

**Executive Committee**  
**MINUTES**  
**Thursday, August 24, 2006 / 9:30 AM**  
**Shrewsbury Town Hall**

- **In attendance:** Kerry Clark, Ed Wirtanen, Roger Mallet, Derek Brindisi, Karyn E. Card, Christopher Montiverdi, Cheryl Rawinski, Walt DePaolo, Steve Saravara, Barry Lein, Howard Ziff, Phil Leger, Nancy Allen, Lois Luniewicz.
- **Absent:** Jim Garreffo, Joyce Crouse, Sandra Knipe, Jana Ferguson, Jane Anderson
  
- **Review & approve minutes of August 10, 2006:** Lois – MA DPH section word is misspelled (concurrence). *m/s/a as amended*
  
- **Next Meeting(s): Executive Committee / September 14<sup>th</sup> @ 9 AM & Steering Committee / September 14<sup>th</sup> at 10 AM / Meade Street (note: Homeland Security Meeting, Water Contamination Conference in RI and Yankee Conference all taking place this day, some members will be absent). \* **KC – send Nancy Allen Water Contamination Info!!!****
  
- **Updates**
  - **Personnel:** contracts just came back from City Law Dept. Project of salaries for next grant cycle. Jana had indicated that the state would be picking up the tab, requested a forecast for the two month period. Salary for consultants would be \$32,000 (Sept 1<sup>st</sup> – Oct 31<sup>st</sup>). Will recommend that Consultants monitor mileage, etc. Derek – November we usually get *t\$35,000 for Sept 1<sup>st</sup> – Oct 31<sup>st</sup> for personnel budget. m/s/a*
  - **Budget:** rookie error – tracked expenses not the encumbered. *Phil - motion to rescind the Risk Training / \$12,000 be reversed and put to personnel line item to balance it out for this current fiscal budget. m/s/a* Kerry will follow up with Jana via email later today
  - **Deliverables:** Howard – EDS / Risk Communication plans submitted, does Kerry have copies of this? Kerry- has copies of everything. Credit for everything? Howard – there was not a component for special populations originally. Kerry – if you complete everything in that plan it should cover the above. Phil – there are things we are looking for from Jana that we have received a response on. Encourage Kerry to meet with Jana to address these items. Derek – all deliverables should go through the consultants to Kerry and then to Jana. Lois – as we try to solidify our plans, there are still unanswered questions. Could Kerry try to be the conduit? Derek – Walt or the assigned consultant should be the point of contact to follow up. Roger – I hope Jared reported this information and it was sent along to Jana. Phil – follow the process. Derek – Kerry should email should be sent out to reiterate to Steering Committee that they need to keep sending their deliverables and the process to follow. Howard – the Scoreboard ought to reflect items more accurately. Kerry – take it a step

further and add a column with dates submitted plus “pending DPH approval.” Kerry is also keeping track of dates he faxed items and who they were faxed to. Roger – will these deliverables change again?

- **Training:**
  - **Equipment:** City is in the process of cutting p.o.’s to the towns who submitted equipment requests.
- **MA DPH Regional Coordinator Updates:** Jana is on vacation this week, not present.
  
  - **Worcester Regional MRC Updates / Progress / \$10,000:** Karyn – Encourage LBOH’s to send out MRC brochures in water and tax bills. ***Phil - \$10 K for id items, marketing items, miscellaneous deemed by MRC coordinator m/s (Nancy)/a*** Derek – concerned about auditing. Phil – be flexible and use good judgement. Walt – re: letter that Derek will write, given that this is an election year, suggest cc: to Kerry Healy. Phil – is that too political? Steve – may call it “gear” vs. clothing, volunteers might be in the elements. Howard – on how many occasions have these circumstances been identified? Worcester, you did something bad? Derek – EOPS, City purchased something they shouldn’t have. State would not pay the invoice, but it was a different grant.
    - Roger – a letter should be written to inform Commissioner Cote about our concerns re: funding. Derek – will compose a letter as Chair, Host Agency rep, MMRS Coordinator, Acting Deputy Health Director.
  
  - **Host Agency Update:**
  
  - **New / Old Business:** Phil Leger will need to step down due to staffing changes in Athol. Will continue to participate in Steering Committee meetings. Will continue to run the meeting in Derek’s absence. Ed Wirtanen has also lost his secretary and will need to regroup, will be stepping down. Derek will also be stepping down. Chris – concerned about having a quorum on September 14<sup>th</sup>. Took a poll, at least seven will be present. Derek – we should have an attendance rate in order to participate on the Executive Committee. Jim Garreffo has missed many meetings as has Joyce Crouse. Should we have a stipulation that you need to attend at least 75% or 80% of the meetings. Ed – I thought that was already a stipulation and then you would be notified. Phil – part of issue is it is a summer, also we have tried to maintain a schedule but trainings are occurring at the same time. Overall record has been good with quorums. Roger – will Ed and Phil still try to attend Steering Committee meetings? Would hate to lose their leadership. Could Phil just “back off” until a new secretary is hired in Athol? Phil - there is a quorum requirement for Executive Committee, not the Steering Committee. Phil – I have been here for 3 years and I am not running away, I can’t make the commitment right now. ***Howard – motion that the Executive Committee recommend to Steering Committee on September 14<sup>th</sup> meeting that principles of operations are modified that 80% of attendance is imposed by those taking on the position of Executive Committee member, or that if the member cannot make 4 meetings in a row, that they will automatically resign.***

*Phil – what if someone is ill? Chris – consistency is at hand. Cheryl – agrees with Chris. Derek – takes too long to get folks up to speed, counterproductive. m/s/a as amended.* Kerry – will fire off an email with information on the three openings and Howard’s motion so that they understand the commitment. Howard – we are looking for folks for Executive Committee, we are much more effective when folks attend every meeting, 100 percent is favorable but 80 percent is acceptable. Chris – if someone is out, can they send a member of their staff? Phil – reviewed Principles of Operation. Derek – one year term, when does it end? Phil – we decided it would coincide with the funding cycle. Derek – most are unaware of this, should be in writing. Howard – much better off having a replacement system that replaces a 1/3 of your board every year in 3 year terms vs. having a 1 year term. Better continuity, invest in experience. If we make a change, why not embrace this system? Phil – good idea but most can only manage a 1 year commitment plus it depends on the funding this group gets. Cheryl – agrees with Phil. What happens if we don’t have any candidates for Executive Committee? Do we go to a 10 member board? Phil – still need a quorum to do the business. We will have to cross that bridge when we get to it. **Howard – motion for a September 1 to August 31 term, m/s/a.** Phil – some names to put in the hat: Lee Jarvis, Karyn E. Card, Trisha Parent, Darlene O’Connor, Tom Brown. Nancy – Derek will make phone calls to these folks to get a sense of their interest. Howard – ask Kerry and the Consultants who they have connected with out in the Region who are interested, reliable, characteristics we would want on the board. Cheryl – Walt? Walt – interested but would have to recuse himself for things that have to do with personnel issues. Lois – feels this is reasonable as long as there would still be a quorum if Walt had to step out. Phil – as long as this is on record, should be okay. Kerry – do the candidates submit a letter of interest? Derek – have them submit letter of interest to the Executive Committee Chair.

- Phil – update on the MA DPH meeting? Derek hand delivered the letter on behalf of Region II Coalition. At least 50 percent of audience was MA DPH. Commissioner Cote discussed concurrence. 100 letters of support came in from around the state of two of the claims (no concurrence and funding issue). Derek approached Jeff Wilkanson with letter, representing Region II, 15 percent of the state’s population, we agree that communication needs improvement, did not agree with direct funding of 51 or greater. Argument that 10 percent still funds local public health. Gave Commissioner Cote the original letter. Kerry – additional discussion was about dividing up funds by population vs. number of towns in a region.
- Nancy – did Kerry have any luck connecting with other program managers? Kerry – will work on getting together with these folks after the budget is settled. Would like to see it state-wide.
- **Adjourn: m/s/a**