



Region II Public Health Emergency Preparedness

Executive Committee AGENDA

Thursday, June 8, 2006 / 11:30 AM
Worcester Senior Center

In attendance: Howard Ziff, Peter MacDonald, Kerry Clark, Joyce Crouse, Sandra Knipe, Nancy Allen, Cheryl Rawinski, Lois Luniewicz, Karyn Card, Derek Brindisi, Christopher Montiverdi, Roger Mallet, Jana Ferguson, Jane Anderson, Phil Leger

Absent: Jim Garreffo, Ed Wirtanen, Paul McNulty

- **Review & approve minutes of April 13, 2006 & May 18, 2006**
April minutes m/s/a. May – Howard informed us that Kerry Clark had been offered the new position & Joyce Crouse was absent (amendments) m/s/a.

- **Set date, time and location of next meeting**
FRIDAY, June 23rd at 9:00 a.m., Shrewsbury

- **Resume Executive Committee meeting schedule?**

Derek – I thought we voted that Ex. Committee 2nd and 4th Thursday of the month, we have gotten away from this? Phil – conflicts in April and May which got us away from the schedule. Sandi – quite a bit of training in the Summer. Derek – resume 2 meetings per month in September. Jana – we do need an ongoing dialog. Summers are difficult for folks but regardless, we need to maintain a momentum. Howard – let's not make a special summer schedule – we are more glued together with meeting regularity. Feels we should meet more often than not. **Roger – resume regular schedule, m/s/a. Executive Committee will meet 2nd and 4th Thurs of the month, Steering Committee will meet 2nd Thurs of the month after the Ex. Committee. m/s/a**

- **Updates**

Personnel Changes – Kerry Clark was introduced. Transitioning from part time consultant to full time Program Manager of the coalition. Executive Committee introduced themselves, many are concerned about the way the transition was handled and how they were not notified. Derek asked

Howard to comment on personnel changes. Howard – problems that precipitated the transition, started to get information that there was a problem with Jared and at the same time, Howard began to believe, as did the Personnel Committee, that Peter was not as available as they would have liked to Jared and the Executive Committee. It was concluded that something needed to be done. The Personnel Committee felt they could accelerate the coverage with Kerry on board full time. More complaints came in about Jared and lack of supervision. Personnel Committee recommended changes at the last Executive Committee (April 13th) without a quorum. Chris – Personnel Committee has the authority to hire and fire. Jana – but a recommendation went through the Executive Committee. Derek – no, Peter had already been hired. Personnel Committee has the power to make these decisions. Phil – we were not brought up to speed on it; the issues with Jared and lack of connection with Peter, and that Kerry was an alternative. Last meeting they found this information out. Chris – decision was only made a couple of days before the April 13th meeting. Howard – we were so happy with Peter who organized and moved the coalition forward. When he was not as available, Howard saw things are going backwards. Wanted to move as quickly as possible on bridging the gap. Derek – Kerry was not the only person discussed, Walt was also a consideration. This discussion took place on Meade Street at a Personnel Committee meeting. Derek – let's make it clear that there was a process but things were moved along quite quickly. Roger – my understanding that the Personnel Committee had the power but bring it to Executive Committee to ratify. Joyce – feels the Executive Committee should have been notified. Derek – get more involved, join a committee. Jana – I am hearing an issue with procedure. The question is whether the Personnel Committee acts on it's own or part of the Executive Committee which directs them to make these decisions. Howard – at the direction of the Executive Committee – it was a direction at the original issue, giving power to the Personnel Committee to deal with the evaluation and retention, and termination. A large board of folks during a crisis does not work. Jared was offensive to folks in various towns. Not a good idea to wait and meet to resolve a serious personnel issue. However, it is the Committee's choice. Jana – expedience concerns – what would be your resolution for this? Roger – Howard did inform us of the personnel issue. Howard – we never reached a decision on Jared, we asked Peter to have a conversation with Jared to discuss an early ending of his contract. Chris – we considered making Jared more of a behind the scenes person vs. dealing with the public. Howard – it ended up being a mutual decision, Jared resigned. What do we do in the future? We

need language in the contract on this, it needs to be in the new contracts. Derek – right now, it says 30 day notice, we could not just fire him. Howard – we ought to say this is a provision purely at the discretion of either party, zero notice in a cause situation. Phil – twice a month meeting schedule, the Committee needs to know from the Personnel Committee what is going on so Committee is informed. Unfortunate that due to trainings, Ex. Committee only met once, there was not a quorum, information did not get out. An email should have gone out. Jana – we are not an open meeting, this meeting is not posted. Is it appropriate to have that discussion about personnel issues via email? Phil – give us a head's up that there is a problem and where Personnel Committee will be meeting. Howard – very nervous about email discussions of people issues. We all have these distribution lists – unless these lists are cleaned up to specific folks, this is dangerous stuff. Roger – if we were meeting regularly, we would know about this – let's talk about these things during meetings. Derek – there was a 3 week lapse in any real communication. Things were unfolding, Personnel Committee had to make a move. If we had to wait for a quorum we would still be trying to resolve this issue. Kerry – I have got 3 resumes to hire another full time consultant and then another person on top of that. How should I be doing this? Interview and then recommend to Personnel Committee? Roger – yes and then the Executive Committee will be informed. Howard – we let Peter hire freely, why put a restriction on Kerry? I don't think we need to be that involved, let Kerry decide. Jana – conversely didn't the Personnel Committee get involved with Peter talking to Jared? Howard – the information that came about Jared came directly to us, not Peter, therefore the Ex. Committee was involved. Peter – three legged stool, needs to be involvement but there should be good communication going back and forth. Was difficult to get in touch with beginning the new position. The way it was handled, despite communication could have been better, but the end justifies the means. This is something that had to happen right away. Phil – those of us who worked with Jared, I saw some of the issues were management issues. I saw lack of mentoring in Jared's case. If there is a problem with a consultant then it needs to go to the program manager. Kerry – feels it was a personality issue vs. a management issue. Howard – here is how we will operate in the future. It is clear we will discuss issues with the program manager who has responsibility to hire the staff that we have authorized as an executive committee. Also that person's responsibility to communicate to their staff re: expectations, etc. That person will have the right to terminate that person(s) under various circumstances. Lois – first she is hearing about

Jared resigning. Issues that could not be resolved? Jana – could not be resolved despite speaking to him on a weekly basis. Howard - *Personnel and Equipment Committee are empowered to make decisions on personnel and equipment in between Executive Committee meetings and then discussed at the Executive Committee.* m/s/a Derek – does anyone want to be on or off these two committees? No one volunteered and no one asked to get off either committee at present.

Budget: Kerry gave an overview of what is left in the following accounts - \$52,900 / personnel, \$57,359 / training, \$764 / equipment, there is \$46,886 awaiting for bids. Total remaining: \$111,000 (does not include July and August) Jana – we do not have to meet the June 30th deadline. Final deadline: August 31st!!! Ability to make better decisions, etc. Extra 1/6 still coming. Host Agency needs to submit voucher for July and August allocation now but won't get it until after July. Outstanding balances spent by end of August, federal fiscal year. Derek – can we reserve personnel money? Jana – trying to address gap funding, working with funding person on this now. Derek – City of Worcester is committed to bridging the gap if we have an award letter. Howard – we would like to be able to have continuity. Once we are awarded a sum of money, we want it to be ours not evaporate and use it for our own purposes. There should be funding available for eternity. We should determine what it is used for. Our funds should be available on September 1st not on November 30th. Why do we have to borrow from the Host Agency? Jana – does not disagree but CDC can't fund until September 1st but there is a budgetary process in place so that government can't spend tax payer money.

Deliverables: Kerry – getting more communities involved. Peter – Spring Town Meetings are bringing in new faces and interest and enthusiasm. As the coalition goes forward, getting past mutual aid and COOPS, drilling down deeper – Barry has developed a survey that communities to fill it in re: EDS plans. Will be on the website soon. Jana – new checklist will also assist. Okay to go on-line. Phil – has the scoreboard been updated? Jana – Jenny is working on that now, she is back fulltime now. When our members pass the ICS and NIMS, this should be passed on to Kerry. Kerry – Kerry and Walt have realigned the regions at the moment for consultant coverage. Kerry has developed various spreadsheets / dashboards as a better visual to assist in identifying what towns still need to do what.

Training: Kerry is handling all the training now. More ICS / NIMS trainings upcoming. Will be working with Barry to send emails from Region2, might be a better approach to having folks read their emails. Lois – went to Region 2 website and did not see PDA training. Kerry - will work on this as at least 5 members of the Executive Committee are interested.

Equipment: Kerry - How to enhance Go Kit Part B? Deadline was over our head's but now with the new date, we can make better decisions and plans. Roger – generator? Kerry, when there was a lump some each town would get \$1,400. Now this is being re-visited. Kerry asked Roger, via email, about the specs. Roger did not get it. \$10 K for a used generator. A new one could be \$30-40,000. *Howard – motion for the equipment subcommittee to seriously consider providing up to \$10,000 for the town of Orange to purchase a used generator, according to Roger's researched specs, for the town's alternate care site, once the equipment subcommittee receives all information by Roger ASAP. m/s/a*

- **FY 07 Funding:** Jana – CDC cooperative guidance (requirements for next year and MA award announcement). Would like input from local BOH's on how we move forward on next year's application to CDC. Needs to be more of a collaborative effort but time frames are short. We know deliverables are too many and too complex to complete in a short period of time. Asking for input. It requires you to get familiar with CDC guidance. Go to www.cdc.gov and click on emergency preparedness. Cut 3.5 million. Additional funding coming from pandemic supplemental. Portion of funds will be competitive statewide but not outlined yet from CDC. We will be cut, we anticipate continuity of current path we are on. Application in to CDC by July 15th. Done for input by end of June. Need consensus. Encouraging folks to look through guidance and send Jana input via email. Conference call or meeting to follow. Howard – not enough time to digest information and figure out how money should be divided. MRC Funding: money from this year's pandemic supplemental – of that funding, \$800,000 is being given to the regions to support local BOH's for MRC. Jana sent out guidance. How many MRC's do we have? Grafton (not on the official list), Hubbardston and Worcester. In order to get funding, you must be federally recognized (Lois will make an investigation on Graton). Intent to get 50 percent of towns covered with this award. Coverage from MRC's for each community. How will we spend this money? Worcester is recruiting for all hazards. Make a pitch. Example: We agree that we

will divide up the region in this manner and recruit volunteers in particular region, e.g. Does not have to be an even distribution. Local BOH need involvement, not just MRC Coordinator (limited in decision making). MRC's get money but do not make decisions. One organization needs to be the host agency, get up to \$5,000 for handling money. \$10,000 goes to coalition. Derek – go to our website to see work we have done since March with MRC, meets regularly with Worcester Medical Society, we have a database that automatically collates, we have physicians and RN's from Clinton – we are telling them that you would support an emergency in the Worcester region. Jana - Coalition needs to come up with how to operate an MRC. Derek - Worcester is really a regional health department. We all need doctors and nurses, welcome input of committee. Proposal in by July 15th and needs to come from Region but Jana will assist with writing it. Outline geographic area and how the money will be distributed. Must be encumbered by August 31st. Howard – subcommittee needs to be formed. Jana – needs a rep from each MRC (Grafton, Hubbardston, Worcester). ***Howard – propose we create an MRC subcommittee comprised of MRC's in the Region 2 for the purpose of figuring out an overall strategy for our region with the MRC's and how to put together a proposal to obtain \$115 K for the MRC's within the Coalition m/s/a.*** Derek - put together a regional MRC structure. Sub-committee: Kerry Clark, Jana Ferguson, Karyn Card, Derek Brindisi, Lois Luniewicz, Sandi Knipe, and Judy O'Donnell (Karyn will contact Judy at 978 928 4086). Jana - \$19,000 from FY 04 needs to be spent. Derek – left over money, we asked State if we can spend it in July and August. Chris – DPH is running table tops over the summer, one on pandemic in August. Would link hospitals and BOH's together to test what has already been done. ***Phil – motion for \$18,500 for 50 seats for the table top. m/s/a***

- **MHOA Conference:** send in both MHOA registration and Hotel reservation forms to Karyn. Forms will be on website soon as well as the conference agenda (Barry contacted MHOA to get it). ***Phil motion to support up to three people per town for MHOA conference and any board member and / or staff per town go to the MHAB conference and to reserve with Karyn by July 31st in order to have the coalition pay for it. m/s/a*** Phil – Karyn should contact Marcia Benez for MHAB information.

- **Mileage Form:** Jana – reimbursement is available for Coalition activities. Reimbursement rate is based on Host Agency rate (Derek will find out what that rate is). Reimbursement period is from September 1st, 2005 – August 31st, 2006. Jana will give Kerry a form used by another Region and Kerry will look at Worcester’s and then create at Region 2 form. Once finalized, it will be posted to the Region 2 website.
- **New / Old Business:** Nancy – reminder that there is a table top exercise in Shrewsbury on June 19th, 8:30 a.m. at the Shrewsbury Senior Center . Big issue that came up during the April exercise, problems with computer access and availability. Need policy on the computers and storage. Asking for folks to think about how to handle lap top that was given to you by the Coalition. Would you be able to aid a BOH if needed? Also, need air cards.
- **Adjourn**