

EXECUTIVE COMMITTEE MEETING MINUTES  
Thursday, June 26, 2008/9:00 AM  
25 Meade St, Worcester, MA

In Attendance: Chris Montiverdi (Leicester); Roger Mallet (Orange); Nancy Allen (Shrewsbury); Karyn Card (Worcester); Lenny Izzo (Hopedale); Sandra Knipe (Hubbardston); Lois Luniewicz (Grafton); Paul McNulty (Westborough); Trish Parent (Upton); Amy Urevich (Auburn, on behalf of Andy Pelletier); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (Program Manager); Sara Delisio (Program Consultant); Ken Gikas (Program Consultant); Barry Lein (Program Consultant)

Chairman Chris Montiverdi called the Executive Committee meeting to Order at 9:10 AM

**Minutes:**

The minutes of the June 12, 2008 Executive Committee were presented.

**MOTION by Vice-Chairman Mallet to accept the Minutes as presented s. 2<sup>nd</sup> by Lois Luniewicz.**

**Discussion took place and Lois recommended a change regarding "State and Local Advisory". On the last line it should read "Sandi Knipe expressed an interest". No further amendments were presented.**

**Vote passed with unanimously with changes and Sandi Knipe abstaining.**

**Next Meeting:**

Executive Committee: July 10, 2008 at Meade Street, Worcester, 9:30 AM

Executive Committee: July 24, 2008 at Meade Street, Worcester, 9:30 AM

Executive Committee: August 14, 2008 at Meade Street, Worcester, 9:30 AM

The committee began discussions to possibly cancel one of the above meetings. **MOTION by Nancy Allen to cancel the July 24<sup>th</sup> meeting. Seconded by Sandi Knipe. Vote passed unanimously.**

**Program Manager Report: Kerry Clark**

- Kerry stated that he would be providing an update to the Steering Committee immediately following this meeting. In the interest of saving time, he asked if there were any questions on issues that needed resolution prior to the Steering Committee meeting.
- Lois Luniewicz asked Kerry if he received her email regarding the MEHA conference scheduled for Mystic, CT, in September. There is some question if we can use CDC grant money for this conference since there is only one class that is related to emergency preparedness and this class is only 60 minutes long. Kerry stated he would email the state to find out what other regions are doing and if this is an acceptable expense.
- No further questions were presented.

**Host Agency Report: Karyn Card.**

- Karyn Card reported that all the pertinent information and paperwork has been forwarded to the state for the Host Agency RFR. She will now be working with the city and state official in ensure a smooth delivery of the new grant funds.
- She also reminded the group that all funds need to be encumbered by August 9<sup>th</sup> and liquidated 45 days later. Chris Montiverdi mentioned that Mary Clark informed him that it will be a very difficult process to receive carry-forward funds so everyone is encouraged to spend prior to the deadline.

### Committee Reports:

- **Personnel Sub-Committee:** Nancy Allen informed the committee that this group has not met recently.
- Chris Montiverdi stated he would like to set-up a meeting for the hiring of a new consultant. Chris also mentioned that the Regional Coordinator position will be posted this Sunday and he hopes to conduct interviews the second week of July. He asked if any Executive committee members wished to sit on the panel that would hire for the position. Chris informed the group that he would send out more information as the time approached.
- **Equipment Sub-Committee:** Sandy Knipe, Chairman of the Equipment Sub-Committee stated this group will have some money remaining after the equipment grants have been issued.
- The group asked Kerry how long the process took for towns to receive their funds. Kerry explained it is somewhere between 2 – 3 weeks. He informed the group that all towns except for 3, Quabbin, Worcester and Bolton have been processed.
- Chris Montiverdi offered a suggestion on how to spend some of the remaining funds in a short period of time. He has been working closely with the Red Cross who is currently trying to raise funds for a mobile food preparation vehicle. Paul McNulty mentioned that our BT grant cannot pay for vehicles. Chris replied that although that is correct, the BT funds could help purchase item for inside the vehicle such as stove, 3-bay sink, microwave, refrigeration, etc.
- Lois Luniewicz asked if this vehicle would only used in Region 2. Chris replied that it is his understanding that it would be used to support the Red Cross region that encompasses the majority of region 2 communities. **MOTION by Nancy Allen that if any funds remain in the Equipment Sub-Committee can be used as the Equipment Sub-committee sees fit to assist in funding the Red Cross mobile feeding vehicle pending approval by MDPH. Seconded by Lenny Izzo. Vote passed unanimously.**
- **Training & Education Sub-Committee:** Trish Parent informed the group that ICF has submitted a proposal to conduct a table-top exercise in the region. She stated the quote came in between \$35 - \$65 thousand. She felt comfortable that this is a pretty good price. The challenge we are faced with is that the actual exercise will not be conducted in this grant cycle; however, we can look a splitting the payment. Some of the preliminary meetings they are looking to schedule could be completed prior to August 9<sup>th</sup>. Kerry will work further with the company to try to work out a split payment method. **MOTION by Trish Parent to move forward with an ICF table-top exercise and use some of the money from this grant cycle. Seconded by Nancy Allen. Vote passed unanimously.**
- Following the vote, discussion began on where the table-top would take place. Trish informed the group that they were looking at Quabbin because they have expressed an interest.
- **Strategic Planning Sub-Committee:** Roger Mallet stated they were still working on setting a date for the regional Strategic Planning meeting and will discuss this further with Howard Ziff.

- **MRC Sub-Committee:** Jamie Terry said that this group is trying to get together to discuss where the group is at and how it will move forward. She plans on meeting with Andy to get caught up with issues and plans.

**Mutual Aid Update: Amy Urevich on behalf of Andy Pelletier**

- **Mutual Aid:** Amy informed the group that 32 towns have signed and submitted a copy of the mutual aid agreement. This number will jump to 34 because Westminster and one other town have submitted their paperwork today.
- Tom Purcell of Webster arrived early for the Steering Committee and informed the Executive Committee that he has spoken with his Representative and was informed that the statewide mutual aid for Boards of Health and other disciplines is currently in its third reading at the State House and very close to being enacted.
- Paul McNulty asked that if this passes, how a town engages in mutual aid with other communities. Tom commented that it should be brought to town vote to accept agreement which is what fire and police had to do.

**Homeland Security Update: Paul McNulty.**

- Paul McNulty reminded the committee that there are grants out for training and equipment. He asked if everyone was aware. Kerry stated he emailed the region with this info; however, he will resend it for those that may have missed it. The equipment requests will end June 30<sup>th</sup> and the exercise/training one will end July 14<sup>th</sup>. Paul stated that the money will need to be spent by Dec 31<sup>st</sup>. Trish mentioned the Quabbin region should seek these funds to help backfill and overtime for fire and police which the BT grant cannot cover.
- Paul reminded the group that as of July 1<sup>st</sup>, he will no longer be the primary representative to the Homeland Security Council.
- Nancy Allen wanted the minutes to reflect the good job Mr. McNulty has done on this council.

**State & Local Advisory Committee: Nancy Allen**

- Nancy deferred her report until the Steering Committee meeting.
- Chris Montiverdi had mentioned that Derek Brindisi has asked to step down due to his increased responsibilities in his current position. Sandi Knipe has expressed an interest in filling this role.  
**MOTION by Lois Luniewicz for Sandi Knipe to be a Region 2 representative to the State & Local Advisory Council. Seconded by Nancy Allen. Kerry asked for some clarification as to who would be the primary and secondary. The committee agreed that Sandi would be the Primary and Nancy will be the secondary representatives. Vote passed unanimously.**

**New Business**

- Chris addressed the group to announce that Karyn Card will be stepping down as the MRC Coordinator. New opportunities have become available to her to do some work with the Substance Abuse and Opiate grants. She will continue to work for the Worcester Division of Public Health and will continue on as the Host agency until the end of this grant cycle as well as a member of the Executive Committee. She took the opportunity to express her appreciation to work with the Executive Committee and commended them on the work they have accomplished. She thanked them for the support they have shown during the growing stages of the Worcester Regional MRC.

- Nancy wanted to acknowledge the great work Karyn has done for the region.

**Motion to Adjourn by Nancy Allen, 2<sup>nd</sup> by Trish Parent. Unanimously Voted at 10:02AM**

Minutes prepared by Program Manager, Kerry Clark.

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