

Executive Committee Minutes

Friday, June 23, 2006 / 9:00 AM
Worcester Department of Health & Human Services
Room 208

In attendance: Karyn E. Card, Derek Brindisi, Kerry Clark, Emily Reilly (intern), Steve Saravara, Jane Anderson, Paul McNulty, Howard Ziff, Christopher Montiverdi, Walt DePaolo, Cheryl Rawinski, Lois Luniewicz, Ed Wirtanen, Roger Mallet, Barry Lein

Absent: Phil Leger, Nancy Allen, Jim Garreffo, Sandi Knipe, Joyce Crouse

- **Review & approve minutes of June 8, 2006** – Jane Anderson indicated that there might be a problem with the MA DPH email server. She will email KC her and Jana's new email address. *m/s/a Howard – motion to read minutes on email and make our edits / comments via email and then vote on them at the meeting to save time. m/s/a – withdrawn.*
- **Set date, time and location of next meeting** – Executive Committee and Steering Committee July 13th in Worcester (9 AM – 10 AM & EC / 10 AM – Noon SC)
- **Updates**
 - **Personnel** – conducted 4 interviews, hired Steve Saravara who introduced himself to the committee. Kerry reviewed new territories for program consultants. Kerry notified other candidates about the selection.
 - **Budget** – breakdown packet with budget summary (see attached). MHOA conference budget is unknown until July 31st.
 - **Deliverables** – Mutual Aid: 47.3 % have passed at town meetings, 10 that are pending, 29 missed deadline / refusals or “trouble” communities. Trying to get those on special town meetings in the Fall.
 - **Training** – mid July – end of August, ICS and NIMS training to meet deadline. Ramp up more training next grant training, radio training for BOH's.
 - **Equipment** – Orange / generator specs have been received to include installation fee = \$20,000 (tabled, Jana needs to explore if it is in fact an authorized expenditure). Roger agreed to waive future equipment funding for a specific time period in order to supplement Orange receiving a \$20,000 piece of equipment. Chris – will Orange contribute any money toward this? Roger – yes, will go to the Town if necessary. Funds would go to a special grant account. Go-Kits, Walter is researching a new case for part B. Howard – EDS signage to assist with traffic flow, etc. (out of Washington) are slick and helpful. We should consider buying them for each EDS in Region II. Roger – what is status on AED's? Derek –

certain steps need to take place in order to receive the AED, protocols need to be put into place. Cheryl – due to the late arrival of the AED's, the company was supposed to provide training. Howard – local fire departments could train. Chris – a physician needs. to receive the AED for each town. Derek – Kerry needs to get with Peter on where we are at with protocols and deployment plan.

- **MRC Funding** – Derek – last Ex Com mtg we asked for a working group for the Pan Flu Supplemental funding, each MRC applies for \$115,000. MA has 2 MRC's – Worcester and Hubbardston. Jana distributed guidelines via email. MRC working group (Derek, Karyn, Jana, Kerry, Sandi Knipe, Judy O'Donnell, and Lois, who was not able to attend). Judy's proposal is 25 % of funding and Worcester is proposing 75 % of funding, per the mutual agreement of all parties at the sub-committee. Criteria: MRC must be federally recognized and meet core competency requirements. State criteria: MRC must meet 50 % of cities and towns = 37 towns in Region II. Think about geographic area to be covered under this funding, what services do you want from MRC? (to the coalition). Paul – will communities have to sign on? Jana –that is decided by the coalition. Those decisions have not been made by the state. Howard – those who have passed the mutual aid article can enter into agreements...Jana, this is not the same, an MOU would apply here. Derek – Worcester MRC proposal (attached).

Paul – recommendation from sub-committee? Kerry – explained the 25% and 75% scenario and that Judy O'Donnell indicated that she would be satisfied with \$10,000. Howard – spent time at Quabbin listening to Judy discuss her MRC plans – she is not fully wired, not experienced in this area. Howard is not placing his confidence in the Hubbardston MRC and that Judy is going to serve that portion of the community. Feels \$5,000 is appropriate for Judy's MRC. Paul – who are the 37 towns? Karyn – provided 3 scenarios and maps of what communities could be included around the Worcester area, but it is up to the Coalition. Jana – there will be another round of supplemental coming. Howard – send letters to all 74 towns, here is what we do, we have funding, this is how we can serve you and let the towns self-identify. Walt – some towns feel uneasy about recruiting medical staff for their EDS's. Kerry – some volunteers might volunteer for both MRC's. In Region 4 A, they have a regional MRC – they are each recruiting volunteers. Going to their regional MRC for their registration, this is an example. Roger – if we decide to make Worcester the one and only MRC, can we still allocate funds to Judy? Jana – they have to give you something in exchange. Roger - \$5K would give them staff, computer and phone. Howard – if we give them money, we have to have them do something. Then they have to be the MRC for x town. Ed – have we accepted the recommendation from the MRC sub-committee? Howard – no. ***Motion to reject recommendation of the sub-committee. m/s/a unanimous.*** Chris – should give Judy's MRC something. Give her what she wants for the first 90 Days. Howard – what are we going to get? Chris – 90 days to get folks into her MRC and mailings. Jana – proposal must come from Region II not the MRC. Outline which MRC's you are going to support, how much, what geographical area and what services are you looking for? Not just seed money. There needs to be a system. Cheryl – feels uncomfortable with Judy's proposal.

If we give her anything, she will come back for more. If she provides something, what quality will it be? Worcester is already rolling. Ed – if you are not going to fully fund the request, that is a bad start. **Howard – motion to fund the full amount of the grant to Worcester MRC to provide services listed in proposal to all 74 towns. m/s/a.** Paul – there should be one MRC. Chris – whether you like the person or not, give them some money to see what they can do with it. Agrees majority of funding should go to Worcester but that Judy should get something. Kerry will call her with the decision. Roger – would appreciate getting MD’s from Fitchburg and Gardner. Jana – went over what Worcester MRC will do, went over a couple of points to be clarified in the proposal (1) hone in on medical credentialed staff. (2) WMMRS piece is unclear and (3) volunteers need to identify what towns they will or won’t serve, otherwise, top bullet re: assist with WMMRS and region. **Howard – motion, entire sum be allocated to Worcester MRC if they will represent all of the towns and we ask their proposal be modified including that each solicited person indicate the towns that they are willing to serve. m/s/a Chris Montiverdi and Lois Luniewicz voted no.** Total grant: \$115,000 / \$5,000 to Host / \$10,000 to coalition

- **MHOA Conference** – get forms into KC by July 31st.
- **Funding Sept – October** – not official / in writing but heard MA money can be used to bridge gap for services. Worcester has already provided to us, which is helpful. More other regions that literally shut down due to the gap. Can use it for staffing and mileage reimbursement.
- **Mileage Form** – Kerry – developed a mileage form, W-9’s need to be filled out to create vendor numbers, this is the only way you can entered into the City of Worcester’s system. Then a check can be issued. Can go back to August 31st 2005. Kerry will send it over to Barry who will put it on the website.
- **Sub-Committee Updates (Personnel & Equipment)** Paul – we had discussed future equipment, maybe send out another survey. Lois – what is on the “to be purchased list”? Walt – Go Kit B list is on the web site. Jane – reference materials can be considered equipment. Red book for communicable diseases, etc. WHO quick reference. If interested in that, let Jane know. Ed – next steering committee should distribute survey as to what folks need. Jana – will send Kerry an updated AL list. Chris – allocated x amount of money per community? Paul – will mail out survey.
- **Host Agency Update** – none.
- **New / Old Business** - Howard – state police in Quabbin region agreed to use their facilities extensively. Need to get the “plan” signed. Howard – 48 hour EDS plan, outraged by this. No way to deliver anthrax universally. Why are they making each community do this when we could use mutual aid?
- **Adjourn**