



Region II Public Health Emergency Preparedness Coalition

Executive Committee MINUTES Thursday, October 26, 2006 / 9:30 AM Shrewsbury Town Hall

In Attendance: Howard Ziff, Kerry Clark, Walt DePaolo, Nancy Allen, Sandi Knipe, Lois Luniewicz, Paul McNulty, Derek Brindisi, Jay Gardiner, Trisha Parent, Roger Mallet, Cheryl Rawinski

Absent: Andy Pelletier, Karyn Card, Jana Ferguson, Christopher Montiverdi, Lenny Izzo

- **Review & approve minutes of October 12, 2006:** *m/s/a*
- **Next Meeting(s):**
 - Executive Committee: November 9th / 9 AM**
 - Steering Committee: November 9th / 10 AM**
 - (Both at Worcester Public Health / 25 Meade Street)**
 - Executive Committee: November 30th / 9:30 AM /**
 - Shrewsbury (November 23rd is Thanksgiving!)**
 - Executive Committee: December 14th / 9 AM**
 - Steering Committee: December 14th / 10 AM**
 - (Both at Worcester Public Health / 25 Meade Street)**
- **Updates:**
 - **Budget:** Kerry and Karyn attended an October 20th meeting with Raymond Richard regarding closing out FY 06 and open up FY 07. Contracts were distributed as well as DRAFT deliverables. Jana will have more information on that to come. BT Cooperative Grant: \$381,075, Pan Flu Phase II (40% up front): \$165,760 (total \$414,400), Pan Flu Phase II / MRC Funds (40 % up front): \$45,714 (total \$114,285). Grant total: \$909,760. Roger – how does that compare to last year? Kerry – almost doubled. BT based on population, the rest of the money was based on communities. Howard – what is our population? 300,000. Lois – when will that money come in? Kerry – Karyn is having the contract signed by appropriate officials. Howard – will we know what this money can be spent on? Kerry – yes, it is on the contract, relatively similar to last year's guidance. Howard – can we buy the Channing Bete materials? Kerry – yes, printing and postage costs are acceptable. Howard – are deliverables identified? Kerry – Jana indicated that this is a draft only just to be included in the contracts. Sandy – is this a done deal? Kerry – everyone

left the October 20th meeting with contracts in hand. Nancy – contract period? Kerry – amendment at state level will cover August 31, 2006 – August 30, 2007. Howard – we are already 2 months behind. The state should write it so that it begins the day it hits the bank. Lois – status of Grafton funds for equipment? Why is it taking so long to get the money? Kerry – will follow up with Host Agency. Nancy – Shrewsbury failed to send the invoice, will forward it.

- **Deliverables:** Kerry – in FY 07 in DRAFT form, currently.
- **Training:** Kerry spoke to Tom Gingras at PeopleForever this morning. Will be sending him the agreement letter he had with Peter MacDonald. Tom said he was not aware of all these cancellations. Letter states that even if there is only one student, the class should still go on. Kerry indicated to him the Coalition's concern and displeasure over how things have been handled by their company. Howard – what will the arrangement regarding an extension of the classes due to lack of service from PeopleForever. Kerry – how long of an extension, it runs out in March. Walt – August 30th would be the end of our grant cycle. Roger – how many people are required to attend? Kerry – it is five for them to go to the community. Will also follow up re: PDA class. Howard – when we purchase services like this again, we should pay a small, administrative fee up front but not the entire amount, pay for service as we go. Howard – is this arrangement doable for the Host Agency? Derek – the Host Agency can accommodate this arrangement. Nancy – this scenario occurred in the first place because we were pressed for time to spend the funds, this was not the Host Agency's fault. Derek – Ray Richard is doing a great job in helping us sort these kinds of issues out. For example, the MMRS program was extended out 6 months. It depends on the state agency you are dealing with (that was Homeland Security). DPH is working with CDC and HHS – does not know if HHS is very tight with their spending time line. Howard – we should discuss this in Advisory Council.
- **Equipment:** Kerry – Eagle Scouts had to cancel assembling the Go Kit Part B due to weather, will reschedule shortly.

- **MA DPH Regional Coordinator Updates:** none / Jana absent
- **Host Agency Update:** Derek – if Karyn was here she would discuss the October 20th meeting with Raymond Richard.
- **Advisory Council:** Derek – both he and Nancy attended representing Region 2. Region 4 A and Region 2 vs. the rest of the state. They are only going to allow one vote per Coalition and then broken down into Regions. Sub-Coalitions (like Region 1) would have 4 votes...Region 2 (one vote)... Region 3 (5 votes). We are going to have problems with the funding due to lack of votes. Lois – who was pushing the vote? Why is it not one vote per Coalition? Derek – others felt that their vote might not count. Derek – sent an email to Howard re: who will the primary and secondary contact be for Region 2. Roger – what is the legitimacy of this Advisory Council?

Derek – the state has to set one up per CDC as to how they would like the CDC deliverables met, funding expended, ultimately it will become an advisory for all public health issues. This is in the beginning stages, this is good because we have all voiced our concerns to Jana / MA DPH. Nancy – the Regions that are sub-divided, some of them were not even speaking to each other at the meeting. The reason the state wants to put this committee together, so that all Regions are heading toward the same goal. The professional organizations were also discussed and their ability to vote. Commissioner Cote is committed to this group, I think we need to support it. It is meant to stop some Regions from falling through the cracks or not keeping in line with the deliverables. There would be quarterly meetings and some emails. Sandi – Commissioner Cote set this up? Nancy – the five professional agencies asked us to come to together to discuss concurrence. Sandi – will the elections have an impact? Nancy – this will go forward regardless. Walt – concerned about the disproportional voting. Derek – this is our first go at this, terms have not been set up yet because all the issues have not been addressed. This is coming down from CDC so it doesn't matter if Commissioner Cote comes or goes due to election. The terms will be a recommendation to the Commissioner. He may decide differently about the voting. Howard – always come away from this meeting by sending our views by letter or making sure the Advisory Council operates by providing the majority view and minority view so that Commissioner Cote is not getting a distorted view. The voting mechanism is not as important as what Cote gets. Derek – agrees but re: funding, if the Advisory Committee makes a recommendation relative to the voting, this will impact Region 2 re: funding off of population based vs. Coalition based numbers. Howard – I also have concerns about the professional organizations having a vote relative to funding since they are funding recipients. Jay – agrees there is no correlation between two. Lois – we can't depend on Commissioner Cote to make the best decision for us. Howard – we should write a letter saying we support the Advisory Committee but we are concerned about the voting, we need a rational voting mechanism. Derek – caution that some will continue to fight for population based. Howard – let's get our view to Commissioner Cote because the fight with Region 1 or anyone else will always be there. Derek – for the next meeting, the Executive Committee needs to identify a primary and secondary person. Paul – *motion was made to have Derek and Nancy serve as the primary and secondary contact m/s/a.* Howard – would like Kerry to send him a copy of the Regional letterhead.

- **Worcester Regional MRC Updates:** Karyn absent / hold until November 9th meeting.

Sandi – working with Patrick Purcell from the Worcester Regional MRC. He attended the Quabbin Regional Health Coalition to obtain the 100 names of the volunteers. The Coalition will send out a letter to these volunteers that the WRMRC is available should they want to join and assist with other areas in the Region, not just the Quabbin area. Jay – glad to hear this, we should be strengthening the WRMRC rather than have pockets. Sandi – there is one in Hubbardston – does Grafton have one? Lois – yes. Howard – the Executive Committee's view was to support the WRMRC as the Coalition's MRC. Let's table this discussion until Karyn is available to discuss this. Does not feel, however, that

this program should be fragmented. Has not heard any other reason to do anything differently for next year's funds.

- **Strategic Planning – Suggestions? Meeting?:** Howard – focus on activities, interested in creating sub-committees to include Howard, Kerry, Jana, Derek and the consultants to start looking into creating the sub-committees. Nancy – feels we need strategic plans especially to start pushing us toward finishing EDS plans. How are we going to move forward? Howard – more work needs to be done in Region II, these sub-committees with address these issues. Roger – we should get more of the Steering Committee members involved in these sub-committees. Howard's email on this solicited these volunteers. Howard – the email generated no interest from the Steering Committee. Lois – the term strategic might be overwhelming for some, they should have a meeting of the folks who did step forward and identify 3-4 items to start working on and create options to help solicit volunteers. Walt – more Steering Committee members are needed.

- **Channing Bete – Materials / Pan Flu:** Howard – very impressed with the materials this company distributed at the last Steering Committee meeting. Convinced that the most effective thing we can do is to arm the community with the best advise and info available on how to deal with circumstances during a flu pandemic. This should be sent to every household in our Region. DPH was supposed to provide info on how to care for someone at home with the Flu, could be included? We have plenty of money to mail these out. Roger – send this stuff out now, but will they throw it away? How much is it per household to mail out? We should set aside money to mail it out when the time comes. Paul – feels this is very good information. Sandi – worried about the teachers more than the kids getting the correct information. Howard – should each of our communities being buying / getting a supply? Kerry – proposal from Channing Bete, the more you order the less it costs, more details in their proposal. Howard – the question is what do we want? Smallest package is .32 for 100,000 = \$32,000, biggest package is .90 for 100,000 about \$100,000. Kerry – keep in consideration the population you want to reach out to. Howard – would like a couple of volunteers on a committee to look at this proposal and make a recommendation at the next committee. Cheryl, Roger and Sandi will make up this committee. Paul – Westboro has a population of 50,000, which is 5% of Region 2. Kerry – looks like we would be ordering 100,000 copies – is the intent of the committee to figure out what we are sending out? Howard – and to decide how many to purchase. Hopefully we will get it by the end of November. Kerry – the next round of funds have not hit yet. Howard – they can invoice us. Who is having flu clinics? Roger – November 14th, Worcester November 18th. Orange will also have one in December.

- **New / Old Business:**
 - Homeland Security Council: Paul – there is \$95,000 to spend on pandemic influenza with goals and objectives. A sub-committee was developed and they recently met to come up with four categories, in which 25% of the

funds will be allocated. Kerry – is it possible to work with the Homeland Security Council regarding the Channing Bete materials?

- Lois – shocked at Jana’s announcement of CEP. At the last Executive Committee meeting, members really did not address this issue. Feels there will be a tremendous blow to our Coalition if we lose Jana as the coordinator. Is it reasonable to put together a letter to Commissioner Cote in support of a liason between the Coalition and the state? Paul – feels we are short changed on this role because Jana is doing two jobs at once. Walt – timing issues might not be an issue due to elections, which result in transitions. We should wait to see how the election impacts the state. Howard – make an agenda item immediately following elections to determine if a letter should be written from the Coalition. When Jana mentioned her job was in jeopardy, he personally wrote to Commissioner Cote in support of keeping Jana in a position of authority.
 - Walt – researching shirts and vests with Region II logo on them. We know grant money will not cover these costs, purchases are being made on an individual basis. Please see Walt if interested. Lois – ***motion to approve the use of logo on these items. m/s(Cheryl)/a.*** Howard – have Kerry speak to Jana on purchase of clothing items that will double as safety items (ie reflective vests and jackets). Walt – there is a cost associated with embroidery, is this something the grant money can cover? Howard – we could also offer these items up to others in the Region.
 - Roger – cell phones on agenda. If equipment committee can add cell phones and air cards. Paul – Executive Committee needs to decide if they want an equipment sub-committee? Nancy – ***motion to keep Paul, Walt, Sandi, Cheryl and Derek as the equipment sub-committee. m/s/a.*** Personnel committee will keep with the same members.
 - Paul – update on Homeland Security Alerting System from Sheriff’s Department. The Council is hiring consultants to research the system because the Sheriff’s Department did not follow through with the original proposal. Some of the research found that one phone call on the Reverse 911 System to everyone in Worcester County could result in an additional cost of \$27,000. The Consulting Firm will continue to investigate other options available. Sandi – the Reverse 911 capabilities are really needed in rural areas. Quabbin has no way of notifying citizens other than tv, radio, etc. Trish – Upton has a system that requires \$5,000 year maintenance, works great, plan on using it for their flu vaccine this year. Roger – we have one, too. Kerry – can the system reach outside the Homeland Security region to other towns within our Region? Paul – consultants will investigate this. Homeland Security Council will take over. Sheriff’s Department will no longer follow up on alerting.
- **Adjourn: m/s/a**