

Executive Committee
AGENDA
Thursday, November 9, 2006 / 9:00 AM
Worcester Department of Health & Human Services
25 Meade Street

In attendance: Jana Ferguson, Roger Mallet, Sandra Knipe, Paul McNulty, Chris Montiverdi, Walt DePaolo, Howard Ziff, Lenny Izzo, Trisha Parent, Karyn Card, Nancy Allen, Sandi Knipe, Lois Luniewicz, Mendy Johnson (WRMRC Consultant), Kerry Clark

Absent: Cheryl Rawinski

- **Review & approve minutes of October 26, 2006 : m/s/a**
- **Next Meeting(s): Ex. Committee: November 30, 2006 / 9:30 AM / Shrewsbury**
- **Updates: hold until Steering Committee**
 - **Personnel**
 - **Budget:** Total (after 15% going to HA) \$680,000. Kept same line items. Would like to meet with personnel committee to discuss contracts. Hoping we can get two full time consultants. Biggest feedback from the towns is that training and equipment is great but no time to write plans. This would give each consultant approximately 15 towns each.
 - **Deliverables:** Jana – specific performance assessments this year, numbers. Howard – feels a huge disadvantage not having the numbers on paper. Kerry – requested to meet with personnel committee again as this will determine the rest of the allocations. Howard – table until more information.
 - **Training:** setting aside \$220,000
 - **Equipment:** setting aside \$150,000
- **MA DPH Regional Coordinator Updates:** hold until Steering Committee
- **Host Agency Update:** hold until Steering Committee
- **Advisory Council:** Kerry – a letter was created to appoint Derek Brindisi as the primary contact and Nancy Allen is the secondary contact. Nancy – next meeting is December 5th in Shrewsbury from 10 AM – 1 PM. Voting is limited but anyone can attend.
- **Worcester Regional MRC Updates:** hold until Steering Committee
- **FY 07 Pan Flu Phase II: MRC Funding:** Jana – guidance says that some funds need to be given as seed money for those new MRC's. Walt – discussed WRMRC being an umbrella with individual units (i.e. WRMRC Orange Unit). Each could have an Executive Committee which addresses sustainability. Andy – if Worcester is

setting up a Regional MRC, what happens if there is duplicity? Walt – alerting system, still need a local and regional “commander.” Howard – we have been over this ground, we decided to have an MRC that was congruent to this Region. Paul was concerned that we had something that would not match our dimension of our Region. Has great concerns about having MRC’s in each town. No objection to entertain proposals but the Executive Committee already decided to have one MRC for the Region. We ought to write a letter to the Hubbardston person to say we have funding. Sandi – she already knows this. Howard – we are open to hear about her progress and entertain a proposal, what her proposal would be. Lois should also get a letter, as should Worcester. Kerry – the proposed budget needs to be sent to Raymond Richard ASAP. Howard – asked Kerry to get a letter out to the three MRC’s. Karyn – reviewed proposed budget. Howard – if we split it up it would be approximately \$1,200 per community which is not the way to go. Jana – 4A model is heavily subsidized by their Coalition. Walt – clarified his position on this. Howard – this implies that Worcester will duck. Nancy – isn’t the MRC contributing to the smaller MRC’s by including them in the outreach and recruitment effort. Likes the proposed budget. Howard – does this suffice (to Jana)? Jana – Regional assistance vs. seed money – how will the other MRC’s feed into the Regional MRC? Issue, last year people felt they didn’t get anything out of it. Not meant to undo what has been started. It is the Coalition’s decision. My understanding is to provide seed money. Howard – we know there are two others. We can reserve some portion until we have information from the other two MRC’s. Karyn can plan on the full amount until such time. Paul – if we take \$10,000 from the Coalition from the MRC funds, we can reserve until Worcester needs supplemental funding. Howard – this is the money we already get. Jana – alternatively the Coalition could give KC the full amount and then use other Coalition funds to fund the other two MRC’s. Trish – fully fund Karyn’s proposal. Sandi – *motion to set aside \$10,000 for the other two MRC’s pending approval of their budget, we would have the authority to say yes or no. m/s/a (Walt abstained / Karyn abstained).*

- **Strategic Planning: hold until next Executive Committee**
- **Channing Bete – Sub Committee Report:** hold until next Executive Committee
- **Clarification of the Worcester Rep on the Coalition:** Chris – Derek is the Worcester Rep (Steering) and Karyn is the Worcester Rep (Executive). Karyn – Derek can speak to this at the Steering Committee meeting.
- **Consultants as Exec. Committee members, do we need State Ethics ruling?**
Howard – Walt and Steve attended the Homeland Security Funds / Pandemic funding meeting where Paul, Jana, Chris and Howard were present. Chris – conflict with which hat the consultants were wearing at this meeting? Walt is on the Executive Committee which is Kerry’s “boss” but Kerry is Walt’s “boss.” Does the Coalition have any concerns? What happens if there is an audit? Ethics ruling or input from them to make sure we are all clear and not doing anything wrong? Jana – there are two issues: question about having a seat on an Executive Committee which oversees

the payment of consultants and he is the consultant as well as a boss over a boss over a boss. Also troublesome was that the Consultants submitted a proposal for a bid. Any other vendors who wanted to submit a proposal were not in the room, we could get sued, the rules need to be more clear on when it is okay to be in the room, what hat you need to wear or not wear is gray. Howard – Jana and I are not in agreement on this. Sees it that Walt and Steve were there for other reasons, sees it as Walt and Steve providing information to Paul. Walt – Paul who is the chair did not have any issue with their presence. We arrived early, Jana and Chris were late. Walt was there for Kerry. Never once made a pitch. Offered some advise on gaps between Homeland Security and the Coalition. Had Jana been on time and Chris on time, they would have seen that Walt and Steve were in the back of the room. Paul invited them to the table. Steve showed what he had to Paul, Paul passed it out. No issue. Andy – why are we getting into all this? The issue is let's just ask Ethics for a ruling on if Walt can be Kerry's boss? Howard – but the consultants feel attacked. Jana feels there was a major transgression. Paul – passed out Homeland Security budget re: \$95,000. He had no direction from Homeland Security. Steve came in gave Paul his proposal but Paul figured they are consultants, they are coming up with good ideas, they are involved in BOH, Pan Flu planning, etc. Jana – I am a voting committee member. If there is a vendor present, when the direction of how this funding will be discussed, the vendor should not be in the room. My objection was brought up at that committee. Paul – if you think there is conflict, write state ethics commission for a ruling. If you don't ask them for an opinion, then you can get fined. Walt – trying to help out being on this Executive Committee. Has already contacted the State Ethics on being a consultant and serving on the Executive Committee. Walt has gone through the steps. Sees this as an attack, is willing to step down. Chris – Walt this is not a personnel attack. I have seen audits and this needs to be brought up to make sure we are on the same page. Chris' issue is going into the Homeland Security meeting with a proposal. Walt – I don't think Kerry has had any issues with me serving on the Executive Committee. Howard – please submit a copy of Walt's ethic ruling to Kerry for distribution.

- **Other consultant related issues:** Chris – delete, no discussion
- **Meeting Location – Lenny Izzo:** hold until Steering Committee
- **Cell phones – Roger Mallet:** Roger – is this part of the equipment committee?
- **New / Old Business**
- **Adjourn**