

EXECUTIVE COMMITTEE MEETING MINUTES

September 13 2012/9:00am

Worcester DPH

25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Derek Brindisi (Worcester)(Vice Chair); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Lois Luniewicz (Grafton); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Jim Morin (Southbridge)(Alt); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (Region Coordinator); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Phil Leger at 9:07am.

As the first order of business, Phil Leger called for nominations for the Executive Committee Chair and Vice Chair for the coming year.

Lee Jarvis nominated Phil Leger as the Chair for the coming year. This was seconded by Jamie Terry. There were no additional nominations. Phil Leger was elected by unanimous vote.

Andy Pelletier nominated Derek Brindisi as the Vice Chair for the coming year. This was seconded by Jim Morin. There were no additional nominations. Derek Brindisi was elected by unanimous vote.

The region workgroups will organize themselves at their next scheduled meetings.

Phil passed around a copy of the booklet, "Show Me – A Communication Tool for Emergency Shelters". This is an illustrated book designed for emergency shelters to help facilitate communications with people who may have cognitive disabilities or a limited command of English. Copies have been sent to city/town Emergency Management Directors and Public Health Departments.

The minutes from the August 23rd Combined Executive/Steering Committee meeting were presented for review only.

Next Meetings:

Executive & Steering Committee Meeting: September 27, 2012/9:00am/Westborough.

Executive Committee Meeting: October 11, 2012/9:00am/25 Meade St, Worcester.

Program Coordinator Update: Kerry Clark/Colleen Turpin

- As we go forward Kerry wants to go back to broadcast our deliverables and where we stand especially for communities who request funds from the region. When communities ask for funds we can check and see if they are accomplishing required compliance with the deliverables.
- Kerry met with John Grieb from the EPB last week at MEMA. Nothing really earth-shattering came out of it.
- Jim asked if any other regions made attendance mandatory for their communities. Kerry replied that attendance was not mandated but accomplishment of a certain percentage of deliverables was. Phil then quickly covered the words LSAC had agreed to in regard to which deliverables communities needed to accomplish. Phil also mentioned that it was the regions that pushed for this.

Host Agency Update: Derek Brindisi

- Derek briefed that those individuals who wanted to review the A133 Audit can find it on the Worcester City website at www.worcesterma.gov/city-auditor/cafr.
- Derek also presented a copy of the Regional Coordinator's Position Description. This governs Kerry's contract with the city. Phil suggested that we put this under Old Business to review at future meetings.

- The budget, along with our deliverables must be reported quarterly to the state. This is a part of the state's increased scrutiny of our program.
- Kerry has been extended for a year with the National Guard. Derek is looking at hiring an additional staff person (FT) to help manage the emergency preparedness workload.
- Andy asked if Kerry would still have to approve every single action or would Colleen have additional authority in this. Derek replied that this is still being worked out.
- Kerry will remain in a 10 hr/week capacity and will continue to be the Region Coordinator. Strategic planning, deliverables, and technical assistance will still be with Kerry. Some of that will shift to Colleen. She does that for the hospitals which would tie in well with the merging of the hospital and public health programs. The extent of this is still being worked out but the assistant will provide help by doing much of the mundane paperwork.
- The administrative assistant will provide support to the hospital, PERP, and PHEP programs.
- Jamie asked who would be responsible for tracking deliverables. This will be Kerry and the planners.
- Andy asked who would be responsible for providing invoices. Phil stated that invoices should be provided by the communities and must specify an accurate amount for the service/equipment being requested. Kerry also suggested that this be reflected in the Principles of Operation to insure that communities understand what is expected of them.

Homeland Security Council: Chris Montiverdi

- Phil briefed that the state is still working on the Statewide Evacuation Plan. The question has been asked about what events this would involve. He also mentioned the various nuclear power plants near us and their evacuation planning. Each MEMA Region has a Nuclear Planner who works these issues. New Salem expressed a concern about the public health implications of these potential problems.

Regional Mutual Aid: Andy Pelletier

- Andy reported that he now has the Berlin and West Brookfield agreements and we are at 66 signatories.

Local and State Advisory Committee: Phil Leger

- Phil stated that THIRA (Threat and Hazard Identification and Risk Assessment) is one of the five notional preparedness goals. We are trying not to duplicate with others have done. It appears to be under MEMA.
- They talked a little bit about sharps. They will probably bring Steve Hughes in for the next meeting.
- The Shriver Center can provide assistance for developing programs or conducting exercises to help accommodate people with disabilities.
- They also spoke about deliverables. One of the first quarter deliverables is to designate a coalition representative for health and medical coalition planning process. This person will then share this information with the coalition members. This will be placed on the agenda for the Steering Committee meeting.
- There will be an HVA training in Boylston next week.
- The Health Coordinator job position is being posted.
- The SNS is looking for someone to run the program since Dr. Paone retired.
- There is a site which has three best practices templates.
- MA Responds has a Facebook page for people to "like".
- September is National Preparedness Month.

Personnel Workgroup: Lenny Izzo

- The Planner contracts have been sent to the city.

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

- Paul asked about the status of the tabletop exercise. Since we have had the challenge from the low bidder we have been unable to move forward. Kerr suggested that we may have to reject the bidding results and decide whether we want to post another RFP or go with Chapter 30B procedures.

Lenny Izzo made a motion that we reject the bids received. This was seconded by Lee Jarvis. There was an extensive discussion of the pros and cons of each possible pathway. Due to the continuing discussion there was a motion to move the question. This motion passed with Andy Pelletier voting NO. The original motion was then voted on and Passed with Andy Pelletier voting No.

- Kerry Clark will tell the Worcester Purchasing Office that this bid is off the table. He will ask them what our options are to proceed with seeking a vendor for our exercise, either through bids or through Chapter 30B.
- There will be a short EAT Workgroup meeting after this meeting adjourns. We will also standardize the EAT Workgroup to meet after the Executive Committee and publish this on the Executive Committee agenda.

MRC Workgroup: Jamie Terry

- Liz reported that MRC is looking to hold a state-wide meeting somewhere in Central Massachusetts. Several potential venues were suggested.
- Sue Billings from the Red Cross is willing to provide shelter training for our MRC volunteers. There were some differing reports on the value of this training.
- Derek stated that if the coalition had any expectations for Liz in her MRC position that we should address them to him for possible inclusion in her contract.
- Derek also addressed using PHEP dollars to help support the MRC divisions. If people are hired to help manage the division, then this should be done through a host agency within the division. The divisions should be responsible for determining how to use the funds and report on how the funds are used.
- Barry Lein reported that the Wachusett MRC is now on MA Responds. He also stated that Judy O'Donnell said the system has been changed to allow people to register with multiple MRCs. Liz stated that on the last statewide conference call that they were working on allowing people to register with both a primary and a secondary MRC but this had not been confirmed yet.

Strategic Planning Workgroup: Jim Morin

- Jim asked if the draft Principles of Operation was ready to be brought before the Steering Committee in two weeks. Both Derek and Kerry felt that there were still a few issues to be discussed. Derek thought that some clearer guidance on what responsibilities communities receiving money needed to adhere to. Kerry thought that since the Regional Coordinator did not come under the region that reference to the position should be left out. Lois stated that we still needed an advance copy of the Principles with changes needed to be provided before the next meeting. Jim said that he would take responsibility for insuring that all changes were placed in the draft and would work with Kerry on this. Derek talked about the discussion of a potential Program Manager position and stated that this needed to be kept separate from the Region Coordinator position.

Old Business:

- There was no old business.

New Business:

- In response to a question from Kalene, Colleen stated that Community Health Centers are invited to attend ASPR meetings even though they do not receive funding through this program.
- Jim Morin brought up the issue of Public Health recommendations about night-time activities in light of the current WNV/EEE problems. Different towns had different reactions generally due to whether they were in high threat areas or had other ways to reduce exposure (e.g., spraying).
- Kalene Gendron mentioned the HVA training being offered by the MHOA next Thursday in Boylston.

Cheryl Rawinski made a motion that we adjourn which was seconded by Lenny Izzo. The meeting adjourned at 11:03am by unanimous consent.