

EXECUTIVE COMMITTEE MEETING MINUTES
July 10, 2014/9:00am
Worcester DPH
25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Stephen Baccari (Westborough); Kalene Gendron (Pepperell); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Chris Montiverdi (Alt)(Leicester); Trish Parent (Upton); 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 9:10am.

The minutes from the June 12, 2014 Combined Committee meeting were presented for review only.

Next Meetings:

Steering Committee Meeting: July 24, 2014/9:00am/Location TBD.

Executive Committee Meeting: August 14, 2014/9:00am/ Worcester DPH, 25 Meade St, Worcester.

New Business:

- Prior to any other business being conducted Phil Leger called for nominations for the Executive Committee Chair and Vice-Chair for BP3.

Trish Parent nominated Phil Leger for Executive Committee Chair which was seconded by Sandi Knipe. No other names were put forth for consideration. The vote was unanimous in favor of Phil.

Sandy Knipe nominated Andy Pelletier for Executive Committee Vice-Chair which was seconded by Lee Jarvis. Chris Montiverdi nominated Darlene Coyle which was seconded by Trish Parent. No other names were put forth. The Committee voted 4-2 in favor of Andy Pelletier with Phil Leger abstaining.

- Phil asked the committee about their thoughts on holding just one Combined meeting each month to reduce the number of meetings. He also stated that such a move would not preclude the Executive Committee from meeting if there was a need to meet. There was some discussion on this with various members stating their opinions of each proposal.
- Barry Lein stated that the deliverables for BP3 contained more items which seemed to require work at the coalition level rather than at cities/towns.
- Phil mentioned that according to our Principles of Operation the Executive Committee recommended and the Steering Committee approved.
- Sandy Knipe asked for an explanation of the BP3 deliverables. Colleen Bolen gave a quick summary of what we had received. Kerry Clark also stated that our Workgroups could work on projects related to the deliverables.

Chris Montiverdi made a motion that we recommend to the Steering Committee that we hold one combined meeting each month. This was seconded by Sandy Knipe. The motion passed by a vote of 6 to 1.

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Kerry stated that they just had a Regional Coordinator meeting last week as well as June 30th, and an OPEM staff meeting.
- DPH will be placing a list of EDS locations on WebEOC. When it is finally posted DPH will ask everyone to verify the information.
- There will be a PHEP Planners Summit at MEMA on Friday, July 11th.

- Katie Kemen has left DPH. Her position will be covered by John Grieb and Kerin Milesky. This position will become a management position so it will take DPH a little longer to advertise and choose someone.
- There is a Region Coordinator Conference Call tomorrow which Kerry and Colleen will be attending.
- The Town of Clinton has reported that a mosquito has tested positive for West Nile Virus.
- The region will be working on a way to project the status of PHEP deliverables for our meetings so that the Executive and Steering Committees can see where we are.

Host Agency Update: Derek Brindisi/Colleen Turpin

- Colleen stated that the PHEP and MRC contracts have been sent to the state. We are waiting for the executed contracts to be returned to us.
- The PHEP and MRC Payment Vouchers have also been submitted.
- The City is no longer able to front money on executed contracts. We have to wait until we receive the money.
- Megan DeNubila has transferred over to Community Health. Colleen stated that they have hired a new person to take this position on July 21st.
- We are still waiting for about 20 towns to return their letters stating that they have expended their BP2 funds. We will be unable to give any BP3 funds to any city or town who has not resolved their BP2 funds

Homeland Security Council: Chris Montiverdi

- Chris had no report other than equipment and planning projects which are on-going. They also expect a slight increase in the next grant.

Regional Mutual Aid: Darlene Coyle

- No report.

Local and State Advisory Committee: Phil Leger/Sandi Knipe

- Colleen attended the last meeting for Phil and Sandi.
- The Best Practices section on the HHAN has a lot of lessons learned for people to review.
- The Commissioner plans to attend the September LSAC meeting.
- The Immunization Program will be making a presentation at the July meeting. Kerry sent out an email for people who may want to make comments or suggestions.
- She mentioned the great New England Shakeout which occurred in June.
- MEMA reported that there is a new Power Outage application which will feed into WebEOC. It will be on the MEMA side but they will try to feed it over to the PH side also.
- The Hurricane Checklist is being updated. DPH is hoping to do some more pre-planning for hurricanes.
- They are working on a new Animal Sheltering Plan.
- MEMA is also working on a new eCEMP plan.
- The RFI for the HMCC Coalitions was released and the RFR should come out in the fall and they are hoping for the grant funds to be released for the fourth quarter of BP3.
- On June 17th the CDC visited the state and looked at the various programs.
- There will be two new CDC Interns/Project Officers working in the state. One will be at the state while the other will be working with Springfield and John Peterson. The person working at the state will be focused on building plans for at-risk populations. Worcester had also applied for an individual to work in the city but did not receive one.
- Kerin Milesky gave an update on Preparedness Month. They will be doing a campaign but do not have the funds like last year so we will be able to use last year's materials with an updated cover sheet.
- The State MRC and Region 1 Coordinator positions have closed.
- There will a July LSAC meeting but no August meeting.

- Colleen also stated that she would like to establish more solid email listings for the Workgroup memberships. This will be on the next meeting agenda.

Region 2 HMCC: Colleen Bolen/Phil Leger/Sandi Knipe

- Kerry stated that he has briefed the OPEM staff meeting that Region 2 has already started discussion on the structure for our HMCC
- The majority of the meeting that we had was that are discussing who should be on the governing body and who are the stakeholders.
- Our next meeting is planned for July 24th after the Steering Committee meeting. Trish asked about EMS as an addition and Kerry stated that EMS was always considered to be a member of the original group. The five members are Public Health, Hospitals, EMS, Health Centers, and Long Term Care. There is a very long list of potential stakeholders.
- For various reasons Worcester DPH seems to be in the lead to host the HMCC.

Personnel Workgroup: Lenny Izzo

- No report.

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

- Several requests are waiting for consideration but we cannot take any action now.
- The workgroup will meet at 8:30am before the next Steering Committee meeting.

MRC Workgroup: Liz Foley

- Colleen stated that the MRC contract has been sent to the State.

Strategic Planning Workgroup: Kerry Clark

- Sandi stated that the workgroup should start now on planning for an exercise schedule for the year.

Old Business:

- None.

New Business:

- Trish Parent brought up the problem with the State beginning to eliminate adult flu vaccine from being sent to local Boards of Health. Most people agreed that we should work to put pressure on the state to resume purchasing and distributing adult vaccines to maintain our ability to provide this service.

The meeting adjourned at 10:26am by unanimous consent.

Minutes approved at the July 24, 2014 Steering Committee meeting.

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