

EXECUTIVE COMMITTEE MEETING MINUTES  
July 12, 2012/9:00am  
25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Templeton/Royalston); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Alt)(Mendon); Dorothy McNamara (Fitchburg); Paul McNulty (Vice-Chair)(Westborough); Trish Parent (Upton); Cheryl Rawinski (Sutton); Kerry Clark (Region Coordinator); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Rebecca Evanoff (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 9:05am.

Minutes of the June 28, 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. Several minor corrections in wording were noted. Trish also pointed out that the mini-grants which Phil said he had received were for the Montechusett Public Health Network, not Region 2.

**Next Meetings:**

Combined Executive & Steering Committee Meeting: July 26, 2012/9:00am/Location TBD pending a decision on the Region Table-top exercise.

Executive Committee Meeting: Aug 9, 2011/9:00am/25 Meade St., Worcester.

Combined Executive & Steering Committee Meeting: Aug 23, 2012/9:00am/Orange (location TBD).

**Program Coordinator Update: Kerry Clark/Colleen Turpin**

- Kerry stated that he had nothing new to report from DPH but would comment during workgroup updates.
- In response to a question from Paul Kerry stated that the budget line items changes had been approved by the state and that all POs for approved purchases were being cut.
- We are expecting the First Responders Kits which were being purchased by the state to arrive shortly.
- Kerry has been in contact with Christopher Cannon, our point of contact at the Yale New Haven. Kerry had to submit a letter to the Purchasing Office explaining why we did not go with the lowest bidder. After three tries his letter was accepted. Kerry is trying to get the objectives conference, the initial planning conference, and the mid-planning conference all rolled into one meeting and do this by conference call. The last would allow more people to participate. Phil asked if we could do a webinar. Kerry replied that this would depend if Yale had the capability. We are still trying to get this table-top scheduled for July 26<sup>th</sup> but we could go as late as the first week in August. Northborough has not yet confirmed that they could host the exercise. Kerry has not sent out a "save the date" email to avoid any confusion if we have to change the projected date.

**Host Agency: Derek Brindisi**

- Derek briefed that MRC contract has not been signed by the City Manager due to a lack of an approved budget. Kerry has sent a budget to the state. The state requirement for a more detailed budget from grant recipients will require more detailed budget requests and quarterly reports from the MRCs.
- Kerry stated that we have not yet received the PHEP BP1 contract.
- Kerry is working on a fronting memo for Worcester to provide the MRCs their entire yearly budget upfront as in past years.

**Homeland Security Council: Chris Montiverdi**

- No report.

**Regional Mutual Aid: Andy Pelletier**

- No report.

**Local and State Advisory Committee: Sandi Knipe/Phil Leger**

- Phil briefed that a new BOH member from Wales has expressed interest in being the second/alternate region member on the LSAC. Phil suggested that she attend Monday's meeting to see what it was like. In addition, Rebecca Evanoff has volunteered to fill in as a tertiary volunteer to attend in the event that neither of the other two members could make the scheduled meeting.
- The LSAC will be meeting this coming Monday to finalize the BP1 deliverables. Mary Clark will be overseeing some areas and John Grieb will also in addition to supervising the Region Coordinators. The next LSAC meeting will be in September.

**Personnel Workgroup: Lenny Izzo**

- Lenny stated that he had nothing to report.
- Kerry stated that he is working on Liz Foley's contract and then will be working on the Planners' contracts.

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

- The meeting reviewed items which were on order and awaiting Purchase Orders to determine what funds were still available. Kerry reviewed the region's practice of making excess funds at the end of the year available to the EAT workgroup for purchases.
- Sara mentioned that some of her communities had asked about extra EDS signage. She suggested that purchasing various signs may be a good use of extra funds. Trish suggested that Sara research this and report back to Kerry. Paul suggested that the EAT Workgroup meet after the Executive Committee adjourned.
- The Clinton BOH has requested \$769.99 for a desktop computer.

**Lenny Izzo made a motion that we approve this request which was seconded by Dottie McNamara. After some discussion about previous decisions to only fund laptop computers this request was approved unanimously by the committee members.**

- Groton had submitted a request for funds to mount a radio antenna but it came as a request for \$15,000.00 for a microwave antenna. Ken is attempting to find out what they are actually asking for.
- Ken brought up the issue of how to determine and notify communities of the responsibilities they incur when borrowing equipment. Kerry is looking for examples of how some communities may be handling this issue now.
- Ken also asked about the disposal of old equipment which is no longer useable. Kerry stated that any such equipment should be disposed of in accordance with current city/town procedures. They should also notify the region so that we can adjust our records.
- Ken asked how to handle towns that are hosting equipment but have not yet signed their agreements. Phil said that we should send another letter and if they do not sign then the equipment should be re-assigned to another town that will sign the agreement.

**MRC Workgroup: Jamie Terry**

- Trish stated that the MRC budget was forwarded. Grafton is taking on 3 more towns and has increased their budget by \$3,000.00. Dottie and Judy worked together and came up with a \$27,000 budget for their huge region. Worcester has five sub-regions. Liz will either run the Worcester sub-region or will find someone to run it. We have earmarked \$5,000.00 to each sub-region to help them get started. The other four regions will be looking for leaders, hopefully on a volunteer basis. We will have an advisory committee that will meet here in Worcester with all of the leaders. Liz will be the coordinator of that group so that we can send information to the state in a timely manner.

**Strategic Planning Workgroup: Jim Morin**

- Phil asked that anyone who had comments on the draft Principles of should forward them to Jim.

**Old Business:**

- Cheryl briefed the meeting on a movie she had previously mentioned about the MRC response to the Joplin tornado. We can buy it for \$199.00. She asked about getting it and showing it at the meeting in Orange but there was little or no interest in purchasing the movie at this time. However Trish suggested that if Cheryl wanted to that she could put in a request to purchase the movie for the Region and the MRCs.

**New Business:**

- There was no New Business to report.

**Cheryl Rawinski made a motion that we adjourn which was seconded by Trish Parent. The meeting was adjourned at 9:57am by unanimous consent.**