

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES
November 04, 2010/9:00am
Shirley Town Hall, 7 Keady Way Shirley, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); David Favreau (Sterling); Ira Grossman (NABH); Kalene Gendron (NABH); Barbara Mard (West Boylston); Darlene O'Connor (Leicester); Elizabeth Swedberg (Westminster); Cathleen Libertye (Webster); Kerry Clark (Region Coordinator); Ken Gikas (Program Planner); Sara Kruczek (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner).

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

Minutes of the September 23, 2010 Executive/Steering Committee meeting were presented for approval. Cheryl Rawinski made a motion to accept the minutes which was seconded by Lenny Izzo. The minutes were approved unanimously.

Minutes of the October 14, 2010 Executive Committee meeting were presented for approval. Trish Parent made a motion to accept the minutes which was seconded by Lenny Izzo. The minutes were approved unanimously.

Next Meetings:

Executive & Steering Committee Meeting: December 09, 2010/9:00am/West Boylston (Exact location TBD).
The regular meeting schedule (second and fourth Thursday of each month) will resume in January 2011.

Phil Leger briefed the meeting that Cheryl Rawinski has been chosen as the MHOA Public Health Nurse of the Year at the recent MHOA Conference.

Program Coordinator Update: Kerry Clark

- Kerry briefed that he was unable to attend the recent Regional Coordinators/Emergency Preparedness Bureau meeting and that Seth had attended in his place. He is waiting for a summary of the meeting discussions.
- Communities are encouraged to use the DPH statewide H1N1 After Action Report for justification in spending their remaining PHER money.
- Phil asked how many people had held flu clinics. He reminded people that they could use these clinics to accomplish three deliverables (24/7 Call Down List, EDS Notification Drill, and EDS Set-up Drill) at the same time.
- Phil asked if people had gotten their supplies of flu vaccine. Demand seems to be down, possibly because of the clinics at drug stores or the lack of pressure to get the shot.

Host Agency: Derek Brindisi

- Kerry briefed that he and Derek will be going to DPH next Tuesday for a briefing on the recent MRC audit.

Homeland Security Council: Chris Montiverdi

- Chris stated that they had a meeting last week and they are finishing up purchasing sign boards. Every community will have at least one sign board while larger cities will have two for a total of 64 in the region. CMRPC is working on updating the resource map for the region.
- They have received guidance for next years grant and will be focusing on regional projects. One possible purchase is large generators (25KW) which can be brought to towns that may need them. Funding is down a little to \$2.2 million dollars for the region for the FY10 grant. A portion of that will go to Interop projects.

- Andy questioned if our EAT Committee could look at purchasing the same equipment for our region towns which are not in the Homeland Security Council region. Phil stated that these towns could have their EMD make a request of the Homeland Security Council for their area.
- Chris stated that the council is also looking at purchasing some sludge pumps.

Regional Mutual Aid: Andy Pelletier

- We are still at 59 agreements and waiting for Sturbridge. West Brookfield, Gardner, and Leominster are all reportedly working on completing their respective mutual aid agreements.

Local and State Advisory Committee: Sandi Knipe

- Region 2 discussed the AM radio receiver presentation that we had and passed around information.
- Pharmacy Update – They are very interested in talking with us and will identify a representative to collaborate with us. There are still some legal problems with pharmacies taking back drugs.
- The AAR has been finalized. Cover letter will be sent out shortly. Will be presented at MHOA.
- There are signs printed up and ready to be delivered for those municipalities who want them. They are tick born and mosquito born awareness. Cost is \$25.00 a piece and they are metal.
- Tom Carbone, MHOA President mentioned that there are interns available from UMASS Amherst and we should consider having them in our office.
- Dawn Sibor – Trying to be positive about new state data base for MRC. (Mass Response). A few MRC's have signed up from the Commonwealth but will continue to keep their own databases (per region 4B). Some feel that they system has been pushed on us. Phil mentioned Region 2 and discussed how we have three MRC's that overlap. We have residents that are members of both, but we can only sign up for one. Too many questions that are not answered yet. There is concern that if MRC's do not sign then will the money go away? The agreement references a lot of documents that have not been brought forward yet. There is a general trust issue.
- Harold Cox – Grant was received from CDC to help with the infrastructure of DPH. 1.6 million over 5 years. Geoff Wilkinson to elaborate at MHOA. A smaller portion will deal with helping to prepare the state for accreditation. 300K earmarked for this. Data system improvement – MAVEN, Burial permits, enhance the regionalization work. Phil mentioned that there is a push to put burial permits and death certificates online.
- Ashley Pearson represented the DMH as the Director of Emergency Management Services. She spoke of psychological first aid training. It is an 8 hour program on how to speak with disaster victims. There is also a new 2.5 hour condensed training. Trainings are free. They bring their own materials. Can do train the trainer program. Focus on how to build emotional resilience in groups and manage our own stress. Can call MA 211 to obtain services. When all of the flooding occurred in March they sent out volunteers to go door to door to talk with people. Ashley-pearson@DMH.state.ma.us
- Mary Clark / Mike Coughlin – There is 3 million dollars left in the Commonwealth from PHER funds. Plan your clinics to test some new element and write an AAR. Modify or test a new communication measurement. Start a planning process if using PHER money for seasonal clinics. State does not have to see AAR. Feel free to quote from the state's AAR.
- The state is proposing a five year planning process to agree on a number of capabilities and come up with a COOP agreement that will be more consistent with Homeland Security and the National Health Strategy. There are fifteen capabilities. Surge Management, Incident Management, Counter Measure and Litigation, Bio Surveillance, Information Management, and Community Resilience. Need to prepare communities for strategic planning.

- Someone asked the question regarding the possible PHEP 25% cut. The ASTO meeting in RI said they did not think it would happen. If there is a 25% cut to PHEP it would be shifted temporarily to fund the AIDS / HIV budget for one year.
- OML revised – There is flexibility when you put your agenda together. New topics can be introduced.
- If you are a state public body you can post your agenda on your website.
- There are still no regulations with the OML regarding remote participation.
- David Naparstak – Strategic Planning Analysis was handed out. There was an hour or so set aside to do role playing. LSAC was divided into three groups. Each participant was handed a blank piece of paper and we had to write down an agenda item that we would like to see the LSAC concentrate on and we had to rate it in numerical order. There were several of these exercises conducted.
- Jamie brought up the issue of developing a region mutual aid contact list. There was an extensive discussion about how to develop such a list and some non-BOH personnel on the list who would not want their numbers distributed without permission. The consultants were directed to put together lists for their towns.

Personnel Committee: Lenny Izzo

- Lenny reported that the contracts for the consultants are back at legal for a final review after Kerry answered a few minor questions.

Education, Acquisition & Training (EAT) Sub-Committee: Sandi Knipe

- Sandi stated that the EAT Committee will meet after this meeting.
- We are still waiting on quotes for the BOH jackets.
- A representative of the AM Radio Broadcast System met with us on Oct 15. He demonstrated the system and answered questions on the radio.
- Phil mentioned that he is going to the three-day Housing course and will report back on how it is.
- Sandi presented the request from the Town of Sutton for money to pay for a cell phone and coverage.

Paul McNulty made a motion that we approve Sutton’s request for \$784.79 to pay for a cell phone and service for the Board of Health. This was seconded by Lenny Izzo. The motion passed unanimously with Cheryl Rawinski abstaining from the vote.

MRC Sub-Committee: Jamie Terry

- Jamie stated that there was not much to report on.
- The next MRC conference call will be Tuesday at 1:00pm..

Strategic Planning: Tom Purcell

- No report.

Old Business:

- Kerry stated that he is working on having a briefing on the Community Health Network Area (CHNA) at the next meeting.
- Phil requested that any community who has not hosted an Executive/Steering Committee meeting and would like to volunteer should do so. Our intent is to meet in as many communities as possible.

New Business:

- Kerry briefed the members on the new IRAA (Individuals Requiring Additional Assistance) and the DPH deliverable to conduct a gap analysis. He also pointed out the last question on the gap analysis which asked for suggestions as to what DPH could do to help in this area. He suggested that we share our answers in this area in order to impress upon DPH answers which may be helpful to all of our

communities. Committee members shared examples of organizations which BOHs could contact for information on IRAAs within their jurisdictions. The planners will work with their communities on this.

- Trish mentioned that at the MHOA conference there was a briefing on hoarding and the resulting problems. Hoarding is supposed to become an official diagnosis in the year 2013.

Jamie Terry made a motion that we adjourn the meeting which was seconded by Trish Parent. The meeting was adjourned at 10:36am.