

STEERING COMMITTEE MEETING MINUTES

September 7, 2017/9:00 am

Charlton Library

40 Main Street, Charlton, MA

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Beth Hallal (Medway); James Philbrook (Charlton)(Vice Chair); Barry Lein (Sterling); Lee Jarvis (Spencer, Brookfield's, New Braintree); Lenny Izzo (Milford, Mendon, Millville); Cheryl Rawinski (Sutton); Alissa Errede (WDPH/CMRPHA); Shaylin Deignan (WDPH); Lois Luniewicz (Hardwick WRMRC); Trish Parent (Upton); Terri Gough (Charlton); Forrest Price (Consultant); Laureen Menard (Oxford); Tom Purcell (Dudley); Missy Kakela-Boisvert (Mendon); Jamie Terry (Planner); Debra Vescera (PHRN); Philip Leger (Worcester, Royston, Grafton); Michele Williams (WDPH); Katrina Stanziano (WDPH)

The meeting was called to order by Chair Stephen Baccari at 9:05am.

Minutes Review: The minutes from the August 4, 2017 Steering Committee meeting were presented for review and approval.

Cheryl Rawinski made a motion to accept the August 4, 2017 Steering Committee meeting minutes as presented. This was seconded by Lenny Izzo. The motion passed with one abstention.

Next Meetings:

- Steering Committee Meeting: October 5, 2017/9:00am/Location 25 Meade Street, Worcester, MA.
- Steering Committee Meeting: November 2, 2017/9:00am/Location TBD.

Town Highlights:

- Lenny Izzo- Milford BOH has been working on an Opioid prevention program in the school system. We purchased films to go along with the program. We started working with the sports program by making presentations and showing the films on Opioid prevention.
- Alissa Errede – Informed everyone that Auburn's Satellite phone was requested by their Fire Department to bring down to Texas to help with the hurricane cleanup efforts.

Program Coordinator/Host Agency: Katrina Stanziano

- Katrina stated that she can't reset passwords during the WebEOC quarterly drills. This year the State will be doing after hours and weekend drills.
- The JRA meeting will be on October 26, 2017 from 10:30am – 2:30pm at the Beechwood. Alissa had previously sent out an invite.
Alissa Errede stated: Everyone is welcome to attend. We will be talking about the results of the Jurisdictional Risk Assessment (JRA) survey that the Region took and possible mitigation strategies.
- The EPA is hosting training in Boston for water, public health and healthcare coordination workshops. The flyer was passed around.
- All we have due in September for BP1 deliverables is the quarterly WebEOC drill.
- Katrina is still accepting Rep letters.
- 35 out of the 74 towns participated in the internal WebEOC drill conducted by WDPH.
- 14 out of the 21 towns participated in the August satellite phone test.
- The state has not approved any conferences as of yet for this year. Katrina will inform the collation once the state approves or denies conferences. The coalition will need to vote on sending people to the MHOA Conference at the October meeting.
- 2 Regional Purchase Policy draft handouts were distributed.

Cheryl Rawinski made a motion to approve the Policy for Use of PHEP funds towards Community Purchases which was seconded by Lenny Izzo. The motion passed unanimously.

Philip Leger made a motion to approve the Policy for Use of PHEP Funds towards Regional Purchases which was seconded by Lenny Izzo. The motion passed unanimously.

- Two EAT Request Policy handouts were distributed.

Lenny Izzo made a motion to approve the EAT Request Process which was seconded by James Philbrook. The motion passed unanimously.

Lenny Izzo made a motion to approve the EAT Requests Criteria which was seconded by James Philbrook. The motion passed unanimously.

- Katrina created a vendor list of which she will email to the group.
- Katrina sent a survey for general feedback on the PHEP coalition of which only 19 towns completed.
 - Feedback included:
 - Everyone agrees on continuing to hold meetings on the first Thursday of the month.
 - Holding PHEP meetings in central locations, and rotating to various locations throughout the region, would encourage people to attend the meetings.
 - Provide additional information on the agenda.
 - Having supplies and equipment be more major in the regions than just the towns.
- Katrina has completed the inventory assessment for 25 out of 74 towns. Katrina has scheduled inventory assessments with towns up until November 1st. Katrina will resume the project in the spring.
- **Trish Parent:** Many of the towns that are not calling in during the satellite phone tests have their phones housed at the Fire Departments. Since we no longer have planners assigned to each town, we should remind these towns that they have a public health satellite phone that requires testing.
Katrina stated that we can do so and that reminders are sent out a few days before the test with a schedule and instructions.

Host Agency Update/Alissa Errede

- BP 5 wrap-up - We have submitted the final Quarterly Expenditure Report to MDPH. Katrina and I went through and addressed the questions they had.
- BP 1 funding update – We have received the first funding installment (for quarter one).
- Planner update – We put 5 different projects out to bid for planners this year. Three out of the 5 projects were bid on. MDPH has approved the 3 bidders. Contracts have gone out to them and we are just waiting for those contracts to be executed. Once executed, we'll send out an email informing everyone of who the planners are and when they will begin work. We have reposted the 2 projects that were not bid on. We plan on looking for an intern if the two projects are not bid on.
- All MRC for Worcester Regional is now contracted through the City of Worcester verses through the individual divisions host communities. All are out to bid and people have responded. The State has approved. Contracts have gone out, waiting for contracts to be returned then they can be executed.

Local & State Advisory Council (LSAC) – Steve Baccari/Steph Bacon

- The next meeting will be September 25, 2017. Tom is stepping down as Chair. We will discuss any updates at the next meeting.

Region 2 HMCC – Trish Parent/Dottie McNamara

- We have new brochures and will mail them out. We're starting to debate about opening up the group to other disciplines; mental health, dialysis, several other people are starting to reach out to sponsoring organizations because there are new CMS requirements for all healthcare facilities. We're hoping this expands. We have a good core group. There will be a live website shortly, where organizations can sign up to be a member the ARCHE coalition.

Regional Workgroups

- Katrina presented an EAT request from Oxford in the amount of \$5,010.85 for various supplies to be used within their emergency dispensing site. The items they hope to purchase include: 2 storage cabinets, multi cart, wall easel pad, 8 easels, 4 folding tables, folding chair pack, various size extension cords, surge protectors, clip boards, dry erase board, clear picture frame, sandwich board, barriers and lithium batteries.

James Philbrook: Where is your emergency site set up?

Laureen Menard: At the Oxford High School.

Katrina Stanziano: I have done the inventory in Oxford and they have a folding table and 3 clip boards. Oxford does not have a Regional trailer.

James Philbrook made a motion that we need more time to look into this further. The group should obtain a list of what items Oxford currently has and what they need and compare it. This was seconded by Lenny Izzo. This will be tabled until next meeting. The motion passed with one vote against.

- **Old Business:**
Alissa stated that they have a bunch of items in the Worcester Office. Trying to figure out which town these things belong to.
- **New Business:**
None

Phil Leger made a motion that we adjourn the meeting which was seconded by James Philbrook. The meeting adjourned at 10:02 am by unanimous consent.