

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

April 22, 2010/9:00am

71 West Main St., Dudley, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Trish Parent (Upton); Andy Pelletier (Auburn); Tom Purcell ((Webster); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Lois Luniewicz (Grafton); Roger Mallet (Orange); James Morin (Southbridge); Darlene O'Connor (Leicester); Kerry Clark (PHEP Program Manager); Ken Gikas (Program Planner); Sara Knacek (Program Planner); Forrest Price (Program Planner); Deb Renholm (Sutton); Shawn Winsor (MRC).

The Meeting was called to order by Chair Phil Leger at 9:10am.

**Minutes of the March 11, 2010 Executive Committee meeting which were previously approved were presented with the addition of the Executive Session for approval as modified. Lenny Izzo made a motion to accept the minutes which was seconded by Cheryl Rawinski. During the discussion Andy Pelletier wanted to insure that any wording reflected that the Worcester Regional MRC was a regional asset. The motion passed with one "Nay" from Andy Pelletier.**

**Minutes for the March 25, 2010 Executive/Steering Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes which was seconded by Cheryl Rawinski. The motion passed unanimously.**

**Minutes for the April 08, 2010 Executive Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes which was seconded by Sandi Knipe. The motion passed with Missy Kakela-Bottom and Tom Purcell abstaining.**

**Next Meetings:**

Executive & Steering Committee Meetings: May 27, 2010/9:00am/(Confirm Northborough address)

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

Executive & Steering Committee Meetings: June 24, 2010/9:00am/Northern Location (Hubbardston pending)

**Program Coordinator Update: Kerry Clark**

- Kerry briefed that the Technical Assistance Visit (TAR) will be conducted soon. He is working on obtaining a briefing from the SNS people for the Program Planners to insure that they are prepared to work with the BOHs to accomplish this review.
- He also stated that the third quarter PHEP money has been received. Andy asked if we were on target to spend this money. Kerry replied that we are in good shape to spend all money by the end of the grant year.
- Jamie asked if we could advance the MRCs fourth quarter money from this third quarter amount because the MRCs had to spend their yearly allotment by June 30<sup>th</sup>.

**Jamie Terry made a motion that the region advance to the MRCs their quarter four funds from the quarter three amount to allow them to spend these funds by June 30<sup>th</sup>. This was seconded by Darlene O'Connor. This would be \$3,000 for Grafton and \$1300 for Wachusett. When the fourth quarter PHEP funds are received it will all go towards BT programs. The motion passed unanimously.**

**Host Agency: Derek Brindisi**

- Derek was not here and there were no Host Agency items to report.

**Homeland Security Council: Chris Montiverdi**

- Chris Montiverdi was not here and there were no HSC items to report.

**Regional Mutual Aid: Andy Pelletier**

- There is no change from the last meeting. This is either 58 or 60. We are still expecting more agreements shortly.

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

- Sandi had nothing to report. Phil will be attending next Monday's LSAC meeting.

**Personnel Committee: Lenny Izzo**

- They are still working on the evaluations.

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

- Sandi reported that the committee still has about \$78,513 left to spend. The AED purchase has not been encumbered yet.
- We are still looking at the AM broadcast system. Ken said that the nearest unit is in Philadelphia and that a company representative will be in this area in June or July. Andy stated that the vendor may possibly be at the Nashville conference.
- The Satellite phones are out in the region and people are being trained on their operation. Ken and Barry are working on developing the testing procedures. Darlene asked how people can get training on the BGAN units. Ken will arrange a demonstration at the May 27<sup>th</sup> meeting at Northborough.
- Kerry has made the arrangements to have the trailer lettering done. Towns can either bring their trailers to Doelcam or have the company come to their location. The trailer equipment will be sent to Grainger in Worcester and delivery arrangements will be made at that time.
- We have \$20,000 allotted for Emergency Preparedness Booklets. We have approved five towns to include Spencer.
- We have \$50,000 allotted for temporary Inspector positions. We have approved five and are looking at two more.
- Twelve towns have put in requests for AEDs. Kerry will put out a message setting the deadline for requests as April 29<sup>th</sup>.
- Kerry gave an update on conference attendance.
- Replacement AED pads and batteries will be in shortly. Ken plans on mailing them out to the communities on May 5<sup>th</sup>.

**MRC Sub-Committee: Jamie Terry**

- Jamie stated that the Grafton MRC appears to be on track to spend all of their PHER/H1N1 money. They also expect to spend down their PHEP money. Wachusett also expects to be able to spend all of their money. The Worcester Regional MRC has a lot of PHER money left. Jamie would like to hear suggestions from the Executive and Steering committees on how they think Worcester could spend this money, which is approximately \$37,000 by June 30<sup>th</sup>. Andy suggested that recruitment would be a good area to concentrate on. Sandi asked if Shawn had any ideas. This started an extended discussion on how and where to plan these recruiting sessions. Much of the discussion centered on the fact that the Worcester MRC was a regional asset and that suggestions should recognize and support this. Shawn volunteered to serve as a gathering point for these ideas and to share them with the region.
- Grafton is having a meeting on Monday and will be giving an update on their recruitment. Wachusett is actively seeking nurse volunteers from Ashburnham. Worcester had a recruiting session at a local college and is attending local BOH meetings in the region to discuss their program.
- Grafton had their Volunteer Appreciation night which was attended by 35 people and went very well.
- Shawn briefed on surveys he sent to the region Boards of Health and to Worcester city residents about the Worcester Regional MRC. Out of 300 surveys sent to the latter, about 73% did not respond and were placed on an inactive list. He wanted to tread lightly with the regional volunteers in order to avoid more losses. He hopes to start this survey by May 1<sup>st</sup>.

- The Wachusett MRC has completed an epidemiological study of random households in about four or five towns to study the impact and effects of H1N1.
- The state is going forward with their RFR for a state-wide MRC database. No MRC will be asked to contribute financially to this. The EM Systems database is on hold to see how this goes.

**Strategic Planning: Tom Purcell**

- Michael Leyden gave a brief summary of the status of the planned Region 2 Public Health table-top exercise. He developed some exercise objectives which he will give to Kerry to distribute to the region.
- We need a new date for this exercise. After some brief discussion the committee decided to hold the exercise on June 15<sup>th</sup> from 9:00am-12:00pm. It can accommodate 75-125 people. Michael also stated that other functional areas besides Public Health should participate in order to make the exercise more realistic.

**New Business:**

- Paul briefed on the upcoming Massachusetts Environmental Health Association (MEHA) Annual meeting which will be held on May 12<sup>th</sup> at the Cyprian Keys Golf Club in Boylston.

**Paul McNulty made a motion that Region 2 pay the \$35 registration for any region MEHA members who wished to attend this meeting. This was seconded by Sandi Knipe. The motion passed unanimously.**

- Sandi briefed the meeting that Deb Renholm will be graduating from school soon. Deb thanked the committee for allowing her to attend the meetings and teaching her about Public Health.
- Roger asked the committee members to think about using PHEP funds to help towns who's BOHs were underfunded. This precipitated a discussion about whether this was an allowable use of these funds or not.

**Paul McNulty made a motion that the region fund up to four rental vehicles for the people who were attending the Nashville conference because they were being housed several miles away from the meeting site. This was seconded by Roger Mallett. The motion passed unanimously.**

**Cheryl Rawinski made a motion that we adjourn which was seconded by Roger Mallet. The meeting was adjourned at 10:55am.**