

Executive Committee Minutes
Thursday, November 15, 2007, 9:00 AM
25 Meade St., Worcester

In attendance: Walter DePaolo, Vice-Chairman (Bellingham); Trisha Parent (Upton); Roger Mallet (Orange); Cheryl Rawinski (Sutton); Andrew Pelletier (Auburn); Lois Luniewicz (Grafton); Karyn Card (Worcester/Host Agency); Paul McNulty (Shrewsbury); Jana Ferguson (MDPH/Sr. Regional Coordinator); Kerry Clark (Program Manager); Ken Gikas (Region 2 Consultant); Sara Delisio (Region 2 Consultant); Barry Lein (Region 2 Consultant)

The meeting was called to Order by Vice-Chairman Walter DePaolo at 9:25 AM.

Minutes:

The minutes of the November 1, 2007 Executive Committee meeting were presented for adoption.

- Lois Luniewicz noted she had a change.
 - Page 1: The next Executive meeting should read “November 15, 2007 at 9:00 AM.
 - A motion was made to accept the minutes with the amendment. The motion was seconded and passed with a unanimous vote.

Next Meeting:

- The next meeting of the Executive Committee will be December 6, 2007 at 9:30 AM at 25 Meade St., Worcester.
- The next meeting of the combined Executive and Steering Committee will be December 20, 1007 at 9:00 AM at Leominster City Hall.

Program Manager Updates – Kerry Clark:

- Kerry Clark provided members of the Executive Committee a copy of the Program Manager’s updates.
- The majority of the information was repeated from the previous update that was submitted two weeks ago. Kerry pointed out on the last page under Training and Education, that Ken Gikas, Mike Dunne and Sara Delisio all attended the Homeland Security Exercise and Evaluation Program (HSEEP) training in Agawam per the Executive Committee’s request. Ken Gikas gave a brief summary on the training to include the HSEEP Toolbox (online), exercise preparation and documentation.
- Kerry also wanted to remind the committee that we are still operating on 30% of this year’s grant money.
- Walter DePaolo asked Kerry how many BOH members from each community the coalition was paying the registration for to attend the MAHB conferences. Kerry stated that the coalition voted to send as many people the town requested to this conference; however the deadline to sign up for the conference and have the

coalition fund it was last July. As for individuals currently enrolled, Marcia Benes, the conference coordinator, has received the payment for Region 2 attendees.

- Andrew Pelletier asked if we are actively seeking to fill the Media Consultant position. Kerry stated that since we only have 30% of the funding right now, he suggested that once the remaining 70%, the Personnel Sub-Committee should evaluate the need for this position as well as the addition BT Consultant position. Kerry went on to say that it is a delicate balance to ensure that the current consultants are able to meet their 40 hours and week and also make sure that deliverables are getting accomplished.

MA Regional Coordinator Updates – Jana Ferguson:

- Jana Ferguson wanted to comment on the remaining 70%. The state is still awaiting approval on the application submitted to CDC. The application was submitted at the end of October and CDC has 45 days in order to reply. Jana stated in some cases additional information was requested regarding the application; however, the state has not heard anything yet.
- Ken Gikas had asked Jana a question regarding nurses working in assisted living facilities. Ken was informed by a nurse working at such a facility that she was not allowed to administer drugs or vaccines to clients in her facility according to MA laws. Jana is under the impression that SNS will have a plan to deliver the medication/vaccine to the facility and treat the patients in place. She stated that if something needed to be in place to allow such treatment, that plan would accompany the SNS delivery. Jana volunteered to research this topic further by contacting the appropriate state agencies.

Host Agency Updates – Karyn Card

- Karyn stated there was nothing to update since the last meeting.

MRC Updates:

- Grafton MRC update – Lois Luniewicz
 - The Grafton MRC is in the process of planning their annual flu clinic in conjunction with running their EDS plans. The clinic will be held at the Grafton Elementary School on December 7, 2007. Kerry offered to assist on Dec 7th along with Mike and Sara, Grafton's consultants, to conduct exercise evaluations. Lois informed that it's the MRC that is the driving force behind this exercise. Sandi Knipe asked if MRCs could be contacted to assist with local Flu clinics. Both Karyn and Lois agreed that those volunteers could be used.
 - Lois and the Grafton MRC are looking at hosting an EDS/ICS class. More information will follow once it is scheduled.
- Worcester Regional MRC update – Karyn Card
 - Karyn stated that at a recent team meeting, some strategic planning was occurring. One such topic included focusing more on training vs. recruiting. The focus may shift to more training for current volunteers and less on recruitment. The thought is to have more thoroughly trained

volunteers than having a large number of untrained individuals. Andy Pelletier commented that he felt differently. He would prefer to have a large number of volunteers to access and would worry about training requirements later. He is concerned we are scarring away potential volunteers by requiring too much training. Further discussion ensued with individual members voicing their opinions regarding training for MRC personnel; however, this topic will be deferred to the MRC Sub-Committee.

Coalition Sub-Committees:

- Personnel Sub-Committee: Walter DePaolo reported that this sub-committee has not met yet. Kerry stated that Howard Ziff has volunteered his input to this sub-committee based on his experience.
- Equipment Sub-Committee: Walter reported that Dennis Costello from Boylston and Uxbridge and Jamie Terry from Northborough have volunteered to be on this sub-committee. Walt also asked Kerry to start drafting this year's equipment requests for each community.
- Training and Education Sub-Committee: Trish Parent reported that they have not had a formal meeting yet; however, she stated the need to complete piecing together all the education material recently purchased. Further discussion revolved around how this material will be distributed to the communities. Karyn informed the committee that the Host Agency is asking the boxes be removed from its present location in order to accommodate an HHS holiday party. This sub-committee will continue to work on these issues.
- MRC Sub-Committee: Andy Pelletier mentioned that they are working on scheduling a meeting time with a possible Nov 28th date. He stated that an individual from the Steering Committee has expressed an interest and he will address this person to confirm.
- Strategic Planning Sub-Committee: In the absence of Howard Ziff, Roger Mallet reported to the group that they have not met yet and he would like to develop a summary of goals to present to the Executive Committee.

Regional Participation Incentives:

- A handout was distributed to the committee at the beginning of the meeting detailing a proposed incentive plan for participation of communities throughout the region.
- Walt began the discussion by stating this was something that Chris and he have been discussing. Walt thought the 60/40 split for meeting attendance and deliverables should be reversed. 60% should focus on deliverable completion and 40% on meeting attendance. Kerry commented that he asked Chris about this and he felt that more focus should be on attending the meeting because this is where critical information is shared in order to complete the deliverables. Jana also stated that some of the deliverables are quite time consuming and should not have as much weight. Roger Mallet

also felt that more emphasis should be on meeting attendance. Discussion also included the incentive for Executive Committee members. Jana stated that this sort of incentive for participation is occurring in other regions; however, she has some concerns to include communities that have legitimate reasons for not participating. Karyn Card discussed a “Welcome” letter on behalf of Region 2 explaining to the local Boards of Health the importance of our Steering Committee meetings. At the same time, the letter can explain how we are rotating meeting locations and other possible solutions to meetings (i.e. conference calls). Roger Mallet reminded that this incentive program needs approval from the Steering Committee. **Motion made by Roger Mallet to submit a letter to each Board of Health explaining the need for participation in Steering Committee meetings and the incentive option. Seconded by Lois Luniewicz. Open to discussion: Karyn Card stated she would like to amend the letter to include Town Administrators. Seconded by Paul McNulty for discussion. The amendment was opened for discussion.** Karyn stated that she is uncertain as to who should actually be receiving this letter in some communities; therefore, we should be sending it to the Town Administrator as well. **The amendment vote passed unanimously.** The original motion discussed. Lois suggested a response accompany the letter to determine who actually received the letter. Kerry stated that the incentive program should be finalized before we inform Region 2 Boards of Health. Walter reminded that the incentive is proposed and Chris was not looking for a final program at this meeting. He also stated that our Principles of Operation mention that the region should be informed 20 days prior to a meeting. He is suggesting in addition to the letter, an attachment detailing all the meeting dates for the upcoming year so people can plan accordingly. **The original motion was restated as follows: to send a “welcome letter” to local Boards of Health and Town Administrators within Region 2, with the intent to reestablish/encourage participation in Steering Committee meetings and address the potential for an incentive plan. The motion passed with an 8 – 1 vote. Lois made a motion that Kerry draft the proposed letter for the Executive committee to review and was seconded. A unanimous vote was taken.**

New/Old Business:

- Paul McNulty began discussion regarding mutual aid agreements. Paul is recommending that Mutual Aid become an agenda item at each meeting in order to review the communities engaged in the regional agreement.
- Paul McNulty gave a brief overview of the Sheriff’s Department assuming responsibilities surround the reverse 911 program. Jana questioned if the Sheriff’s Department is still going to honor the other communities that are not part of the Homeland Security region but are part of Region 2. Paul responded with a yes, in fact, it was part of the Sheriff’s proposal to accommodate 74 communities.

- Roger Mallet asked about where the Region stands on badging. Walt explained what the WRMRC has in place and that now we can open discussion as a committee on how we can move forward.
- Walt asked Jana if she has any additional information regarding the Open Meeting Law. She stated she has not heard back as of yet; however, she is hearing about issues with consultant/contractors.
- Paul McNulty discussed a DEP presentation he saw regarding Debris Management. He recommends that we invite DEP to give this presentation geared towards awareness at one of our Steering Committee meetings. Kerry recommended that this may be a good topic for the January meeting.

Motion to Adjourn by Roger Mallet was 2nd by Sandi Knipe. Unanimously Voted. The meeting adjourned at 11:19 AM

Minutes prepared by: Kerry Clark, Program Manager