

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

August 25, 2011/9:00am

Millbury Municipal Building
127 Elm Street, Millbury, MA

IN ATTENDANCE: Phil Leger (Athol/Royalston)(Chair); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Dottie McNamara (Fitchburg); Paul McNulty (Westborough)(Vice Chair); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Dennis Costello (Boylston); Darlene Coyle (Leicester); Kaylene Gendron (NABH); Cathleen Liberty (Webster); Barbara Mard (West Boylston); Jim Morin (Southbridge); Bill O'Connell (MDPH); Alyssa Rusnecki (Sturbridge); Elizabeth Swedberg (Westminster); Colleen Turpin (Worcester DPH); Barry Lein (IT Consultant); Sara Kruscek (Planner); (Program Planner); Forrest Price (Program Planner).

The meeting was called to order by Phil Leger at 9:02am.

Minutes of the July 28, 2011 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 with Missy Kakela-Bottom and Kaylene Gendron abstaining.

Minutes of the August 11, 2011 Executive Committee meeting were presented for approval. Lenny Izzo made a motion to accept the minutes which was seconded by Cheryl Rawinski. The minutes were approved with Missy Kakela-Bottom abstaining.

Next Meetings:

Executive & Steering Committee Meeting: September 15, 2011/9:00am/Fitchburg (exact location TBD).

The Steering Committee members decided to hold only one meeting a month for the rest of the year. This would be a Combined Executive/Steering Committee meeting to be held on the second Thursday of each month except for September as noted above.

Program Coordinator Update: Colleen Turpin

- On August 16th, an email with an attachment was distributed by the CDC's SNS team. The Medical Countermeasure Distribution and Dispensing Composite Measure (MCMDD) Guide was released and will be used by the state to determine deliverables for the grant year.
- Therefore, as of today, there are still no formal deliverables to report.
- By now everyone should have received the email stating the drastic reduction in state supplied flu vaccines. As of today we still cannot use PHEP funds to purchase vaccines and the only individuals that qualify for overtime and backfill are PH professionals. This was different with PHER funds but we are back to PHEP guidelines from previous years until we receive word otherwise.
- Sandi reported that she went to a meeting at the MEMA bunker in Framingham on Monday to discuss the deliverables with several other regional personnel and Mike Coughlin. The deliverables are pretty much the same but look long and cumbersome. They also include some form of Hazard Vulnerability assessment. We should have the deliverables by the September LSAC. Sandi did have a draft which she shared with people.

Host Agency: Colleen Turpin

- The Planners contracts are currently with City Hall awaiting final authorization.
- Kerry checked and as of yesterday the PHEP contract was still with the State Comptroller's office. Once a final copy is available, it will be emailed to Kerry in order to set up the new account and create purchase orders for the planners.
- Therefore at this time the Host Agency has not received any PHEP money for Budget Period 1.

- Kerry is awaiting a reply from the state regarding the 1st Quarter payment for MRCs. On October 1st we will be submitting for Quarter 2.
- Both contracts for the MRC coordinators are fully executed and finalized.
- Kerry is still receiving PHER checks from the communities. If you haven't already done so, reach out to clarify the amount and submit the funds back to the city for re-submitting back to the state.
- Kerry is also awaiting word on whether or not a "carry-forward" will be allowed for BP10E. He thinks though that it is unlikely since we started a new cycle with BP1.

Homeland Security Council: Chris Montiverdi

- Chris had no council updates.
- He did brief on the upcoming Mass Fatality Conference to be held on September 22nd at the DCU Center. It will cover the Office of the Chief Medical Examiner's responsibilities and several other issues concerned with a mass casualty situation. It is free and is open for people outside of the region also.

Regional Mutual Aid: Andy Pelletier

- Andy reported that we are at 62 communities signed on to the Mutual Aid Agreement with the addition of Uxbridge. He handed out a new cover sheet for this.
- Phil thanked Andy for his work on this and awarded him a free (unused) PeePod.

Local and State Advisory Committee: Sandi Knipe

- Sandi reported that they had a good meeting with the Commissioner who briefed on the upcoming massive budget cuts.
- The LSAC has split up into smaller workgroups to get some jobs done.
- Sandi also briefed that the committee which she was on had met with the Commissioner previously about the procedure used to order equipment items under the PHER grant. They were looking for a draft model for a request.
- From now on the LSAC will be meeting 8 times a year, to include a meeting in June to review the budget.
- The next meeting will be with Kurt Schwartz from MEMA.

Personnel Workgroup: Lenny Izzo

- Lenny had nothing to report except to request that people fill out a planner evaluation if they have not done it already. He had blank forms for anyone who needed one.
- An advertisement for the vacant planner position has been posted in several locations.
- Derek reported that as soon as they receive confirmation that the state has approved the grant contract that Worcester could produce a fronting memo to fund region activities until PHEP funds actually arrive.

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

- Sandi stated that the EAT workgroup did not have any money yet.
- She also mentioned that several communities were still waiting for funds which had been approved during the last grant cycle. Derek took the information and said that he would follow up on this.

Cheryl Rawinski made a motion that we approve funding for region personnel to attend upcoming public health conferences. Paul McNulty seconded the motion. After some discussion the motion included approval for the Yankee Conference (MEHA) in September, MHOA in October, MAHB in November and the MAPHN in the spring. Attendees may have to pay their own way until PHEP funds are available and then file for reimbursement. The motion passed unanimously.

MRC Workgroup: Jamie Terry

- Jamie reviewed the current MRC budgets. Grafton has requested \$13,000, Wachusett had requested \$10,111, and the WRMRC requested \$95,500 which comes to \$118,611.40. Their budget amount from

the grant is \$114,000. She also reminded the meeting that in the past the region had transferred money from the PHEP budget to the MRC to make up the difference.

Jamie Terry made a motion that we transfer \$4611.40 from the PHEP account to supplement the MRC budget requests. This was seconded by Dottie McNamara. The motion passed unanimously.

- Trish mentioned that the speaker from last month's MRC dinner had not yet been paid. Derek is going to look into this. She also mentioned that a large number of people who signed up did not show. She suggested awarding CEUs to encourage MRC members to show up.

Strategic Planning Workgroup: Jim Morin

- Jim Morin will be holding a meeting after this.

Old Business:

- Paul brought up the topic of the reduced flu vaccine supply to BOHs and asked what people planned on doing in their community. Phil stated that the official position was that this vaccine was supposed to be for un- and under-insured people. There was an extensive discussion about the change in policy and what various towns were going to do for this flu season.
- Sandi asked about the funds remaining in the CMBOH account and what we were doing with the money. Both Phil and Paul stated that we should decide how to use these funds today.
- Sandi mentioned the issue of narrow-banding for our land mobile radios. Ours appear to be capable of this but we need to determine if they need to be re-programmed to take advantage of this feature.
- Jamie asked if the BOH contact list had been developed yet. Phil passed around a sheet of paper for people to provide their contact numbers which was copied and distributed for use during the approaching hurricane.
- Paul stated that MHOA has taken over what the CMBOH had previously been doing. He further said that we should decide an appropriate use of the money remaining in the CMBOH account.

Sandi Knipe made a motion that we take the funds remaining in the CMBOH account and give them to the MHOA with specific direction that they be used for a scholarship fund for Region 2 people to pursue Public Health studies. This was seconded by Trish Parent. The motion passed unanimously.

New Business:

- The election of new Executive Committee members was held. Selected for the coming year were: Derek Brindisi (Worcester), Kalene Gendron (NABH), Lenny Izzo (Hopedale), Lee Jarvis (Spencer), Sandra Knipe (Hubbardston), Phil Leger (Templeton/Phillipston), Dottie McNamara (Fitchburg), Paul McNulty (Westborough), Chris Montiverdi (Leicester), Trish Parent (Upton), Andy Pelletier (Auburn), Cheryl Rawinski (Sutton), and Jamie Terry (Northborough). Selected as alternates were Missy Kakela-Bottom (Mendon) and Howard Ziff (New Braintree).

Cheryl Rawinski made a motion to adjourn the meeting which was seconded by Dottie McNamara. The meeting adjourned at 11:02am by unanimous consent.