

Executive Committee Minutes  
Thursday, August 02, 2007  
PHEP Coalition  
25 Meade Street, Worcester, MA 01610

In attendance: Chairman Howard Ziff, Andrew Pelletier, Karyn Card, Trisha Parent, Jana Ferguson, Barry Lein, Mike Dunne, Ken Gikas, Sara Delisio, Sandra Knipe, Roger Mallet, Chris Montiverdi, Paul McNulty, Kerry Clark. Derek Brindisi joined the meeting at 11:15 AM.

The meeting was called to Order by Chairman Howard Ziff at 9:45 AM who declared a quorum present.

- **Executive Committee Minutes of July 26, 2007 were presented for approval.**
  - **Motion to accept the minutes was made by Roger Mallet. 2<sup>nd</sup> by Paul McNulty. Unanimously approved.**
  - Note: after the vote Jana Ferguson noted that she believed she reported the “entire funding package has been reduced by **15%**” and not 23% as shown in the minutes. This is in bullet 3 under Report of Program Manager.
  
- **Next Meeting:**
  - The next meeting of the Executive Committee is scheduled for August 23, 2007 at 25 Meade St., Worcester at 9:00 AM. A meeting of the Steering Committee will follow at 10:00 AM
  - Chairman Ziff inquired if we should set the September meeting and it was agreed after a short discussion that the September meeting would be September 13, 2007 at 25 Meade St., Worcester beginning at 9:30 AM.
  
- **Program Manager Update:**
  - Chairman Ziff asked all to review the new budget format that Kerry Clark had prepared. He asked if the committee was satisfied with this new presentation. Chairman Ziff noted it met his objective of having the pie chart represent the whole budget.
  - Andy Pelletier stated he would like to take the **Remaining Funds Update** out of order to discuss the budget. He asked if the form showed the “total available funds”.
  - Kerry Clark noted that the form showed Total Available Funds as \$214,476.22 and from that we should subtract Total Proposed Spending of \$164,847 which leaves \$49,629.22 as the actual amount available. Jana Ferguson questioned if this included the over-spent in Equipment and Mr. Clark responded “yes”.
  - Jana Ferguson asked what the reality of expecting additional funds to become available is? Kerry Clark replied that he would expect more funds to become available from such sources as Personnel because we are down consultants.
  - Jana Ferguson advised that it was her understanding from the Commissioner of Public Health that “even if we don’t get (have) funds from CDC the state will assist during the shortfall. Chairman Ziff asked if Kerry could rely on that? Kerry Clark then advised the Committee that based on last year’s expenditures he had prepared Purchase Orders to carry until November 15<sup>th</sup>. Jana questioned whether he could prepare Purchase Orders in advance for the consultants. Kerry opined that it was his understanding that as long as the funds were obligated by August 31<sup>st</sup> they could be spent up to November 15<sup>th</sup>.

Jana said she would check with her office. Andy Pelletier stated he would like to move forward so that the consultants would be assured of being paid. Chairman Ziff stated he concurred with Andy. Karyn Card noted this also effects the MRC funding and not just the consultants. Chairman Ziff noted that Dr. Lisa Stone had told the Coalition the funding problem of last year would be solved but we still seem to have a problem. Paul McNulty asked Jana why the Homeland Security Councils can continue to carry funds forward and we can't; Jana replied that she has asked the same question but hasn't gotten an answer directly but it's her understanding is the grants are structured differently coming from the federal side. There was a general discussion on the nature of the funding related to this issue.

Karyn Card then read an email she sent to and received a response from Ray Richards of DPH. The wording of the email received "... **all FY07 funds must be obligated by August 30 and expended by November 15 ...**". Karyn thought this meant we can obligate the consultants funds and continue to pay thru November 15<sup>th</sup>. Chairman Howard Ziff said "we will rely on this email and move forward". He directed Karyn Card to retain the email.

- Chairman Ziff then brought the question back to the beginning of the discussion on whether or not the new Budget Presentation format was acceptable to the committee. All agreed it was.
  - Kerry Clark then resumed his full budget report. He noted that the contracts with the consultants have been signed thru August 31<sup>st</sup>. He reported he was working on the new contracts. Chairman Ziff asked why the contracts don't go through November 15<sup>th</sup>, this would agree with the funding schedule and purchase orders are show we are consistent. Karyn Card will follow up as liaison with the host agency.
  - **EQUIPMENT:** Kerry noted he was in the process of re-submitting Purchase Orders to Worcester as they rejected some for lack of detail. Paul McNulty asked Kerry about the proposal to award \$2,000 to each community; Kerry replied that was no longer on the table.
  - **TRAINING:** Re-scheduling the Radiological Response Training.
  - Chairman Howard Ziff asked if the committee was satisfied with People Forever as the computer service company? He reported he was not happy with the company; felt they were not responsive to calls and missed a training class. Sandy Knipe asked if this was something Barry Lein could do for us? Barry replied that the service was beyond the extent of service he supplies the coalition. Andy Pelletier stated this was outside the current budget and we should deal with it next year. Chairman Ziff concurred it was out of order at this time.
  - **Deliverables:** Kerry reported he had some forms to run by Jana Ferguson; Jana advised the committee to keep on working on current deliverables at this time.
- **Remaining Funds Update:**
    - Andy Pelletier asked if the \$57,847 for Public Information Project was the final amount being recommended. Chairman Ziff replied this was the amount encumbered as of now. Paul McNulty noted that at the last minute we will probably have some money left over and questioned what should happen with the funds. Chairman Ziff opined that the Executive Committee has been given authority by the Steering Committee to deal with end of the year expenditures. Chairman Ziff felt the Committee should establish categories for final spending.

- Karyn Card gave a run-down on the approvals voted in Orange at the last meeting. Chairman Ziff stated from his vantage point a billboard was not a good investment of our funds. Karyn noted that \$19,500 was allocated for billboards at the last meeting. Trish Parent explained the billboards would enhance the Public Health message. Chairman Ziff asked, how many towns would receive billboards? Karyn supplied the names of the cities/towns expected to get a billboard but noted many other people would benefit not just the town the board was in. From the list of spending approved in Orange, Chairman Ziff asked what the coalition will receive from Red Cross in return for \$10,000 in funding. Karyn Card read a memo from Red Cross regarding 22 towns. Karyn Card then returned to the billboards and noted she was negotiating with Clear Channel and it was possible the cost might go over \$19,500. The committee is also recommending printing bags that would hold education distribution literature. Karyn noted the committee would like to order 100,000 bags. Chairman Ziff noted he had already expressed his opinion on the billboards. Roger Mallet noted his community and those around him don't have billboard space. Trish Parent opined that it was time to start the education process and "we will never reach everyone, but we need to start". Paul McNulty noted the matter was voted on in Orange and the vote should stand. Chairman Ziff asked if \$10,000 was enough for Red Cross. Chris Montiverdi stated they would like more but the committee was trying to be frugal; he noted he felt that the more we can give Red Cross the bigger return we get. Chris noted Red Cross is present at all disaster sites not just public health. Chairman Ziff noted the Red Cross area is different from the coalition area and questioned whether Red Cross would agree to cover the additional 2 towns. Karyn Card stated this has been discussed with Red Cross and it is not a problem. A general discussion ensued on what could be purchased with the \$57,847.

**Motion by Roger Mallet: To authorize the expenditure of \$57,847 for Public Information/Education. 2<sup>nd</sup> by Paul McNulty. Unanimously Voted.**

- Trish Parent asked if there would be additional funds given Walt DePaolo is no longer receiving a salary and there appears to be unused conference funds. Kerry Clark opined that another \$70,000 may be available. Jana Ferguson noted it must be spent on public health but not necessarily on emergency preparedness. Paul McNulty said he would like to hear from the consultants regarding items they hear about in the field or need for their job. Chairman Ziff concurred and asked the consultants for input...none was received.

Chris Montiverdi noted that last year the coalition had purchased medical supply stockpiles; the cost is about \$8,000 for each POD. Roger Mallet noted that Athol would like 2 more of the PODS, as last year they could only accept 1 because of storage space but they now have increased storage. Chairman Ziff proposed purchasing PODS and staging them in the region so any community could take advantage. Sandy Knipe said she thought the purchase was a good idea but preferred to locate the PODS at ISCU's. Andy Pelletier suggested clinics might be an appropriate location rather than ISCU's. Paul McNulty noted that the Homeland Security Council was giving each hospital \$7,000 for their emergency plans and wondered where the PODS fit into their planning.

**Motion by Roger Mallet: to direct the sub-committee to work with Chris Montiverdi to find suitable locations for the PODS and to commit further found funds to purchasing these PODS. 2<sup>nd</sup> by Sandy Knipe. Unanimously Voted.**

- **Regional Coordinator Update:**
  - Jana Ferguson reported that in terms of next year's funding she is still not clear when the funds will arrive.
  - CDC Technical Review Form: Jana will be sending this form to all communities. This is a new CDC form that she is required to complete for all plans. It will show the community where they are lacking according to the CDC. She must have the reviews done by August 31 so she urged that communities get their plans submitted as soon as possible. Kerry Clark asked if this form would replace the Excel spreadsheet currently used; Jana replied that it would.  
Chairman Ziff asked if this meant we were asking towns to fill out yet another form. He expressed reservations that the towns are tired of completing paperwork. Jana said she wasn't requiring towns to fill out more forms, this form will help a community evaluate their plan according to CDC guidelines. Ken Gikas asked Jana how she would like to receive the form from the community; Jana replied electronically is preferred. Chairman Ziff stated he did not want the consultants distributing new paperwork for the communities to be filling out. Kerry Clark stated he would work with Jana and the consultants on this project.  
Kerry Clark asked Jana, "if in the course of doing this you find a town that scores high will you share that with us so we could use that town as a model?" Jana said she would supply the name of the town but the towns plan may be kept private if it mentions site security.  
Paul McNulty noted that the last plan Jana reviewed for Westboro she cited it lacked site security. Paul asked where he would find site security information that would be acceptable. Jana replied it can be found on the CDC site. Jana again stated that she is a reviewer and lets the community know of deficiencies but the final call on the acceptance of a plan is the community.
  
- **Host Agency Updates:**
  - Karyn Card of the Host Agency deferred to Walt DePaolo for remarks from WMRC. He reported that they are trying to provide more training at the local level. They have done smallpox training and some bio-terror training. They are moving ahead with CPR training and trying to deliver it into the region rather than having the communities come to Worcester. Paul McNulty asked if we Committee could be given information on how many communities are participating in the training; Walt replied he could do that.
  
- **New Business:**
  - Kerry Clark noted that the grant cycle is coming to an end and this would be a good time to see if people want to stay on committees and remain or serve as chairperson(s). Chairman Ziff asked Kerry to send an email to all members asking that question.
  - Kerry said in September he would like the Committee to review/evaluate programs.
  - Chris Montiverdi said he would like to see more participation from communities in the next cycle. He suggested that some form of reward for attending meetings be made available such as extra points when evaluating requests. Roger Mallet noted towns are always looking for funding so maybe a stipend for each community that participates. Paul McNulty stated he didn't agree, he noted that many BoH are single person offices and that person can't get away to attend meetings. Paul McNulty asked Jana Ferguson if

a town could hire someone with grant funds to cover while the rep was at a committee meeting; Jana said this would be allowable.

Trish Parent said she would like the consultants to query their towns as to why they don't participate. She felt the committee needs to know why before the problem can be addressed. Sara Delisio reported that Ashby and Ashburnham didn't know when the Steering Committee meeting held; Trish said this was exactly her point.

Chairman Ziff requested Kerry Clark to handle this with the consultants and get a report back to the committee.

- Jana Ferguson said the state was now looking for a 2 year exercise plan for EDS sites. She stated that ideally the exercises would be progressive, table top – functional – full scale. Chairman Ziff asked if DPH was going to allow for paying police/fire OT and backfill? Jana replied that the state was working with an exercise group consisting of multi-disciplinary agencies and would coordinate identifying the funding streams. She noted that the Homeland Security Councils can fund OT/Backfill and they are represented on the state exercise group. She emphasized “this is why its important when an exercise is being planned that the state exercise group be made aware.” Derek Brindisi stated Worcester is doing exactly what Jana is suggesting with a dispensing exercise on October 13<sup>th</sup>; he has asked for Homeland Security Council assistance in paying for personnel.
  - Chairman Howard Ziff notified the committee that it is his intent to step down from the Chairman position at the start of the new grant year. He noted that Chris Montiverdi has expressed interest in being the next chair and he supports that. Chairman Ziff noted he believes new people in positions bring new perspectives and this is good for the organization.
  - Paul McNulty noted that the consultants need a picture ID Card when they are in the field. Walt DePaolo said the MRC badging system is just about complete and would be able to do this; Walt will follow up with Karyn Card and get this done for the consultants.
  - Walt DePaolo asked Jana Ferguson if there had been any progress on determining whether the meetings were subject to the Open Meeting Law? Jana replied that the question had been referred to counsel at DPH.
- **Old Business:**
    - Andy Pelletier noted that at the last meeting the committee had asked for an update on CMDART for this meeting. Andy noted that we gave the group \$10,000 for Training and \$16,000 for Equipment. He said he understood they can't spend all the Training funds and would like to move the balance to Equipment purchases. Kerry Clark noted that Worcester (host) wants to see specific items on purchase orders, so he would need to know what they proposed to purchase; Jana Ferguson noted if it was over \$500 she would also need to approve.  
**Motion by Andy Pelletier: To allow CMDART to transfer any remaining Training Funds to Equipment Funds and to expend same with the approval of Kerry Clark and Jana Ferguson. 2<sup>nd</sup> by Trish Parent. Unanimously Voted.**
    - Kerry Clark displayed the new vests that had been purchased for the EDS sites. He noted that each EDS will receive a set and they are color coded per CDC guidelines.
  - **Motion by Walt DePaolo to adjourn. 2<sup>nd</sup> by Roger Mallet. Unanimously Voted @ 11:53 AM**

