

EXECUTIVE COMMITTEE MEETING MINUTES

June 13, 2013/9:00am

Worcester DPH

25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner)(Alt); Lois Luniewicz (Grafton); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Jim Morin (Southbridge)(Alt); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (Region Coordinator); Sara Darlagiannis (Program Planner); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Phil Leger at 9:04am.

Phil Leger called for a vote on the Chair and Vice-Chair positions for the Executive Committee for the coming grant year.

Sandi Knipe nominated Phil Leger for the Chair and Paul McNulty for the Vice-Chair. This was seconded by Lee Jarvis. There were no other nominations. The committee voted unanimously to approve these nominations to the respective positions.

The minutes from the May 23, 2013 Steering Committee meeting were presented for review only. Several typographical errors were noted for correction.

Next Meetings:

Region 2 PHEP Table Top Exercise June 27, 2013/9:00am/Hopedale Country Club.

Executive Committee Meeting: July 11, 2013/9:00am/Location TBD.

Steering Committee Meeting: July 25, 2013/9:00am/Location TBD.

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Kerry stated that there was an EPB meeting held on Monday but that he had to participate by conference call. He has asked for a copy of the minutes if anyone took them since he had some difficulty hearing over the telephone connection.
- The state will be providing a briefing for WebEOC use by Boards of Health. Kerry suggested possibly doing it during a Steering Committee meeting to get as many attendees as possible. They will also be able to access it at the local level. Kerry will be working with the state to schedule this.
- Worcester has received the BP2 PHEP and the MRC contracts for this upcoming grant period and they have been signed by the city manager. The PHEP contract needs to be returned to the state with a proposed budget and a work plan. Kerry will develop place holders for both documents to send to the state and which can be amended later as necessary. Phil requested that Kerry send these documents to the committee members for their comments.
- Kerry also reminded the members that any funds sent to cities or towns must be spent by June 30th and documentation of the expenditures must be returned to Worcester.
- Phil mentioned that he stopped by Timbucktu Trailers to drop off the Athol trailer and saw five of our region trailers being retrofitted.

Host Agency Update: Derek Brindisi/Colleen Turpin

- No briefing.

Homeland Security Council: Chris Montiverdi

- Chris reported that the recent equipment requests are being processed now. Communities should have the items they requested by the end of the month.
- Chris also stated that the Council is looking forward to determine how to use future grant monies.

Regional Mutual Aid: Andy Pelletier

- There was no report.

Local and State Advisory Committee: Phil Leger

- Phil stated that he has reached out to Nika Boyce to see if she was still interested in being the LSAC representative. If she is not then there are several other individuals who may be interested.
- Phil had sent out an email with information from the last LSAC.
- He mentioned the recent Integrated Pest Management course which some people had attended. Lois Luniewicz stated that it was one of the best courses she has seen. It involved speakers with knowledge of many different pests we could encounter in public areas. This course is usually held at the NEHA Conference but the LPHI was able to bring it here to allow more of our people to attend.
- There are several training modules in progress. Drinking Water is live on the LPHI website. The Advisory committee review is in progress for the Hazardous Waste module. Content expert review is in progress for Medical and Biological Waste; Health Promotion and Disease Prevention; and Special Food Operations: Sushi. Pre/post-tests and facilitators guides are currently being developed. New modules currently in development include Indoor Ice Rinks, Community Recovery, Emergency Dispensing Sites (EDS) and Solid Waste and Debris Management.
- Curriculum has been drafted and reviewed for Managing Effectively in Today's Public Health Environment. The current plan is to pilot the course with two classroom sessions and 12 weekly webinars on Tuesdays from Sept through December 2013. Registration will be opening later this summer.
- The LSAC is acting as the advisory committee for the LPHI.
- The LSAC will be meeting next Monday. They will start the meeting by sitting in on the Arbovirus conference call. They will also be going over the BP2 deliverables and the Health and Medical Coalition.
- Kerry asked Phil about the use of PHEP funds to attend trainings as reported in the minutes of the last meeting. Phil stated that it had been approved and that it was supposed to be re-visited at the coming LSAC. Kerry replied that there may have been a change and asked Phil to insure that the issue was discussed. Our region has had two people make arrangements to attend the July NEHA Conference per the current understanding.

Personnel Workgroup: Lenny Izzo

- Lenny had nothing to brief but Kerry stated that the contracts for the planners have been signed by the planners and are being forwarded to the City Legal office for final approval and signature.

Education, Acquisition & Training (EAT) Workgroup: Paul McNulty

- Trish Parent reported on the last EAT Workgroup meeting. They had delayed purchase of the 2 AM Radio Transmitters and North Brookfield's EDS supply request in order to avoid going over the budget.
- Kerry stated that he and Colleen had met with the Budget Office yesterday and we are pretty much zeroed out except for about \$50.00. He will continue to monitor this until the end of the year.

MRC Workgroup: Liz Foley

- On June 26th there will be a dinner meeting and a showing of the movie "Contagion". Invitations went out to all PHEP communities.
- There will be a CPR course at the Worcester Public Library on June 22nd. You may sign up on the MRC website.

- On June 25 & 27th, about 8 MRC volunteers will be attending a Train the Trainer for a new MRC shelter training put together by MDPH and MRC shelter committee.
- A few MRC volunteers will be attending the tabletop exercise.
- Colleen has requested that all MRCs and subdivisions report spending and make sure money is spent or sent back to Kerry.
- Jamie said that she heard from Jim Gareffi that Nashoba may have a viable candidate for their MRC Division.
- Lois stated that some of their people have been invited to go to Westborough to talk at their Senior Center but Paul McNulty was unaware of this. They are also bringing volunteers in from Northbridge and Sutton.
- Liz also mentioned that they have a 60 second PSA from NACCHO to air at movie theaters. It will air at the Superman movie.

Strategic Planning Workgroup: Jim Morin

- Jim Morin stated that they have been concentrating on the Tabletop exercise.
- Strategic Planning will be the point of contact for JSI to conduct HVA training in the region. This training should be occurring during this next grant year.

Old Business:

- There was no Old Business to discuss.

New Business:

- Phil stated that we have the trailer fire extinguisher downstairs and people with trailers should pick theirs up today from Ken.
- Jamie said that she went to the Building a Safer Tomorrow conference at the DCU and it was a very good and informative meeting.

Cheryl Rawinski made a motion that we adjourn which was seconded by Lee Jarvis. The meeting adjourned at 9:46am by unanimous consent.