

EXECUTIVE COMMITTEE MEETING MINUTES
September 12, 2013/9:00am
Worcester DPH
25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Chris Montiverdi (Leicester); Andy Pelletier (Auburn); 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); Barry Lein (IT Consultant); Forrest Price (Program Planner).

The meeting was called to order by Chair Phil Leger at 9:05am.

The minutes from the August 8, 2013 Executive Committee meeting were presented for review and approval. Lenny Izzo made a motion to approve the minutes as submitted and this was seconded by Trish Parent. The minutes were approved with Andy Pelletier and Lee Izzo abstaining.

Next Meetings:

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

October 10, 2013 Combined Meeting/9:00am/Red Apple Farm, 455 Highland Avenue, Phillipston MA.

- Phil stated that the Emergency Preparedness Bureau (EPB) plans on attending this meeting to talk about the Health and Medical Coalitions.

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Colleen reminded people about the need to register for the September 30 HVA Conference if they wish to attend.
- The EPB is planning on providing WebEOC training at the November Combined meeting.
- Kerry reminded everyone that September is National Preparedness Month and that materials have been sent out to everyone. There is a video on the MDPH website that they hope will be sent to all of the local access cable TV stations. There are also some digital billboards carrying this message.
- Kerry also talked about the RealOpt computer program being advertised by the CDC. It is supposed to help with the EDS process. MDPH hopes to provide some training in the near future.
- Kerry talked about the MDPH HMCC webinar which was broadcast yesterday. There was very little new information, just a review of the program and the projected timeline for implementation. By the end of BP5 they hope to have six (6) fully operational regional Health and Medical Coordinating Coalitions (HMCCs). Phil stated that we are slightly ahead since our PHEP region did not sub-divide into smaller regions as others did. He passed around a copy of a report that included the proposed timeline for implementation.

Host Agency Update: Derek Brindisi/Colleen Turpin

- Colleen provided copies of the current budget.
- Colleen also reminded everyone that everyone receiving checks from the region will also receive a letter requiring the recipient to send a report back to the region within 45 days documenting the use of these funds. The region will also maintain a tracking sheet on these checks to avoid a rush at the end of the budget year. The deadline for return of any funds will now be June 30th to insure that we can comply with any state requirements.
- Kerry stated that the state will be coming in on Wednesday to do a site visit/audit of our program.
- Sandy asked about the EAT Workgroup budget. Colleen stated that the EAT Workgroup budget usually consisted of the Miscellaneous Equipment for Regional Trailers, Assets, Community Allocations, and Trainings. There is not one all-encompassing EAT line item. Any money not spent in the other groups gets

put into Community Allocations. Colleen mentioned that the hospitals have seen a 31% decrease in their ASPR funding.

- Jamie asked about the region funds and the HMCCs. Kerry replied that the ASPR and PHEP funds would be put into one host agency. The Governance Committee would make decisions on how local Boards of Health and how Hospitals are allocated their funds. Some people expressed a concern about how the money would be divided. Chris Montiverdi suggested that we would have to meet and develop proposals to send to the Governance Committee to show what we want to have funded and what it would do for our local BOHs. Phil said that we would have a seat at the governance table along with all of the other players, similar to the Homeland Security Council to explain our gap areas. We would also still have deliverables to meet and these should be reflected in our requests.

Homeland Security Council: Chris Montiverdi

- Chris reported that SAIC has completed the sheltering and mass care plan and local shelter toolkit. The final documents are at MEMA who will push this out through the local MEMA regions.
- The Council met last week and had discussions on where they want to head in the coming year. Their budget has gone up a few thousand dollars. There are a couple of Federal grants which are closing around next June and have approximately \$600,000 to \$800,000 in funds commit to projects.
- The State wants the Councils to get away from single item projects and work with the Threat and Hazard Identification and Risk Assessment (THIRA) program to develop regional programs for things like mitigation and response actions.
- The Council will meet the first Tuesday of next month. The sub-committees will meet in the morning to develop project requests to bring to the council and go forward to the state.

Regional Mutual Aid: Andy Pelletier

- Andy stated that we still have 66 communities signed on to the agreement. He has not seen the Charlton agreement yet.

Local and State Advisory Committee: Phil Leger/Sandi Knipe

- Phil had no report since they did not meet in August.

Personnel Workgroup: Lenny Izzo

- Lenny asked the group if they thought it was time for another personnel evaluation. Everyone seemed to support this. Phil suggested that the forms be sent out and we should ask that they be returned to Kerry no later than September 30th.

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

- Paul was not present to make a report because he was moving his office to a new location today.
- Kerry reported that the AM Radio Transmitter which was requested by Brimfield has been referred by the state to CDC for approval.
- Jamie asked about the MHOA conference. Colleen reported that only about \$2300.00 has been encumbered so far. They have several POs ready for those who have indicated that they will attend and they can do more POs for any others who think they will attend. They can cancel any POs as necessary. In response to a question from Andy there is no provision for partial reimbursement yet.

MRC Workgroup: Liz Foley

- Colleen stated that Liz Foley is doing some poster boards and a couple of presentations at Senior Centers for the Central Mass Public Health Alliance MRC towns.
- There is also an Orientation on September 16 at the Holden Public Safety Center.
- There will be a shelter training offered at the end of October for volunteers.

- She participated in several events during the past couple of weeks. Two volunteers did about 60-70 blood pressure screenings during Holden Days and a number of people were advised to see their doctors. This event was very well received.
- We have received invoices for quarter 1 payments for most of the MRC units and divisions. They are just waiting on Wachusett and Nashoba. The checks will be mailed with a letter similar to an award letter outlining their towns and duties and which will contain the requirement for a report to be submitted on the use of these funds.
- Based on the budget requests which have been submitted the MRCs will need about \$55,000.00 from the Region. This was voted on at the last Executive Committee meeting and will have to be voted on at the next Steering Committee meeting.
- Trish stated that they had held the Grafton Night Out and handed out information on how to get healthy in Grafton along with other items.
- Lenny stated that they are partnering with the Lions Club Sight Mobile and will be recruiting at the Oktoberfest in Hopedale celebration.

Strategic Planning Workgroup: Kerry Clark

- Kerry stated that Sandi Knipe was the only member to volunteer for this workgroup so far.
- They still have to work on the Principles of Operation, a multi-year training plan, and they have to develop a policy on conference attendance. This will help determine who will be able to attend a conference if we have more volunteers than funds available. The state will want to see a policy from us on how we determine who is eligible to attend.

Old Business:

- Andy had a question about the budget form and why it was organized as it was. He also wondered what the term "Variance" meant. Both Colleen and Kerry replied that this was the form the State wanted us to use and that "Variance" simply meant the balance left in that line item. Colleen went through the form and the budget line items to explain what they reflected. Trish asked if the amounts were going to change as we spent money and Colleen replied that the amounts would change to reflect spending and whatever amount was left.

New Business:

- There was no New Business to discuss.

Cheryl Rawinski made a motion that we adjourn which was seconded by Lee Jarvis. The meeting adjourned at 10:15am by unanimous consent.