

Executive Committee
MINUTES
Thursday, November 30, 2006 / 9:30 AM
Worcester Department of Health & Human Services
25 Meade Street

In attendance: Karyn Card, Lois Luniewicz, Roger Mallet, Cheryl Rawinski, Paul McNulty, Andy Pelletier, Walt DePaolo, Lenny Izzo, Sandi Knipe, James Gardiner

Absent: Howard Ziff, Trisha Parent, Nancy Allen, Kerry Clark, Chris Montiverdi

- **Review & approve minutes of November 9, 2006: *m/add Andy to attendance/s/a***
- **Next Meeting(s): Executive Committee: December 14, 2006 / 9:00 AM / Milford Fire Station & Steering Committee to follow at 10 AM. No Executive Committee meeting the 4th Thursday due to the holiday. Karyn to send directions to both Executive and Steering Committees via email to Region II.**
- **Updates**
 - **Personnel:** Karyn reported that since the personnel committee had approved funding for two new full time program consultants, Kerry will plan on beginning that process once the new funds for FY 07 arrive.
 - **Budget:** Karyn reported that there is approximately \$2,000 left in the BT Budget due to circumstances beyond our control – most of those funds are due to Sterling not submitting an invoice as well as a small WB Mason purchase order.
 - **Deliverables:**
 - **Training:** Cheryl got a call from George yesterday from PeopleForever but she couldn't take the call. She has had six cancellations so far. Lenny has folks from Hopedale interested in taking classes and they have called PeopleForever but nobody calls either Lenny or the others back.
 - **Equipment:** Eagle Scout person in Sterling wants the Go Kits out of his place, Walt will probably store them in his father's storage. They need to be distributed. Karyn will email both committees that we would like an RSVP / headcount and determine the correct number of go kits to bring to the Dec 14th meeting. Walt is considering renting a POD. Jana indicated that BT funds can pay for that.
- **MA DPH Regional Coordinator Updates:** Jana has not received any comments or feedback from Region 2 on the DRAFT deliverables. COOP drills are lined up, please register if you have not done so already.
- **Host Agency Update:** Karyn reported that the FY 06 budget has been closed out as of today, 11/30. Getting ready for FY 07, the contract and budgets were sent last

week to MA DPH / Richard Raymond. Andy inquired as to when we can expect those funds to hit the bank. Karyn recently learned from Raymond Richard at MA DPH that there is a way to track payments on line and will look into this.

- **Advisory Council:** Derek and Nancy are our reps to meeting on December 5th in Shrewsbury from 10 AM – 1 PM.
- **Worcester Regional MRC Updates:** Karyn reported on the two orientations that took place at Meade Street yesterday. Both were successful, about 50 volunteers attended, including Judy Hatstat of Paxton. Both Lenny and Paul said that their local cable access channels need the MA MRC video in DVD format, not CD format. Karyn will rectify this and also contact those who also took the video in CD format to see if they also are having issues with the format. Karyn also reported on the successful flu clinic at the Worcester Senior Center held on November 18th that utilized approximately 100 volunteers. Paul and others on the committee asked if Worcester could share its after action report. Sandi commented that she believed the WRMRC is doing a great job but was confused about what Grafton is planning on doing. Karyn indicated that Lois emailed her regarding Grafton members wanting to share and partner of some portions of the program yet maintain their own unit. Lois reported that Grafton intends to maintain their own identify, keep it an individual MRC, but may be interested in things like the WRMRC's badging component. Many of the volunteers Grafton has have already had NIMS and ICS. Jay commented that he feels strongly that having individual units created redundancy with the WRMRC. Kerry needs to get letters out to Grafton and Hubbardston re: budget proposal. Lois reported that she will have someone from her board make the presentation to the Executive Committee for BT funding that has been set aside and will be given if the committee feels it is warranted. Karyn will ask Kerry to send out proposal letters to both Grafton and Hubbardston.
- **Strategic Planning:** tabled
- **Channing Bete – Sub Committee Report:** Sandi - nothing to report at this time, tabled until next Flu Clinic season.
- **Clarification of the Worcester Rep on the Coalition:** Karyn wanted to reiterate that Derek will vote for Millbury and Karyn will vote for Worcester. Jana needs that in writing. Karyn will send Jana a letter to this effect.
- **Steering Committee Participation:** Andy – let's see how Milford meeting goes. Karyn – consultants will make calls to find out what is going on with the low attendance, is it due to location and times of meetings? Roger – emergencies, pandemics – people just don't believe it is going to happen. Jana – we might consider having a special guest speaker on flu, small pox certification, tailor it to things folks are interested. Lois – when are we going to see town wide interest and what are the police and fire doing? Many are saturated, interest is waning from her perspective. Sandi – we have come a long way.

- **New / Old Business:** Karyn addressed the email that went out the Steering Committee relative to MHOA membership. The conference fee for the November conference was \$190 for non members or \$140 for members and \$50 for membership. For those who were non-members, Karyn made them members for the remainder of this year. If your board of health decides to re-up, you will have to pay for each member out of your own budgets.
- **Adjourn**