

**Executive Committee**  
**MINUTES**  
**Thursday, September 14, 2006 / 9:00 AM**  
**Worcester Department of Health & Human Services**  
**25 Meade Street / Conference Room 109**

**In attendance:** Roger Mallet, Phil Leger, Ed Wirtanen, Sandra Knipe, Nancy Allen, Paul McNulty, Christopher Montiverdi, Barry Lein, Kerry Clark, Karyn Card, Wibby Swedberg, Jane Anderson, Jana Ferguson, Howard Ziff, Cheryl Rawinski

**Absent:** Jim Garreffo, Lois Luniewicz, Joyce Crouse, Derek Brindisi,

- **Review & approve minutes of August 24, 2006:** *m(Roger)/s(Ed)/a*
  
- **Next Meeting(s):** Thursday, September 28<sup>th</sup> at 9:30 AM in AUBURN
  
- **Updates**
  - **Personnel**
    - **Contracts:** Jana stated that the state will distribute funds in one year allocations vs. the 10/12 scenario. New contract will run Aug 31 – Aug 30.
    - **Evaluations:** Kerry would like to sit with Personnel Committee and discuss staff evaluations and also it creates a paper trail.
  - **Budget:** See Kerry's attached power point presentation, total remaining funds = \$18,944.64.
  - **Deliverables:** Stats rising steadily, reviewed score board.
  - **Training:** ICS and NIMS need to be completed by the end of September. PeopleForever continues until March 2007. There are still about 125 virtual coupons. Chris – they tend to cancel classes. Phil – has the PDA training been rescheduled? Kerry – looking into it.
  - **Equipment:** Go Kit Part B items have arrived, Eagle Scout Groups will assemble. AED's are being issued. Paul – checks for Town equipment? Kerry – starting to go out. Contacted the 6 Towns that did not receive a vendor number in time, Kerry will try to honor the request but there will be a delay.

- **Letters of Intent / Executive Committee:** Roger, Howard, Sandra, Chris, Paul, Cheryl, Lois, Nancy would like to continue on the Executive Board. Karyn Card and Walt DePaolo submitted their letter of interest to serve on the committee. Jana – concerns about Karyn serving as Host and Ex. Committee person. Phil – we discussed this at the last meeting and anything to do with pay or anything to do with them personally, both Karyn and Walt would recuse themselves. Jana – would like a declaration in the file on Karyn and Walt. Phil – key that we have someone who is connected to Host Agency, same as Derek serving. Jana - no objection to those who have stepped up but wants to be sure everything is above board. Paul – if we have two people who are always dropping out, what will happen with having a quorum? Karyn would need to step out on Host Agency issues and Walt will need to step out on Personnel issues (or at least not vote). Phil – we did not get a lot of responses for the open slots. Steering Committee still needs to vote.
- **MA DPH Regional Coordinator Updates:** Jana - notice of grant award came Tuesday. Push out contracts; deliverables need to be done along with that. Needs feedback from the Region on funds and the deliverables issues to local boards of health, considering how overtaxed folks are. Funding allocation is based on allocation right now. Some areas in the state this is not working. Western MA has little communities with low populations. Franklin Co. has 27 communities in their sub. Coalitions. They will lose another \$4,500 or so. They are feeling the pain of not having the resources needed to get the deliverables done. New scenario – email went out to Region II, it would mean we would get a cut. 80/20 is just an idea. 15% cut might be made up via Pan Supplemental funding. Jana wants input. Howard – reflect on the work that we ask each of the towns to do. Based on that work, allocate funds. Would rather see 50/50. Or, we can regionalize and turn in one plan. But, if each Town has to prepare deliverables, then allocating on populations is ludicrous. Jana – if folks regionalized, Jana just needs to know who the PIO is. Phil – economy to scale, stuck through 74 town “monster,” why are we getting penalized? Does not know what the equal answer is. Jana – always population based but open to revisit it. Would like a couple of folks to represent the Region to DPH to make sure we have Regional input at a monthly meeting.
- **Worcester Regional MRC:** KC – hold over to Steering Committee

- **Host Agency Update:** KC – none
- **New / Old Business:** Paul – met a company that put together a professional power point presentation on Pandemic Planning. It costs about \$300.00 Howard - we are in trouble. The truly experienced people are departing from this committee. Quabbin is also in trouble having lost a key player. Concerned about lack of experience for our new challenges. Is this a problem we need to talk about? I think we are tired and the Homeland Security mechanism and the CDC is not going to stop challenging us, and we have only completed about half of the deliverables. Sandi – this is human nature, some will phase out and some will phase in, we need to train them. Phil – I am leaving due to the office situation but at the same time, we need new folks into the flux. Every year there should be some new blood coming on the board. We go through changes in our work and we can't control it. Point taken from Howard.
- **Adjourn:** *m/s/a*