

STEERING COMMITTEE MEETING MINUTES

April 12, 2016/9:00AM
Worcester Health Department
25 Meade Street
Worcester, MA

IN ATTENDANCE: Sandra Knipe (Gardner); Philip Leger (Worcester, Royalston, Holden); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Darlene Coyle (Auburn); Stephanie Bacon (Northbridge); Debra Vescera (PH Nurse); Lee Jarvis (Spencer); Cheryl Rawinski (Sutton); Andrea Crete (Orange); Thomas Bonci (Clinton); Andrew Pelletier (Southbridge); Sara Darlagiannis (Planner); Alissa Errede (Worcester DPH/CMRPHA);

Vice-Chair Andrew Pelletier called the meeting to order at 9:00AM.

Minutes Review: The minutes from the March 29, 2016 Steering Committee were presented for review and approval.

Sandi Knipe made a motion that we accept the March 29, 2016 steering committee meeting minutes. This was seconded by Thomas Bonci. Two corrections were made: Andrew Pelletier was in attendance at the March 29th meeting and a reference was made to the list of concurrence votes being attached to the minutes, but they were not. The motion passed with Lee Jarvis abstaining.

Next Meetings:

- Steering Committee Meeting: May 5, 2016/9:00AM/Location: Grafton Memorial Municipal Center

Equipment, Acquisitions, and Training (EAT):

- **Town of Westborough**
 - Funding sought through Capability 8: Medical Countermeasure Dispensing for a belt barrier in the amount of \$159.50.
 - **Motion to accept by Darlene Coyle and seconded by Lee Jarvis. The motion unanimously passed.**
- **Town of Clinton**
 - Funding in the amount of \$1,386.79 for the purchase of a new laptop computer through Capability 6.
 - **Motion to accept by Lee Jarvis and seconded by Cheryl Rawinski. The motion unanimously passed.**
- **Town of Auburn**
 - Funding in the amount of \$485.76 under Capability 7 to repair the Region 2 Emergency Public Health Response Trailer.
 - **Motion to accept by Cheryl Rawinski and seconded by Trish Parent. The motion unanimously passed.**

BP4 Spending:

- A discussion was held regarding the BP4 funds remaining.

- A portable message sign was suggested as a regional, group purchase but the costs associated to purchase one for each regional trailer exceeded the funds remaining. Therefore, a decision was made to table further discussion until a later meeting.
- The topic of in-person ICS training was raised, as this training had been discussed at previous meetings. As the training has not yet been scheduled, it may be deferred to BP5.

BP5 Work Plan and Budget:

- A review of the BP5 Work Plan and Deliverables was completed. As most of the deliverables are the same as in previous years, a discussion was held regarding additional and/or alternative ways that they could be accomplished. Regarding the community-level deliverables, it was encouraged that individual communities work with their Planners to fulfill these deliverables, especially if they're interested in methods that have differed from previous years.
 - Regarding the projects detailed, a question was raised whether or not the coalition-level project and the regional-level project may be one in the same, as Region 2 only consists of one coalition; Alissa will request clarification.
 - The group stated an interest in approaching the HMCC Executive Committee regarding doing a multi-disciplinary tabletop exercise, much like one that was conducted a few years ago.
- The Massachusetts Department of Public Health had not yet distributed the budget template to BP5, so the group was unable to review that template.
- Worcester DPH will develop a draft Work Plan and Budget based on the discussions held, which will then be reviewed at the next Steering Committee meeting.

The meeting adjourned at 11:00 by unanimous consent.

Minutes approved at the May 5, 2016 Steering Committee meeting.

**Respectfully submitted: _____ Steven Baccari, Chair, Region 2
PHEP Coalition**