

## EXECUTIVE COMMITTEE MEETING MINUTES

August 8, 2013/9:00am

Worcester DPH

25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Sandra Knipe (Gardner); Lois Luniewicz (Grafton); Dottie McNamara (Fitchburg); Paul McNulty (Westborough) (Vice-Chair); Chris Montiverdi (Leicester); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Kerry Clark (Regional Coordinator); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Megan DeNubila (Worcester DPH).

The meeting was called to order by Chair Phil Leger at 9:06am.

The minutes from the July 25, 2013 Steering Committee meeting were presented for review only. One misspelled name was found.

### **Next Meetings:**

September 12, 2013 Executive Committee Meeting /9:00am/25 Meade St, Worcester.

September 26, 2013 Steering Committee Meeting /9:00am/Location TBD.

October 10, 2013 Combined Meeting/9:00am/Location TBD.

### **Program Coordinator Update: Kerry Clark/Colleen Turpin**

- Kerry held a meeting with the Planners yesterday. Among the topics discussed were our Regional Scoreboard and the MDPH's Scoreboard which mimics ours to some extent. He is working on reconciling the differences.
- Roberta Crawford sent out copies of four drill templates for this year. Three of them are the same drills which we have done over the past few years (BOH 24/7 Call Down, Site Notification, and EDS Facility Setup). But we have also received a Dispensing Throughput Drill which tracks how people progress through the EDS process. However it is uncertain if this is a required drill or not for this year. Kerry is seeking clarification on this.
- Colleen emailed an invitation to the upcoming Region 2 Health and Medical HVA Conference in Worcester on September 30th. They are trying to get about 5-6 representatives from each partner organization to attend. This will be the first of two conferences on this subject and the process depends upon attendees being at both meetings.
- Kerry introduced Michelle Duffy who is from the Worcester Budget Office. She will be attending our meetings and providing technical expertise on the budget.

### **Host Agency Update: Derek Brindisi/Colleen Turpin**

- Colleen stated that all of our PHEP money is in and is being set-up in our budget.
- Colleen also reported that there were a few towns who had not yet returned their unused PHEP funds. The deadline was July 31<sup>st</sup>. If a Town returned a check but did not state who it was for, the check may have been held up or returned for clarification.

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

- Chris reported that the Council has not met this summer but will meet again in September.
- Phil Leger reminded Chris to see if there were any meeting rooms at the Transit Authority where we could meet and possibly tour the Ambu-Bus.

### **Regional Mutual Aid: Andy Pelletier**

- There was no report.

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

- Phil passed around a copy of the draft DPH Policy for use of PHEP Funds to Attend Conferences. He told the meeting that the first version allowed a Coalition to use 5% or \$30,000 of PHEP funding for conference attendance but he pushed for the current proposed limits of 10% or \$46,000 in view of our Region's size. The amount of funding is expected to go down in future years. This draft also requires that we establish a written policy which governs the selection of personnel to attend approved conferences/trainings that will be supported by PHEP funds.
- Cheryl Rawinski asked if this draft would apply to the MHOA conference but Phil replied that the MHOA policy and already been approved for this year.
- The LSAC will not be meeting August.
- Trish Parent asked if the policy on the required emergency preparedness track could also apply to other areas such as Nursing and emergency preparedness. Phil replied that the substance of the presentation had to refer back to our required capabilities.
- Phil also mentioned the recent email on the DPH Preparedness programs for Preparedness Month. DPH will be producing materials which we could use on various media such as TV spots for various cable outlets. There will be a website which we can go to for materials.
- Kerry also discussed the BP2 deliverable requirement of this program. Cities and towns should take these materials and insure that they are presented to their residents.

**Personnel Workgroup: Lenny Izzo**

- Lenny had nothing to report.

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

- Paul briefed they had one new request and one on hold (signage).
- The City of Worcester has requested \$6,782.82 for 11 months' worth of coverage for nine (9) cell phones at \$50.74 per month and four (4) iPads at \$39.99 per month.

**Cheryl Rawinski made a motion that we approve this request and send it to the Steering Committee and this was seconded by Sandi Knipe. During the discussion Kerry and Derek brought out that the phones and iPads were used by individuals who would be responding to Public Health emergencies. The motion passed unanimously.**

- Jamie Terry stated that we need to address this sort of funding since these items should be funded through the BOH budget. Phil Leger stated that BP2 was a transition year on many funding issues. Derek Brindisi asked if we should have a discussion and vote upon whether to continue funding these sorts of items in the future. We may or may not have these funds in the future and we should alert communities to begin planning to fund them through their budgets. Funding for cell phones apparently went back as far as 2003.
- Phil Leger said that we would need to look at our BP3 funding, determine what our gaps in capabilities are, and decide what we can fund and what communities may need to fund themselves. Paul stated that we should send this to the EAT workgroup for discussion.
- Paul also brought up an open request from the Town of New Salem for a megaphone. Phil stated that there should be a megaphone in the Go Kit A. Sara Darlagiannis stated that New Salem did have a megaphone and have used for their town fair and they are requesting a second. The request was for \$49.60.

**Cheryl Rawinski made a motion that we honor this request for \$49.60. It was seconded by Trish Parent. Kerry asked if there was a quote attached since neither he nor Colleen had seen the request. Paul said that the**

**request also had a quote for \$25.00. Cheryl amended her request to say “up to \$50.00”. The motion passed unanimously.**

**MRC Workgroup: Liz Foley**

- Colleen stated that they had an advisory committee meeting last month and all units have handed in proposed budgets. At the meeting they have identified regional purchase to include trainings and half of Liz Foley’s salary. This left them with \$70,000.00. Divided amongst the six divisions gave each of them \$11,694.00.
- They then totaled all of the requested budgets and they are \$55,000.00 short of this amount. Colleen asked if they could get this amount from the PHEP budget. If PHEP could not give them this amount, the MRCs would have to go back and adjust their budgets.

**Sandy made a motion that we approve transferring this amount of money to the MRC budget. This was seconded by Cheryl Rawinski. The motion passed unanimously and will be sent to the Steering Committee.**

- Lois Luniewicz stated that she will be retiring from the Grafton Board of Health at the end of this month.

**Strategic Planning Workgroup: Kerry Clark**

- Kerry stated that the Strategic Planning Workgroup should take a look at the travel policy and determining how to pick who should go to various events if we have limited funds for travel and conference attendance.
- We also should talk about the National Preparedness Month and what our participation should look like.
- Kerry pointed out that he is only the interim chair for this workgroup. When he returns from vacation he will be putting out an email seeking someone to take over this group.
- He also mentioned that we should be taking a look at our Principles of Operation to review and revise (if necessary) and present them to the Steering Committee as this is one of the deliverables we need to accomplish.
- The last item is the Multi-Year Training and Exercise Plan (MYTEP) to map out in the coming years what our exercises and trainings should look like.

**Old Business:**

- There was no Old Business to discuss.

**New Business:**

- Chris Montiverdi suggested that the towns which have the AM Radio Transmitters should look at using them to broadcast emergency preparedness information during the September Preparedness Month event.

**Cheryl Rawinski made a motion that we adjourn which was seconded by Sandi Knipe. The meeting adjourned at 10:05am by unanimous consent.**