

EXECUTIVE COMMITTEE MEETING MINUTES
May 10, 2012/9:00am
25 Main St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Templeton/Royalston); Derek Brindisi (Worcester); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Hubbardston); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Trish Parent (Upton); Andy Pelletier (Auburn)(Vice-Chair); Cheryl Rawinski (Sutton); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT); Forrest Price (Program Planner); Liz Foley (WRMRC).

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

Minutes of the April 19, 2012 Combined Executive/Steering Committee meeting were presented for review only and will be offered for approval at the next Combined Executive/Steering Committee meeting.

Next Meetings:

Executive & Steering Committee Meetings: May 24, 2012/9:00am/Hopedale Fire Dept, 40 Dutcher St., Hopedale.
Executive Committee Meeting: June 14, 2011/9:00am/Worcester (to be followed by an EAT Workgroup meeting).

Andy Pelletier stated that he would be unable to attend meetings for the next three months due to participation in a medical rehabilitation program. He offered to step down from the Vice-Chair position in order to allow someone else to fill this position.

Cheryl Rawinski made a motion that we appoint Paul McNulty as Vice-Chair vice Andy Pelletier for the remainder of the term of office. This was seconded by Lee Jarvis. The motion passed unanimously.

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Colleen stated that the third quarter Financial Report is due in June and they were working it.
- She also stated that several potential bidders had questions about the projected exercise. The due date for the bid closing was moved to Friday, May 11 to allow for these questions to be answered. This started a short discussion concerning the exercise and the need to schedule it before the end of the grant year.
- The MRC Quarter Four money has come in and is available.
- We are also coming to the end of the grant cycle so they are starting to work with the Law Department on the contracts for the next cycle.

Host Agency: Derek Brindisi

- Derek briefed that is Mike Coughlin is leaving the Emergency Preparedness Bureau and going to the Commissioner's Office at the end of the month. Phil state that at the LSAC he asked Mary Clark about any plans to replace Mike. The LSAC is looking for someone to move in his position to be the LSAC contact point, but it does take several months to replace someone.
- Phil was talking about Bernie Sullivan approaching the Commissioner and suggesting some small grants for BOHs for specific projects when we received a HHAN Alert which announced a new MDPH Mini-Grant program. This is for specific innovative plans which require flexible one-time infusion of funds which might not be otherwise available. It is designed for BOHs which have 3.0 or less full-time equivalent manning.

Homeland Security Council: Chris Montiverdi

- Chris was not present but Phil mentioned a recent presentation by MEMA on the Statewide Mass Care and Sheltering project. The intent is to avoid too many small shelters being opened and asking for supplies and equipment by opening larger, regional shelters as necessary.

Regional Mutual Aid: Andy Pelletier

- Andy stated that we are still at 64 agreements signed and he is unaware of any pending agreement.
- Ken Gikas brought up the issue of the statewide mutual aid agreement which includes public health. Some towns in our region have not signed our agreement but have signed the statewide agreement while others have the opposite. Andy mentioned the possibility that towns who signed one agreement could not provide or receive mutual aid with towns who signed the other agreement. There was a general agreement that we should consider increasing our efforts to get those communities who have not signed on to our agreement to do so.

Local and State Advisory Committee: Sandi Knipe/Phil Leger

- Sandi briefed that the LSAC had a final draft of its Principles of Operation and he passed this around for everyone to peruse.
- Sandy Collins will be stepping down as the LSAC Chair. The group has nominated Dawn Sibor as the Chair, Sandra Martin as Vice Chair, and Tom Carbone as Secretary.
- Region 4 was the only region which did not concur with the PHEP proposal.
- The HVA deliverable will not be going forward during the next PHEP cycle. The pilot training tool is still being developed.
- The Partnership list, vulnerable population listing, and sheltering projects will continue.
- Phil also mentioned that under the sheltering issue, many people seem to be looking for a place to go during the day to rest, get something to eat and drink, and re-charge items like cell phones and computers but go home to sleep at night.

Personnel Workgroup: Lenny Izzo

- Lenny stated that he had nothing to report.

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

- Paul stated that the EAT Workgroup will meet immediately after this meeting adjourns..

MRC Workgroup: Jamie Terry

- Trish reported that Mike Coughlin's leaving the EPB will affect the sub-regionalization issue as he has been helping with this. She also said that Lindsey Tallon should be returning to MDPH soon as the MRC Coordinator which should help.
- The Wachusett MRC leadership met and accepted the changes to the MRC regionalization map.
- Liz Foley stated she is trying to put the MRC PSA on CDs and had the YouTube link.

Strategic Planning Workgroup: Jim Morin

- Trish Parent stated that Jim and the Strategic Planning Group would be reviewing the exercise bids.
- She also said that Jim has a copy of the draft Principles of Operation and should be sharing it soon. Trish had a copy and said that the items in blue have been taken out while the items in red have been added.

Old Business:

- There was no Old Business to discuss.

New Business:

- There was no New Business to report.

Andy Pelletier made a motion that we adjourn which was seconded by Lenny Izzo. The meeting was adjourned at 9:58am by unanimous consent.