

EXECUTIVE COMMITTEE MEETING MINUTES

March 13, 2014/9:00am

Worcester DPH

25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Chris Montiverdi (Leicester); Andy Pelletier (Southbridge); Trish Parent (Upton); Cheryl Rawinski (Sutton); Kerry Clark (Regional Coordinator); Colleen Turpin (Worcester DPH); Megan DeNubila (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 9:15am.

The minutes from the February 27, 201 Steering Committee meeting were presented for review only.

Next Meetings:

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

Executive Committee Meeting: April 10, 2014/9:00am/ Worcester DPH, 25 Meade St, Worcester.

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Colleen briefed on the upcoming WebEOC drill. Contrary to what we thought in the past, BOHs would have to respond within the one hour period between 9:30am-10:30am to receive participation credit. People would also have to stay on WebEOC to insure that requests go through.
- Purchase orders have been created for everyone who wanted to attend one of the two preparedness conferences in April. They each have a cap of \$2,000.00.
- We have sent an updated budget to the state with the changes in line items which had previously been approved by the region. The state is looking at the number of people we have approved to go to the conferences but they have not indicated that there is a problem.
- There will be a meeting after this to complete the Community Planning Guide (CPG).
- On June 5th (9AM – noon) the Harvard School of Public Health will be holding a statewide TTX focusing on Regions 2 and 4C coalition work. We have two participants identified, Phil Leger and Kalene Gendron. Trish Parent asked if observers could go. Colleen was not sure how many could attend.
- The PERP Stakeholder meeting will be held on April 30th.
- There will be two trainings on the Regional Medical Coordination Center, April 17th and May 29th. This will be held in Holden at the CMED.
- Kathleen Liberty is stepping down as our representative at the MHOA. Kalene Gendron has expressed an interest in this position. Phil Leger stated that we should consider this at the next Steering Committee meeting.
- Kerry will be out of the office next week. Colleen will be filling in.

Host Agency Update: Derek Brindisi/Colleen Turpin

- Colleen brought copies of the current Quarterly Financial Report and discussed the recent approved changes.
- She asked people to start looking at the various line items to see which ones we would still be using and which ones could be transferred to other items.
- Colleen made some inquiries on the tabletop exercise and if we could consider it as a continuation of last year's exercises. We would need to have some more specific information on the scenario and how it connects with the previous ones. She stated that she could reach to Chris Floyd and see if he would be available for this.
- Sandy Knipe asked where the money for the EAT Workgroup was located. Colleen replied that it was the amount listed under Community Allocations.

- Liz Foley stated that she would be meeting with the MRCs to see if they would be using all of their budgets or if they would be returning any money to the region.
- Phil Leger stated that we should be prepared to make any changes during the April Steering Committee meeting.

Homeland Security Council: Chris Montiverdi

- Chris reported that all grant monies from FY10, FY11, FY12, and FY13 have been spent or encumbered on current projects.
- Any new projects will be evaluated and then set aside to be acted on if any money becomes available.
- Chris is still focusing on the Evacuation Plan. There is some money set aside for an Evacuation Tabletop but this will probably not be for another 6-8 months.
- Approximately \$600,000 has been set aside for communications projects.

Regional Mutual Aid: Darlene Coyle

- There was no report.

Local and State Advisory Committee: Phil Leger/Sandi Knipe

- Phil stated that the LSAC will be meeting next Monday. They hope to have some information on the next budget year. Early indications are that funding for hospitals may go up a little while funding for PHEP and the MRCs may be going down a little but this is not for certain yet.
- Sandy reported that our Regional Mutual Aid Agreement has been posted on the HHAN under Best Practices.

Personnel Workgroup: Lenny Izzo

- Kerry stated that Jamie Terry has asked to receive any information concerning the RFPs for the Planners for next year.

Education, Acquisition & Training (EAT) Workgroup: Sandi Knipe

- Sandi reported that they had received a request from the Grafton Health Department for \$297.00 for 3 members of the Board who had attended the MAHB Conference in Marlboro on November 2, 2013.

Lee Jarvis made a motion that we approve the request for \$280.99 for the Town of Grafton. Cheryl Rawinski seconded this motion. The motion passed unanimously.

MRC Workgroup: Liz Foley

- Liz stated that she would work with the MRCs to insure that they either used or returned and remaining funds.
- They will have an Advisory Committee meeting on April 8th and a Statewide Meeting on April 9th.
- Liz also briefed on the MRC Deployment Protocols document which she sent out to everyone.

Strategic Planning Workgroup: Kerry Clark

- They will be working on the Tabletop exercise.

Old Business:

- Colleen stated that she did not have any updates but that the state has given us the green light to move forward and they will watch what we are doing and steer us in a different direction if they think we are going in the wrong direction. The PERP Stakeholder will be a great opportunity with all of the disciplines together and present some of the talking points that other regions had in their facilitated discussions. Some of the questions may involve what we hope to get out of the HMCC or what are some of the hesitations we may have about this move. The governing structure of the HMCC may also be discussed. Andy Pelletier asked if we had some guidance from the state about what our goals should be. Colleen

stated that we have some over-arching deliverables, some things that we have to accomplish as an HMCC. She did not them immediately available. Some general goals were how to respond to an incident or do multi-disciplinary planning for an incident. She anticipates that a lot of this will be contained in the RFR which is due in November. The PERP meeting will be a launching point for this discussion.

New Business:

- Phil Leger stated that we needed to plan on electing a new Executive Committee in June.
- He also stated that we should have a new Vice-Chair in place for that meeting.

Cheryl Rawinski made a motion that we nominate Andy Pelletier to be new Vice-Chair which was seconded by Lee Jarvis. Phil asked Andy if he would accept if chosen, which Andy agreed to. Phil then asked if there were any other nominees. There were none and the motion was approved unanimously.

Lee Jarvis made a motion that we adjourn the meeting which was seconded by Cheryl Rawinski. The meeting adjourned at 10:00am by unanimous consent.

Minutes approved at the (TBD).

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