

EXECUTIVE COMMITTEE MEETING MINUTES
May 8, 2014/9:00am
Worcester DPH
25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Dottie McNamara (Fitchburg); Chris Montiverdi (Leicester); Trish Parent (Upton); Jamie Terry (Northborough); 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).

Next Meetings:

Steering Committee Meeting: May 22, 2014/9:00am/Athol Public Library, 568 Main Street, Athol.

Combined Executive/Steering Committee Meeting: June 12, 2014/9:00am/ Spencer (Location TBD).

LSAC: Phil Leger/Sandy Knipe

- While waiting for enough members to arrive to make a quorum, Phil went ahead to brief those present on the last LSAC meeting.
- Region 2 was now level funded.
- There was a pullback on the HMCC funding to one-half of what it had been.
- The minutes of the April 28th LSAC meeting were sent to everyone for their information and review.
- Local Boards are encouraged to talk to their Council on Aging regarding sheltering. COAs are generally the best source of information on the elderly who need assistance.
- Native tribes are now level funded.
- There was a discussion about the planning and actual conduct of the Boston Marathon. The effort was described as consuming. Next year's Marathon will probably require less effort.
- Katie Kemen will be leaving DPH.

The meeting was called to order by Chair Phil Leger at 9:15am.

Phil Leger called for a roll call vote to enter executive session to discuss the RFP. All members present (Phil Leger, Lee Jarvis, Sandra Knipe, Dottie McNamara, Chris Montiverdi, Trish Parent, and Jamie Terry) voted to go into executive session.

The meeting then went back into open session after termination of the executive session.

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Colleen reported that there was a Region Coordinators meeting last Friday. They are moving forward on finalizing the deliverables for the coming grant year. One of the new requirements is to conduct two regional projects, one of which must involve Medical Countermeasures. The draft deliverables will give us some examples which we can choose from.
- CDC has published version 11 of the PHEP capabilities. It is on the HHAN under the SNS folder. One of the new topics is on Closed PODs.

Host Agency Update: Derek Brindisi/Colleen Turpin

- Colleen has sent out letters to those who have not yet requested reimbursement for the Orlando Conference and the MAPHN. The average reimbursement for Orlando is about \$1,600 to \$1,700. They need these requests as soon as possible in order to determine how much money will be left. We still have about \$16,000 left under Conference attendance. We also have money left in the Travel Reimbursement line item. There will be a meeting with the MRCs in June to make a final determination if they will be using all of their funds. There is still some funds under the Worcester MRC but that is schedule to go towards salaries.

- Sandy Knipe asked about the estimated amount of funds that will be left from the Conferences, the planners, and the MRCs. Colleen estimated that we may get as much as \$7,000. We may also get some back from the planners and the Tabletop exercise.
- Colleen asked if we should start consolidating funds into one line item now.

Sandy Knipe made a motion that we allow the consolidation of line item funding. However, due to the departure of one member we did not have a quorum required for a vote.

- We will be holding votes on the Executive Committee membership and the Host Agency at our May 22nd Steering Committee meeting. The Region staff will start collecting names of personnel to place on the Executive Committee ballot.
- Colleen stated that an invitation to the Tabletop Exercise has been sent out to the Region. It will be held on June 23rd at the Beechwood Hotel. Everyone was asked to reach out to their community partners and extend the invitation to them. There will be a Steering Committee meeting right after if needed to make any end-of-year decisions for the Region.
- Kerry stated that the Tabletop will consist of a Hurricane scenario with community shelter operations. There will also be an Environmental Health response as well.

Homeland Security Council: Chris Montiverdi

- Chris briefed that the Homeland Security Council will be getting a 15% increase in funding this coming year. When they get notified of the actual funding amount funds they begin looking at projects to fund.
- The Homeland Security Statewide Committee will be meeting to set statewide goals. Once we receive that guidance we will be able to set our regional goals.

Regional Mutual Aid: Darlene Coyle

- There was no report.

Local and State Advisory Committee: Phil Leger/Sandi Knipe

- Had been previously addressed.

Personnel Workgroup: Lenny Izzo

- No report.

EAT Workgroup: Sandi Knipe

- Will meet after this meeting.

MRC Workgroup: Liz Foley

- Trish Parent reported that the Greater Grafton MRC has entered into conversations with Joanne Griffin and CMDART about possible association between the two. She hastened to add that these discussions are very preliminary but they hope to attract some CMDART personnel into joining the MRC.

Strategic Planning Workgroup: Kerry Clark

- They are working on setting up the tabletop exercise.

Old Business:

- Colleen briefed on last week's PERP Stakeholder meeting. Katie Kemen gave an overview presentation on where the State is on HMCCs and where they hope we are heading. There will be a Statewide HMCC Conference in the fall. The RFR should go out about that time and funding should start in March 2015. There will also be a Request for Information this summer to get input from everyone. Input from this is supposed to go into writing the RFR.

- Region 2's next step will be to get key players from each discipline to start to look at the organizational and lay out how we want our HMCC to look. Sandi Knipe asked how we would do this. Colleen replied that we could do it here or at another venue. Several people thought that holding this meeting here in Worcester would add to the effort. Phil Leger stated that we should look at our model for meetings by having the first meeting here (Worcester Public Health) and then possibly have the next meeting at a Hospital with subsequent meetings at other disciplines to get cross-fertilization from these disciplines. We have a strong base in coalition-building which could add to this effort.
- Kerry also added that we will have \$50,000 to spend on the HMCC. He suggested that we use these meetings to identify the gaps we have and use this funding to address those gaps. There was some discussion about this funding and how and when it would be sent to us.

New Business:

- None.

The meeting adjourned by unanimous consent.

Minutes approved at the May 22, 2014 Steering Committee meeting.

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