

EXECUTIVE COMMITTEE MEETING MINUTES

January 9, 2014/9:00am

Worcester DPH

25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Dottie McNamara (Fitchburg); Chris Montiverdi (Leicester); Paul McNulty (Westborough); Andy Pelletier (Southbridge); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (Regional Coordinator); Colleen Turpin (Worcester DPH); Megan DeNubila (Worcester DPH); Sara Darlagiannis (Program Planner); Rebecca Evanoff (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 9:05am.

The minutes from the December 12, 2013 Combined meeting were presented for review only. One small spelling/grammatical error was noted and corrected.

Next Meetings:

Steering Committee Meeting: January 23, 2014/9:00am/Milford FD, 21 Birch Street, Milford.

Executive Committee Meeting: February 13, 2014/9:00am/ Worcester DPH, 25 Meade St, Worcester.

Steering Committee Meeting: February 27, 2014/9:00am/Location TBD.

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Kerry, Megan, and Colleen participated in a conference call for Region Coordinators yesterday.
- During the storm last week there were about 40 BOHs on WebEOC.
- MDPH is looking to do a drill in Quarter Three, possibly requiring local Boards to sign on to Web EOC. They are looking any blackout dates to avoid such as conferences, trainings, and Fridays.
- Information for the MDPH WebEOC is online.
- Colleen stated that she received one more reimbursement for the MHOA conference. If anyone else will be seeking reimbursement please let her know so that they can release the funds still in that line item to another area.
- The NACHHO Conference will be April 1-4. She asked that all people who plan to attend let her know so that she can draw up purchase orders for reimbursement.
- Colleen has a CD with an SNS Security briefing for anyone who may want to show it to their Police. This briefing may also be online.
- The TAR EDS Review Form is due this quarter. It must be signed by the Health Department.
- Another Quarter Three deliverable requires each coalition to identify two functional needs which need to be worked on. The LSAC will collect these and determine which ones to work. Communications and Transportation were mentioned as areas to send to the LSAC.
- The CDC requires that the state and local coalitions develop a Community Planning Guide (CPG) each year with certain criteria to see if we have addressed this. The state suggested that each coalition form a workgroup to work on this however we have not yet received the CPG guidance from the state. It is expected tomorrow. Colleen and Kerry will send out an email when they receive this information. Trish suggested that we address this at the Milford meeting.

Host Agency Update: Derek Brindisi/Colleen Turpin

- As of this past Monday Chris Montiverdi is back as the Assistance Health Director.
- Grafton will be joining the Central Mass Public Health Alliance.
- The new Worcester City Manager is Edward M. Augustus Jr.
- Andy Pelletier asked Derek what their biggest challenge was after two years with this coalition. Derek stated that standardization, getting all of the Boards at a common level, was the hardest task, especially in

inspectional services. Derek also talked about their accreditation efforts and said that in the future, CDC grants may depend upon accreditation.

- Kerry stated that they were going to send follow-up letters to several communities on purchases with PHEP funds. Communities receiving PHEP funds are required to send a letter within 45 days confirming that the purchase had been made and send a copy on the invoice showing that the funds were used.
- Andy asked if someone could send him a listing of what items had been funded by the Region for Southbridge. He is trying to locate all items which may have been purchased with PHEP funds.
- Colleen stated that the Quarter Three payment vouchers for both PHEP and MRC had been sent to the state. They are also preparing the Quarter 2 report for the middle of this month.
- Colleen also said that they are asking the State for a meeting to discuss the guidance for the upcoming Health and Medical Coordinating Coalitions. The State has said that we are doing well but from the number of questions that Colleen has had to address to the state it appears that we could use a meeting to receive specific guidance to insure that we are proceeding as we should be.

Homeland Security Council: Chris Montiverdi

- Chris stated that the Council is looking at using FY 10 and 11 grant funds to purchase debris trailers for the region. These are trailers which contain items like chainsaws and other equipment for communities to use to clear debris from roads.
- The second phase of the Region Evacuation planning is coming to an end and the third phase should be starting shortly. This will concentrate on identifying routes through towns and locating problem areas.
- Andy Pelletier asked if the council could develop a regional disposal plan. Chris can bring this back to the council.

Regional Mutual Aid: Darlene Coyle

- There was no report.

Local and State Advisory Committee: Phil Leger/Sandi Knipe

- Phil stated that the LSAC will meet next Monday. He had no update since they had not met since November. He did send a draft of the November minutes to Colleen to send out to the Region.
- They will be having a small group meeting just prior to the next meeting. They should be finalizing the conference attendance and travel guidance.

Personnel Workgroup: Lenny Izzo

- Kerry suggested that the Personnel Workgroup should hold a meeting in the near future to talk about some items that had been brought up around the holidays.
- Trish Parent asked about the budget for the planners' salaries which seems to reflect changes to the salaries. Kerry replied that the Planners contracts were developed by the Personnel Workgroup and that this should be addressed at the next Workgroup meeting.

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

- Paul stated that the amount of money approved at the last meeting for Sutton to purchase a laptop computer and accessories was incorrect. The total amount is \$1,843.93 and this increase needs to be approved.

Lenny Izzo made a motion that we approve the amount of \$1,843.93 for the Town of Sutton to purchase their laptop and accessories. Dottie McNamara seconded this motion. The motion passed unanimously.

- Paul also said that a previous approval during the last grant year for Auburn to purchase a size small Public Health jacket was never completed because this size was not available. It is available now for \$280.99.

Lenny Izzo made a motion that we approve the amount of \$280.99 for the Town of Auburn to purchase a size small Public Health jacket. Cheryl Rawinski seconded this motion. The motion passed unanimously.

- Paul brought up the issue of the Motorola CP200 radios and the problem that they had not been programmed with a narrow-banded frequency when first purchased. He will bring this to the EAT Workgroup for them to discuss and recommend a solution.
- Kerry Clark suggested that the funds left in the MHOA line item be transferred to Community Allocations.

Paul McNulty made a motion that any funds left in the MHOA line item after all reimbursements are made be transferred to the Community Allocations line item. Cheryl Rawinski seconded this motion. The motion passed unanimously.

- Kerry also stated that there have been no requests for reimbursement for attendance at the MAHB conference.

Lenny Izzo made a motion that any funds left in the MHAB line item be transferred to the Community Allocations line item. Cheryl Rawinski seconded this motion. The motion passed unanimously.

MRC Workgroup: Liz Foley

- Liz reported that she had met with the division and unit leaders to determine how to spend their funds.
- There will be an Advisory Committee meeting at the end of the month. If anyone has any items to bring up at this meeting please let Liz know.
- She is working on deployment protocols and should have them completed at the end of February.
- One sub-division did not need their funding and should be returned it to the region.

Strategic Planning Workgroup: Kerry Clark

- Kerry stated he had nothing to report today.
- Trish Parent brought up the Region Travel and Conference Attendance Policy and that we are supposed to vote on it at the January Steering Committee meeting.

Old Business:

- The HMCC will be a standing item.

New Business:

- Andy Pelletier asked if our Principles of Operation provide for appointing alternate members to permanent membership to the Executive Committee. No one was sure of the procedure or if it was actually necessary.
- Cheryl Rawinski reminded the group that the State was requiring communities to re-register online in order to be eligible to receive state-supplied vaccines. There will be online webinars in how to accomplish this. Trish Parent stated that communities will eventually be required to input this information into online electronic patient records.

Paul McNulty made a motion that we adjourn the meeting which was seconded by Trish Parent. The meeting adjourned at 10:44am by unanimous consent.

Minutes approved at the (TBD).

Respectfully submitted: _____ Phillip Leger, Chair, Region 2 PHEP Coalition