

## EXECUTIVE COMMITTEE MEETING MINUTES

November 12, 2009/9:00am

25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Vice-Chair)(Worcester/Millbury); Lenny Izzo (Hopedale); Missy Kakela-Bottoms (Mendon); Sandra Knipe (Hubbardston); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (PHEP Program Manager); Ken Gikas (Planner); Barry Lein (Program Consultant); Seth Peters (Region 2); Denise Phaneuf (Planner); Forrest Price (Planner); Shawn Winsor (Worcester MRC); Deb Renholm (Sutton).

CONFERENCE CALL: Lee Jarvis (Spencer).

The Meeting was called to order by Vice-Chair Derek Brindisi at 9:07am.

**Minutes of the October 22, 2009 Executive Committee meeting were presented for approval. Cheryl Rawinski made a motion to accept the minutes which was seconded by Lee Jarvis. The motion passed unanimously.**

### **Next Meetings:**

Executive Committee Meeting: November 19, 2009/9:30am/Worcester

Executive & Steering Committee Meetings: December 10, 2009/9:00am & 10:00am/Worcester

Executive Committee Meeting: December 17, 2009/9:30am/Worcester

The November 19 and December 17 Executive Committee meeting schedules were scheduled as placeholders so that the committee could meet if it was determined that a meeting was necessary. Several members stated that we could also use this time for a conference call if necessary.

### **Program Coordinator Update: Kerry Clark**

- The checks for the first half of the PHER I/II funds are in the process of being mailed. A payment voucher for the 2<sup>nd</sup> payment has been submitted to the state. As soon as this comes back Kerry will begin processing this for payment.
- The contract for the PHER III grant has been signed and sent back to the state.
- Sandi mentioned that Worcester is trying to hire a Treasurer/Collector and wondered if this was causing any holdup on the checks. Derek stated that it was not as the City CFO was overseeing the process.
- The PHEP voucher for our second quarter funds has been submitted. Sandi asked if she should bring this up at the next LSAC meeting. Kerry did not think this would be necessary.
- Lenny asked if there is a form we can use to record purchases using PHER money. Kerry said that he has not seen anything like this yet.
- Lenny also asked if anyone has brought an ambulance to their H1N1 clinics. No one who was present had done this.
- Kerry pointed out that some of the budget summary figures were not listed. The allocated amounts are the same as last year and had previously been voted on by the committee. He also said that the funding for equipment and training had been combined.

### **Host Agency: Derek Brindisi**

- Derek was asked about the Host Agency allocation and how it was used. He stated that the money went to pay for the work that went into handling the budget, developing contracts, and making purchases. He also stated that in past years it had been easier to determine exactly where the money went. One of the expenses was a yearly private audit of the grant to determine that use of the grant money was in accordance with the contract and general guidelines.
- Derek also stated that because of the large amounts of equipment and supplies that had been ordered and the work necessary to distribute it future purchases would be shipped directly to each community.

This may add a small amount to the transportation costs but would be offset by the effort to receive, store, and distribute these items from the Meade Street office.

**Homeland Security Council: Chris Montiverdi**

- Kerry stated that the request to use the Reverse 911 system to advertise H1N1 clinics was discussed at the last council meeting. Based on the cost and number of calls required this was voted down.
- Phil Leger stated that the Athol Fire Department has received an N95 Fit Test kit. He stated that other communities should ask their fire departments if they have received a kit yet.

**Regional Mutual Aid: Andy Pelletier**

- Andy stated that we have remained constant at 57 signed agreements.

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

- Sandi said that she had nothing to report. Dr Auerbach will be at the meeting next Monday.
- Kerry stated that if LBOHs have only limited amounts of vaccine that they should try to streamline the target populations. They should also encourage those who are not in the target populations to wait to receive their vaccinations. But if these people cause a scene they should be vaccinated.
- Jamie stated that she had received a call from a gentleman who said that his next call would be to his attorney. This was because Jamie was following CDC guidelines while Worcester and other towns were giving the vaccine to anyone to include people from out of town and out of state. Kerry said that all we could do was to try to follow the guidelines as best we could.
- There was an extensive discussion on the recommended priority groups and how towns could try to explain and follow the CDC guidelines.

**Personnel Committee: Lenny Izzo**

- Lenny will hold his report until the Steering Committee meeting.

**MRC Sub-Committee: Jamie Terry**

- Jamie will hold her report until the Steering Committee meeting.

**Strategic Planning: Tom Purcell**

- There was no report.

**Old Business:**

- There was no old business brought up.

**New Business:**

- Andy said that the Executive and Steering Committee agendas were the same except for the minutes review. He wondered if we could shorten the Executive Committee agenda to just the top portion. Phil stated that sometimes we have business which we had to discuss and that sometimes we could just jump through the agenda as necessary.
- Sandi asked if we could get the minutes out to the committee members as soon as possible after the minutes. Kerry and Forrest stated that they were going to do this.

**The meeting was adjourned at 9:53am by unanimous consent.**