and Shawn reported that the Worcester MRC had requested \$142,615.00. Part of this was due to the start-up of the EMS program. Shawn also mentioned that the MRC did receive NACCHO funds.

Jamie Terry made a motion to withdraw \$45,530.00 from the EAT Committee account and transfer this money to the MRC account. This motion was seconded by Tom Purcell. The motion passed unanimously.

Jamie Terry made a motion to approve the Worcester MRC budget request for \$142,615.00 and the Wachusett MRC budget request for \$5,200.00 This motion was seconded by Tom Purcell. The motion passed unanimously.

Strategic Planning Committee: Tom Purcell

- Phil stated that the signing of the MOUs for the trailers needed to be completed.

Old Business:

- A committee member asked for a clarification on the Yankee Conference. Kerry replied that he had booked the rooms and then contacted personnel who were planning on attending to have them reserve the rooms themselves. If funds are not ready to pay for this ahead of time we will have to look at reimbursing attendees afterwards. MHOA will be handled separately.

New Business:

- Paul passed around copies of a handout from the Westborough Public Schools that contained a survey he developed. It was for parents regarding their participation in a student vaccination program. He does not have any results back yet.
- Phil asked the nurses about templates for standings order. Trish replied that these are on the DPH website.
- Joyce had some questions on target groups from the conference call. Some communities reported that they had already run out of seasonal flu vaccine because of demand. There was also an involved discussion about vaccinating children in the schools. Committee members were asked about what was planned in their communities.
- Phil referenced a letter from the Fire Marshall about having hand sanitizer in the school. It does not prohibit having hand sanitizer in schools and the limits are very high.
- Chris briefed that he was organizing N95 fit testing for Worcester city employees on Sep 29 and Oct 08. He has room for committee members who may want to attend. This will be set up as a train-the-trainer course. He also said that the Homeland Security Council Mass Care Committee is purchasing 100 Fit Test kits for Worcester County. The focus will be health first and then first responders.
- Dottie asked about the PHER money and whether we would be getting guidelines for what we can use it on. Kerry said that we would be getting these guidelines with the checks and award letter.
- Trish brought up the issue of the PHER grant money and the 15% which is allocated to the Host Agency. She would like to resolve this before PHER III. Phil suggested that we put this as an agenda item for the next Executive Committee meeting.

Trish Parent made a motion that we adjourn the meeting which was seconded by Paul McNulty. The meeting was adjourned at 12:03pm by unanimous consent.