

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

May 27, 2010/9:00am

119 Bearfoot Rd., Northborough, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Sandra Knipe (Hubbardston); Lee Jarvis (Spencer); Sandra Knipe (Hubbardston); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Bill O'Connell (MDPH); David Favreau (Stirling); Lois Luniewicz (Grafton); Roger Mallet (Orange); Barbara Mard (West Boylston); James Morin (Southbridge); Darlene O'Connor (Leicester); Seth Peters (PH Reg 2); Colleen Turpin (PH Reg 2); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Denise Phaneuf (Program Planner); Forrest Price (Program Planner).

Guests: JoAnn Griffin and several members of CMDART.

The Meeting was called to order by Chair Phil Leger at 9:12am.

**Minutes for the April 22, 2010 Executive/Steering Committee meeting were presented for approval. Jamie Terry made a motion to accept the minutes which was seconded by Paul McNulty. The motion passed unanimously.**

**Minutes for the May 13, 2010 Executive Committee meeting were presented for approval. Jamie Terry made a motion to accept the minutes which was seconded by Paul McNulty. The motion passed unanimously.**

**Next Meetings:**

Executive Committee Meeting: June 10, 2010/9:30am/Worcester

Executive & Steering Committee Meetings: June 24, 2010/9:00am/Central Location (Worcester?).

Sandi Knipe stated that she would be unable to host the June 24<sup>th</sup> combined Executive/Steering Committee meeting in Hubbardston but said that she would like to host the July meeting. The June 24<sup>th</sup> meeting will most likely be held in Worcester.

**Program Coordinator Update: Kerry Clark**

- Seth stated that the hotel is set for the June conference in Las Vegas but he was not sure about the airline reservations. Chris later received a message from Kerry that the flights were set.

**Host Agency: Derek Brindisi**

- Phil stated that there would be a state-wide Host Agency conference call on Friday, May 28<sup>th</sup> to discuss the coming grant year budget and deliverables. Both are expected to continue about the same as this year's contract. This will be PHEP only, PHER funding will not be discussed.
- Jamie asked about the posting of the MRC Coordinator position and about changing the scope of work in the contracts for the planners. Cheryl said that she thought Lenny wanted to meet after the Las Vegas conference.

**Homeland Security Council: Chris Montiverdi**

- Chris stated that there is no update since the last meeting.
- He did mention that the Statewide Interoperability committee will be meeting to set goals and objectives.
- Ken stated that at yesterday's Reverse 911 meeting someone said that Homeland Security will be funding the Reverse 911 system indefinitely. Chris replied that as far as he knew it was for the next year or so. He also said that he did not think that the council would stop funding this program unless the state directed them to discontinue the funding.

**Regional Mutual Aid: Andy Pelletier**

- Forrest gave Andy the recently signed Rutland Mutual Aid Agreement.

**Local and State Advisory Committee: Sandi Knipe**

- Sandi stated that there was some concern from the LSAC members about the possible merger of the LSAC and the Coalition for Local Public Health. She is worried that doing this could mean the loss of representation from the smaller communities. Phil stated that the LSAC was set up around emergency preparedness regions but gives us input to the state on multiple issues. He was concerned about the larger public health professional organizations gaining influence over the smaller BOH concerns. Some of the coalitions are looking at establishing by-laws.
- Bob Carr, the DPH Health Educator, is looking at the Health Educator job description. Sandi felt that this was not our concern.
- Mary Clark talked about the next budget which should be containing more explicit performance measures. There will be a conference call on the budget tomorrow and DPH will provide a summary document. We will have to vote on this.
- Mike Coughlin stated that DPH has some left-over PHEP funds and will be using this to purchase 1300-1400 clear containers with wheel with at least one going to each BOH. There will be some items in each container. The only ones we know of now will be safety syringes.
- Phil asked if anyone else had any input on representation on the LSAC. He read an email from Region 4B which said that the Coalition looks at more global issues while the LSAC looks at local issues.

**Personnel Committee: Lenny Izzo**

- Phil summarized the issues facing the committee which were the recruitment of a new Worcester Regional MRC Coordinator and reviewing the contracts for the consultants. He again invited anyone who wanted to work on these issues to attend the meetings.

**Education, Acquisition & Training (EAT) Sub-Committee: Sandi Knipe**

- Sandi stated that all EAT funds have been encumbered. According to Jamie this includes the MRC PHEP funds.
- We are still considering the AM Broadcast/HAM Radio proposals and are waiting for more information.
- Barry stated that the Satellite Phone test was conducted on May 16<sup>th</sup> and most people did well.
- The trailers are in the process of having the decals applied and those that have been completed look good. The trailer equipment is being assembled at Grainger's. We are still waiting on the propane generators. Jamie asked if the equipment is in packaging. Several people stated that it was but also that people should unpack the equipment and check it out to make sure that it works. Phil also recommended a load bar to help secure items from shifting.
- Sandi also said that we plan on buying at least three more trailers for the region.
- We have had no more requests for Emergency Preparedness booklets.
- Sandi stated that there have been no more requests for Inspectors but Cheryl said that Oxford did send a letter to request one.
- The 12 AEDS are on order for those communities who requested one. Replacement pads and batteries for existing units have been mailed to the appropriate communities.
- The region will be purchasing clothing for Health Agents and those board members who actively participate in community BOH activities. This year we have set aside \$10,000 for black, water-proof jackets that also have removable fleece-lined vests. The jacket will also have 2" reflective lettering on the back which says "PUBLIC HEALTH". Sandi has a local source which can provide these at \$85 per jacket. Ira suggested that people try the jackets on first to insure a good fit.

**MRC Sub-Committee: Jamie Terry**

- Jamie stated that they are still waiting for the results of the Wachusett MRC study on how people sought out and obtained H1N1 vaccinations.
- She also reported that Mike Coughlin said that the RFP for the statewide MRC database has been completed and they are waiting on a decision on who will be selected to provide this.

**Strategic Planning: Tom Purcell**

- Phil reminded committee members to register for the upcoming Harvard School of Public Health exercise for Region 2 communities on June 15<sup>th</sup>. Some people were not sure on how to register and Phil explained the two ways people could use to register.

**New Business:**

- Seth gave a brief review of the June 8<sup>th</sup> exercise in which hospitals would test their regional mutual aid plans. The exercise will be held at the DCU Center and Seth will help anyone who is interested in attending to register.
- Sandi asked if there was still a sharps drop-off point in Athol. Phil said that they were not a drop-off site even though Athol was listed as such. But he does try to help anyone who needs assistance in this. This led to an extensive discussion of the situation and possible resolutions to the problem of safe sharps disposal.

JoAnn Griffin and members of her staff gave the meeting an overview of CMDART and it's activities in promoting awareness and training for disaster response for animals in our region.

**Cheryl Rawinski made a motion that we adjourn which was seconded by Darlene O'Connor. The meeting was adjourned at 10:32am.**