

EXECUTIVE COMMITTEE MEETING MINUTES
September 09, 2010/9:30am
25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Worcester/Millbury); Sandra Knipe (Hubbardston); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Cheryl Rawinski (Sutton); Kerry Clark (Region 2); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner).

Conference Call: Jamie Terry (Northborough).

The Meeting was called to order by Chair Phil Leger at 9:36am.

The first order of business was the election of the Chair/Vice-Chair for the new grant year.

Paul McNulty nominated Phil Leger as the Chair for the upcoming grant year. This was seconded by Cheryl Rawinski. Phil was elected by unanimous vote with Jamie Terry abstaining due to participation by conference call.

Sandi Knipe nominated Paul McNulty as the Vice-Chair for the upcoming grant year. This was seconded by Cheryl Rawinski. Paul was elected by unanimous vote with Jamie Terry abstaining due to participation by conference call.

Minutes for the August 26, 2010 Executive/Steering Committee meeting were presented for review. They will be voted on at the next combined Executive/Steering Committee meeting.

Next Meetings:

Executive & Steering Committee Meeting: September 23, 2010/9:00am/Hubbardston (exact location TBD).
Executive Committee Meeting: October 14, 2010/9:30am/Worcester.

Program Coordinator Update: Kerry Clark

- Kerry stated that CDC had extended the PHER grant for 11 months. We are waiting on guidance on how these funds will be spent. There may be some possible PHEP cuts (up to 25%) which could coincide with the PHER extension.
- One of the possible uses of the PHER funds could be to allow towns to purchase additional seasonal flu vaccine. NACCHO is following this situation very closely.
- Kerry will be attending a Regional Coordinator conference in Boston next Monday. This will be followed by an Emergency Preparedness Board meeting. He hopes to have more information after these meetings.

Host Agency: Derek Brindisi

- Derek also discussed the PHER extension and possible PHEP cut. He stated that we will be required to report our PHER funding within the next 30 days and that the state is working on a template for this. We will have to submit a budget after which contracts will be sent. The 25% cut is supposed to help fund health care reform. He read a statement which explained the situation. In response to a question by Jamie he stated that the PHEP cuts would be for the August 2011 grant.
- Phil feels that this signals a cut in equipment spending rather than a cut in staff/personnel funding. Derek mentioned that both Kerry and Seth are paid by this grant.
- The payment voucher and the current signed PHEP contract have been submitted to the state.
- The 1st quarter MRC funds have been released as of Sep 7th. Jamie asked if this means that the MRCs will receive quarterly payments. Kerry stated that this should be addressed in the Monday Regional Coordinator meeting.

Homeland Security Council: Chris Montiverdi

- Chris said that there was really nothing significant to report.
- He did say that there was a Statewide Interoperability Plan conference yesterday and we have a framework and a plan. The Central Region plan is for a Command and Control System to be able to talk on during an emergency. He also reiterated that all interoperability programs have to go through the state so that everyone is on the same page. The objective is for every purchase in the state to meet the same criteria and be interoperable.
- Chris mentioned that Lancaster recently sprayed for mosquitoes and the R911 message did not go out. The Sheriff's Department said that they did not receive a request to put out such a message. They did receive message requests from Auburn and a few other communities for spraying events. Paul asked if it was the responsibility of the community or the Central Massachusetts Mosquito Control agency. There was some uncertainty on this point.
- Phil asked about the MassCare/Sheltering Conference and if people are planning to attend.

Regional Mutual Aid: Andy Pelletier

- We are still at 59 agreements and waiting for Sturbridge.

Local and State Advisory Committee: Sandi Knipe

- There has been no meeting since our last meeting. The next meeting will be on September 20th. The meetings will now begin at 11:00am.

Personnel Committee: Lenny Izzo

- Jamie and Trish reported that the interviews for the MRC Coordinator position took place recently and went very well. Both applicants were very good and each brought something unique to the table but one had an advantage over the other.
- Trish stated that the people involved with the Worcester Regional MRC have realized that the MRC program is one which is a huge undertaking and requires a tremendous amount of work. In order to address this issue and take advantage of the expertise of the two candidates a suggestion to develop another MRC position was made. The personnel committee felt that this justified the expense of creating a second position.
- Derek felt that keeping a consistent face to the MRC program would help the program continue to advance and a second position would aid tremendously.
- Trish mentioned the Grafton MRC chain and their use of several positions to effectively manage their program.
- Phil suggested that we bring on a person in the coordinator position and then develop a second position to take advantage of the other individual.
- There was an extensive discussion about what the second position would look like, how it could be structured and what sort of hours/pay rate would be appropriate and still attract a quality candidate.

Cheryl Rawinski made a motion that we offer the chosen candidate the position of MRC Coordinator at \$30, 000 per year and the other candidate the position as Assistant Coordinator at \$25,000 per year. Derek Brindisi seconded this motion. The motion passed unanimously with Jamie Terry abstaining due to participation by conference call.

Derek Brindisi made a motion that we prepare a new budget submission for presentation to the combined Executive/Steering Committee meeting to accommodate both an MRC Coordinator and Assistance Coordinator. Cheryl Rawinski seconded this motion. The motion passed unanimously with Jamie Terry abstaining due to participation by conference call.

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

- There will be an EAT Committee meeting immediately after the Executive Committee adjourns..

MRC Sub-Committee: Jamie Terry

- The Grafton Night Out Auto Texting Simulator worked out very well. Only one person passed but they did it by driving very slowly.
- The statewide MRC database is trying to be online by November. They will be doing some more dry runs for testing.

Strategic Planning: Tom Purcell

- There was no report.

Old Business:

- Members looked at the Principles of Operation which will be voted on at the next Executive/Steering Committee meeting. There was a suggestion to eliminate the organization reference in paragraph 3A which referred to the Worcester DHHS, Department of Public Health as the Host Agency. This section would then just refer to the Host Agency without a specific name.
- Chris suggested that we develop a timeline of when specific changes or decisions needed to be made and incorporate them into the Principles in some manner. This could help remind us about when we needed to take certain actions relative to the organization.
- Derek also suggested that we change the word "direction" in 3.B., third sentence to read "but who works at the guidance of the Committee."
- Trish stated that the Principles required an annual report under 3.C. but that she does not want one. There is a report accomplished for the state and this can be sent to the members if they request it.
- Kerry will prepare an amended copy of the Principles with the proposed changes highlighted.

New Business:

- Phil asked if we wanted to re-align the sub-committee membership. He reminded the members that anyone could join any committee as they wished.
- Derek suggested that we provide updated committee rosters for people to review.
- Chris asked if there had been any clarification on whether sub-committees came under the Open Meeting Law. Kerry replied that guidance so far was that all but the MRC did. He is looking for further guidance on this. Members discussed several ways to name our groups but still adhere to the spirit of the law.
- Sandi asked if any other towns have received vaccine shipping notifications.
- Cheryl asked if anyone else had received shipping labels to return H1N1 vaccines.
- Sandi also reported that new allergen regulations were out. New posters and menus must be posted by October 1st. Phil is going to training on this subject next week.

Cheryl Rawinski made a motion that we adjourn the meeting. This was seconded by Trish Parent. The meeting was adjourned at 10:42am.