

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

July 28, 2011/9:00am

Berlin Municipal Building
23 Linden Street, Berlin, MA

IN ATTENDANCE: Phil Leger (Athol/Royalston)(Chair); Derek Brindisi (Worcester); Lee Jarvis (Spencer); Sandra Knipe (Hubbardston); Dottie McNamara (Fitchburg); Paul McNulty (Westborough)(Vice Chair); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Dennis Costello (Boylston); Lois Luniewicz (Grafton); Barbara Mard (West Boylston); Darlene O'Connor (Leicester); William Brookings (NABH); Kerry Clark (Region Coordinator); Ken Gikas (Planner); Barry Lein (IT Consultant); Denise Phaneuf (Program Planner); Forrest Price (Program Planner); Kate Pollender (WRMRC); Liz Foley (WRMRC).

EXCUSED: Lenny Izzo (Hopedale); Jamie Terry (Northborough).

The meeting was called to order by Phil Leger at 9:13am.

Minutes of the June 23, 2011 Executive/Steering Committee meeting were presented for approval. Sandi Knipe made a motion to accept the minutes which was seconded by Trish Parent. The minutes were approved unanimously.

Minutes of the July 14, 2011 Executive Committee meeting were presented for approval. Trish Parent made a motion to accept the minutes which was seconded by Cheryl Rawinski. The minutes were approved unanimously.

Trish Parent made a motion that we not annotate the reason Executive Committee members were absent from meetings. Andy Pelletier seconded this motion. The motion passed with Lois Luniewicz abstaining.

Next Meetings:

Executive Committee Meeting: August 11, 2011/9:30am/25 Meade St, Worcester.

Executive & Steering Committee Meeting: August 25, 2011/9:00am/Millbury (exact location TBD).

Program Coordinator Update: Kerry Clark

- Kerry stated that PHEP Budget Period 1 (BP1) will begin on August 10th. They have reviewed the budget figures and we have \$114,285 for the MRCs. We have a spending plan from Wachusett but need the proposed spending plans from Grafton and Worcester to submit to the state. We have a total budget of \$582,791 and after the Host Agency share we will have a total of approximately \$495,000. DPH has not yet received the Notice of Grant Award from CDC so we do not have the funds yet. This also keeps Worcester from developing a fronting memo.
- The Technical Assistant Reviews (TARs) have been completed. According to Kerry this year's TAR was a daunting task.
- In response to a question from Andy, Kerry stated that he is preparing a draft budget and is trying to work with legal on the Planners' contracts in the absence of specific deliverables.
- Lois commented that the MRC contract year ended on June 30 and that the MRCs are again operating without any money. We cannot change the MRC fiscal year due to the matching funds from the state. Phil stated that the LSAC has also tried to work on this but with no luck. Derek stated that other contracts such as the Tobacco Control Program are in the same position.

Host Agency: Derek Brindisi

- Derek briefed that we have about \$17,000 remaining in this year's budget which ends on August 9th. We have only 45 days after this date to pay any bills.

- The deadline for the PHER funds is July 30th. After that date Worcester will be requesting a return of all unused funds with a listing of how the expended funds were used. Phil asked how the funds would be returned. Kerry stated that they could cut an invoice for towns to use to return their unused funds. The money returned will go back into the account it was distributed from. Derek strongly suggested that towns keep copies of all documents used to expend funds in the event this grant is audited.
- Lois asked about the percentage reduction on PHEP funds. Kerry replied that is about 12-14%.

Homeland Security Council: Chris Montiverdi

- Chris had no council updates. At Phil's request he gave a brief summary of the Mass Care Sheltering subcommittee and its taskings.
- Chris reminded the members that the council has purchased one trailer-mounted 45KW generator and will be funding the installation of one transfer switch in each community in a building of their choosing.
- CRMPC will be updating the region map with all of the equipment the council has purchased.
- Phil talked about yesterdays meeting and the functional needs guidance document from FEMA. There were some good materials handed out. SMART and CMDART were both there. The Salvation Army also attended and talked about their mobile feeding units and had one on display. There was also a discussion about VOAD (Volunteer Organizations Active in Disasters). The consensus was that it was a good meeting.

Regional Mutual Aid: Andy Pelletier

- We are still at 61 communities who have signed the Regional Mutual Aid Agreement.
- The requirement to sign the Mutual Aid Agreement in order to host regional equipment items may be the incentive for more communities to sign up.
- The radio transmitter test in Upton went very well.

Local and State Advisory Committee: Sandi Knipe

- Sandi reported that the last meeting concentrated mainly on the budget process. They will be meeting with Kurt Schwartz, the MEMA Director in September. They have a list of topics which they want to discuss.
- Sandi is part of a sub-committee which will be meeting with Dr. Auerbach on August 12 in Boston. They will be looking at the way the EPB reviews equipment requests. Phil mentioned that one of the big issues is what DPH will choose not to do in light of expected budget cuts. He mentioned several plans which DPH had discussed in the past. Once we get into the next budget we will know more.
- Sandi mentioned that the regionalization project had been cut 50%. Derek gave a brief overview of the Worcester project. There are 12 communities in the project. They are still discussing what model to follow.

Laura Desrochers from the Alliance for Community Health passed out some surveys for communities which had not responded to their previous requests.

Personnel Workgroup: Lenny Izzo

- Kerry is in the final stages of piecing together the evaluations and will be sharing the information with the workgroup and the planners. He is still trying to get to the job posting and will reach out to Lenny when he returns from vacation.

Education, Acquisition & Training (EAT) Workgroup: Sandi Knipe

- Sandi stated that the EAT workgroup will get together after this meeting. There is no more money left in their account. The radios and associated equipment has been approved for purchase.
- She pointed out that there about \$17,000 left in Personnel and Strategic Planning.

Cheryl Rawinski made a motion that we move this \$17,265 to the EAT Workgroup. Paul McNulty seconded the motion. The motion passed unanimously.

Paul McNulty made a motion that the EAT Workgroup be given permission to spend this money as needed. Cheryl Rawinski seconded this motion. The motion passed unanimously.

MRC Workgroup: Jamie Terry

- The MRC is looking for photographs to be used in their upcoming Public Service Announcement (PSA). They could be from any activity in which the MRC was participating.
- Worcester is using MA Responds to send out requests for volunteers. People who want to receive these requests should log on.

Strategic Planning Workgroup: Jim Morin

- Kerry will be sending the Principles of Operation to the workgroup for their review and update.
- Jim Morin will be sending out a request for committee members for a meeting.

Jana Ferguson and personnel from MDPH gave a presentation on the Climate Change Project.

Old Business:

- There was no old business.

New Business:

- Executive Committee elections will be held at the August Combined Executive/Steering Committee meeting. Anyone interested in serving should indicate their desire to be on the ballot to Kerry. There is one vacancy. We will be going with 13 primary and 2 alternate committee members.
- Lois asked if there will be a gap in paying the consultants. Unfortunately we will not have any money until the Notice of Award paperwork actually comes in.

Lee Jarvis made a motion to adjourn the meeting which was seconded by Trish Parent. The meeting adjourned at 10:35am by unanimous consent.