

EXECUTIVE COMMITTEE MEETING MINUTES

December 10, 2009/9:00am
25 Birch St, Milford, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisis (Worcester)(Conference Call); Joyce Crouse (Templeton); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Jamie Terry (Northborough); Kerry Clark (PHEP Program Manager); Sara Delisio (Program Planner); Ken Gikas (Program Planner); Barry Lein (Program Consultant); Denise Phaneuf (Program Planner); Forrest Price (Program Planner).

Visitor: Rick French (Phillipston).

The Meeting was called to order by Chair Phil Leger at 9:06am.

Minutes of the November 12, 2009 Executive Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes which was seconded by Jamie Terry. The motion passed unanimously.

Next Meetings:

Executive Committee Meeting: January 14, 2010/9:30am/25 Meade St, Worcester.

Executive & Steering Committee Meetings: January 28, 2010/9:00am & 10:00am/Central Location TBD at Steering Committee Meeting.

Jamie Terry made a motion to cancel the planned December 17, 2009 Executive Committee meeting. This was seconded by Paul McNulty. The motion passed unanimously.

Program Coordinator Update: Kerry Clark

- Kerry apologized for the lack of a current budget summary. The financial person has been out and thus unable to help produce this report.
- The paperwork for the second quarter PHEP funds has been submitted to DPH.
- The second half of the PHER I/II money is in and Kerry has submitted the paperwork to request purchase orders and invoices to produce checks for the communities.
- The PHER III funds are in and Kerry has begun processing purchase orders for the first half of this money in order to cut checks for our communities.
- Paul stated that according to funding documents he expects to receive about \$30,000 in PHER funds but only expects to spend about \$4,000 at this time. He wondered what would happen to the rest of the money. Kerry stated that he should hold on to it for unexpected H1N1 expenses. He also stated that we should expect DPH guidance on unexpended funds towards the end of the PHER grant cycle (June 2010).
- Sandi stated that things seemed to be quiet with H1N1 at this time. Response to her clinics is dropping but this may change in the spring. Other individuals seemed to be seeing a large demand for vaccinations.
- Several committee members stated that much of their time was being spent on H1N1 matters instead of their normal BOH duties and wondered if the PHER funds could be used to pay for these activities. This started an extended discussion on the topic with other committee members offering guidance and advice on the allowable and non-allowable uses of grant monies. Much of this centered on individual members status as either Health Agents or BOH Directors/Members and their pay status (i.e., salaried, hourly, or volunteers). There was no one single answer that covered everyone's individual situation.
- Kerry reviewed the DPH-provided PHER Spending Report and encouraged members to insure that this report was completed in an accurate and timely manner.
- Several members also mentioned MassPro and reported that they were having problems getting on to this system to advertise their open clinics.

Host Agency: Derek Brindisis

- Derek reported that he is trying to add an additional person to help process the purchase orders, invoices, and checks for the PHER funds and other Region 2 requirements. This should reduce the time it takes to get these monies out to communities.

Homeland Security Council: Chris Montiverdi

- Chris reported the council had met last week and was spending the last of their FY06 funds.
- The council is purchasing foam trailers for Fire Departments. They have also decided to purchase a trailer to store medical cots. These cots could be used to help hospitals during surge situations or provide medical cots to shelters as necessary.
- The N95 Mask Fit Kits are being distributed throughout the county. Central Mass EMS will be hosting two train-the-trainer session at Central Mass EMS in Holden on December 21st. Classes will start at 2:30pm and 5:00pm and run for about 90 minutes.
- Chris has been appointed to the Statewide Interoperability Executive Committee. He will be the Public Health representative to this multi-disciplinary group.
- Sandi asked if Chris had heard through the council if the EMS groups have been receiving the H1N1 vaccine as had been planned. Many people replied that their EMS had not received the vaccine and the local BOHs had taken care of them with the BOH supplies.

Regional Mutual Aid: Andy Pelletier

- We are steady at 57 communities having signed the agreement and will probably remain at this number through the H1N1 pandemic.

Local and State Advisory Committee: Sandi Knipe

- Sandi said that she had nothing to report and that the next meeting is scheduled for December 21st.

Personnel Committee: Lenny Izzo

- There is nothing to report

EAT Committee: Sandi Knipe

- The big issue is the satellite phones. We need to distribute these phones to the communities so that they can be used if necessary. We had made a decision on where to place these and the BGANs last April but apparently we re-decided to separate these.
- Ken has been working on these units and the issue and just needs the names of the communities in order to distribute them.

Jamie Terry made a motion to distribute the BGANs to Athol, Fitchburg, Worcester, Westborough, Milford, and Webster. This was seconded by Lenny Izzo. During the discussion several people pointed out that we wanted at least one BGAN in the Nashoba area, specifically Ayer who had requested one. In view of this Jamie pulled her motion from consideration.

- The committee discussed the distribution pattern and placement for the BGANs. Phil reviewed the motion made at the last Executive Committee meeting which stated that we would not double up these units in any community.

Lenny made a motion to accept the EAT Committee's recommendation to distribute the BGANs to Athol, Ayer, Worcester, Westborough, Milford, and Webster. This was seconded by Paul McNulty. The motion was with one "nay" from Andy Pelletier.

- The EAT Committee will get together after the Steering Committee meeting to make a recommendation for placement of the 9 Satellite phones.

Lenny Izzo made a motion to adjourn the meeting which was seconded by Missy Kakela-Bottom. The meeting was adjourned at 10:03am by unanimous consent.