

## EXECUTIVE COMMITTEE MEETING MINUTES

June 14, 2012/9:00am  
25 Main St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Templeton/Royalston); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough)(Vice-Chair); Chris Montiverdi (Leicester); Trish Parent (Upton); Cheryl Rawinski (Sutton); 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 9:07am.

Minutes Review: The minutes of the Combined Executive/Steering Committee meeting of May 24, 2012 were presented for information only. They will be presented for review/approval and the next combined meeting.

### **Next Meetings:**

Executive & Steering Committee Meetings: June 28, 2012/9:00am/25 Main St., Worcester, MA.

Executive Committee Meeting: July 12, 2011/9:00am/25 Main St., Worcester, MA.

### **Program Coordinator Update: Derek Brindisi**

- None.

### **Host Agency: Derek Brindisi**

- Derek briefed that we have received no new budgets from MDPH. We are currently waiting for approval from MDPH on the changes we requested to our current budget line items to move funds from line items with excesses to line items where we need additional funding. There are some people who are waiting for reimbursements and this is all pending state approval.
- Phil stated that he had met with Mary Clark last Tuesday and that she had requested some explanations on certain items where we requested these changes. MDPH requested these changes in writing to be prepared in the event of an audit. Derek stated that he is preparing these and should have them to Mary by tomorrow. Phil will follow up with Mary next Monday at the LSAC meeting.
- Trish asked if this would change how we do our budget. Phil replied that the Steering Committee controls our budget. He said what has changed is the way we do our budget. The change from receiving the full amount of the grant to receiving a quarterly amount which required quarterly budget status reports. Derek also added that there will be changes to conferences in the future. There is more review of conference costs due to past events (at the national level) that have been reported.
- Trish asked if it would be better to go back to more general line items rather than breaking them down to smaller items. Derek said the state wanted to see what areas the funds were being spent on. Phil also mentioned that there was a focus on buying less equipment and that we were moving towards identifying potential risks and either reducing or mitigating these risks.
- Derek mentioned that the planners' contracts were being delayed because we had no contract and no deliverables from the state to put in the contracts. The planners will continue on the current contract until August 9<sup>th</sup> and the new contract should be effective right after that. The state wants us to continue spending on the current grant until that date and delay spending on the new grant until August 10<sup>th</sup> to avoid any confusion in mixing the grant funding.
- EPB will be conducting a site visit of Worcester with new deliverables. In addition, the Host Agency will need to have a written Code of Ethics. Derek is still trying to determine exactly what format they want.

### **Homeland Security Council: Chris Montiverdi**

- Chris said that they are waiting on grant extensions for some of the Homeland Security grant cycles.
- The Command and Control network which they were looking at building has been pushed off for a while. Each tower was going to cost about a million dollars or more and there were questions about who was going to own the network, sustainability and who was going to maintain the system.

- MEMA has established a Resource Management System for the entire state. The state is requesting that everyone log on and enter their resources which could be shared. There was a question about how regional equipment should be entered and who should do it. Several people brought up questions on who was responsible for transporting any requested equipment and what would happen if equipment was damaged or destroyed. Phil also mentioned that this database could be used to locate resources close to the need. Chris mentioned that MDPH has brought into this concept.
- Phil asked if the AmbuBus could be brought to the next Combined Executive/Steering meeting when the new Worcester Public Health Commissioner. Chris will look into this.

**Regional Mutual Aid: Andy Pelletier**

- Sara stated that she had received the signed Mutual Aid Agreement from West Brookfield. This should put us at 65 communities who have signed on.

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

- Phil briefed that he will be in a small group meeting with the Commissioner tomorrow to discuss the replacement for the Public Health Emergency Preparedness Manager (Mike Coughlin). He sent around a copy of the job description for people to review. Several different people will help with portions of the job at least through the end of the fiscal year.
- There are two schools of thought on the replacement. One is to just go to Mary with our questions while the other is to have someone dedicated to public health and the regional coordinators. This would also be the point person for our concerns.
- Over the past year or so the coordination of the Regional Coordinators has been an issue. The idea would be to insure that all regional coordinators get the same information and are on the same page. This person should also coordinate the MRCs.
- The meeting will include Sandy Collins, the outgoing LSAC Chair, Dawn Sibor (the incoming Chair), Sandra Martin (Vice Chair), and Tom Carbone (Secretary).
- Phil also handed out copies of the draft deliverables, broken down into capabilities, for the coming year. The idea is to develop response coalitions. We will be meeting with partners from the medical side to develop this. They are holding the Hazard Vulnerability Analysis (HVA) until the pilot program is completed. Phil then went through the rest of the document to explain various sections.
- Phil stressed that anyone who had questions or comments about the draft deliverables should contact him.

**Personnel Workgroup: Lenny Izzo**

- Lenny stated that he had nothing to report.

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

- Trish reported that the Strategic Planning Workgroup had chosen Yale University to develop our exercise.
- Paul reported that we had received a request from Fitchburg for 2 Galaxy Tablets and two-year data plans for a total of \$2300.00.

**Jamie Terry made a motion that we approve this request which was seconded by Trish Parent. The motion passed unanimously.**

- The Warren BOH had requested \$1998.00 to purchase 1500 more Emergency Preparedness Booklets.

**Chris Montiverdi made a motion that we approve this request which was seconded by Jamie Terry. The motion passed unanimously.**

- Paul referred to an email from Kerry regarding the missing antenna ground plane in Sterling. The state advised that the town is the responsible party and should pay to replace it if there was negligence or if something happened. The town should conduct a search and make a police report if necessary.
- Barry outlined the actions the town has taken to investigate what happened. He conducted the test in January and neither he nor the other person involved thought that they had forgotten the item. They

have searched the location where the radio was set up and where it was being stored to see if they could locate it.

- There was a short discussion concerning who was responsible for losses or damage to equipment. Jamie mentioned the storm damage to their region trailer but Phil stated that this was an act of nature not negligence.
- Barry reported that he and Ken had gone to check out the shelving that reportedly was put in the West Boylston trailer. He turned out that there were no shelves, just rope wrapped around boxes to keep them restrained.
- Lenny asked if the communities which had propane tanks for their generators could get funding for an initial propane fill. Phil thought he could but that because of the small expense that communities should probably just foot the bill since they were given this equipment.
- Ira asked if we had a current copy of the budget showing how much money we had left. Phil mentioned that we have had them at meetings in the past but no one knew why there was not a budget summary for this meeting. Phil also said that we would have one for the next Steering Committee meeting.
- Ken asked if the flash drives had been ordered. No one knew the status of this item. Paul replied that anything approved after the April Steering Committee meeting had not been ordered because of the hold on the budget pending information on why we had asked to transfer funds between line items.

#### **MRC Workgroup: Jamie Terry**

- Jamie stated that since we approved the MRC division map we are at a standstill about how to proceed next in our MRC reorganization. We need to be choosing leaders for the five divisions which are not separate, existing MRCs with leaders. She was thinking of sending an email to all health directors to get any feedback about potential leaders in their area. She asked for the committee's assistance in determining our next move. Phil suggested an email to all of our Boards of Health to update them on the situation.

#### **Strategic Planning Workgroup: Jim Morin**

- Phil asked if everyone got an email with the draft Principles of Operation. Trish stated that they had reorganized the document and moved big blocks of information from one section or another. They put in information about the duties of various positions. They were concerned about one person holding the positions of Program Manager, Region Coordinator, and Host Agency Staff Person. They also felt that it was acceptable for one person to be both the Program Manager and Region Coordinator but not the Host Agency Staff Person also. They felt that the last position should be a Host Agency member paid by the Host Agency portion of the grant.
- Chris asked if it was the coalition or MDPH who determined the Host Agency. Trish and several others stated that this was a coalition responsibility. Chris then suggested that we should review the decision to retain or change the Host Agency earlier than the one month prior to the next grant cycle as specified in Section B. He suggested at least three months allowing a new Host Agency time to ramp up.
- Members continued to discuss various elements of the draft principles.

#### **Old Business:**

- There was no Old Business to discuss.

#### **New Business:**

- There was no New Business to report.

**Cheryl Rawinski made a motion that we adjourn which was seconded by Lenny Izzo. The meeting was adjourned at 10:46am by unanimous consent.**