

STEERING COMMITTEE MEETING MINUTES

December 10, 2009/10:00am

25 Birch St, Milford, MA

IN ATTENDANCE: Phil Leger (Athol/Royalston); Joyce Crouse (Templeton); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Jamie Terry (Northborough); Rick French (Phillipston); Barbara Mard (West Boylston); Darlene O'Connor (Leicester); Jeanne Gniadek (Northbridge); James Morin (Southbridge); Ira Grossman (NABH); Lois Luniewicz (Grafton); Chris Montiverdi (Leicester); Roger Mallet (Orange); Kerry Clark (PHEP Program Manager); Sara Delisio (Program Planner); Ken Gikas (Program Planner); Barry Lein (Program Consultant); Denise Phaneuf (Program Planner); Forrest Price (Program Planner); Shawn Winsor (MRC)(Conference Call).

The Meeting was called to order by Phil Leger at 10:15am. He started the meeting by asking everyone to identify themselves for any new attendees.

Minutes of the November 12, 2009 Steering Committee meeting were presented for approval. Trish Parent made a motion to accept the minutes which was seconded by Lenny Izzo. The motion passed unanimously.

Next Meetings:

Executive Committee Meeting: January 14, 2010/9:30am/25 Meade St, Worcester.

Executive & Steering Committee Meetings: January 28, 2010/9:00am & 10:00am/104 Central St, Auburn.

Andy Pelletier made a motion that the January 28, 2010 Steering Committee meeting be held in Auburn. Paul McNulty seconded this motion. The motion passed unanimously.

Program Coordinator Update: Kerry Clark

- Kerry stated that the first half of the PHER I/II money has been distributed and that the second half has arrived in Worcester. He has submitted the purchase orders to request invoices and checks for our communities.
- The first half of the PHER III money is in and Kerry has begun processing this in order to cut checks for our communities.
- Kerry apologized for the lack of a budget summary but the financial person has been out for the last few days. He is waiting for the quarter 2 PHEP money to arrive. With all that has been happening the only draws on the PHEP money have been for conferences and salaries for the planners.
- Roger asked if there was a time limit on when the PHER money has to be spent. Kerry replied that it has to be spent by June 30, 2010.

Host Agency: Derek Brindis

- Kerry reported that Derek is trying to add an additional person part-time to help process the purchase orders, invoices, and checks for the PHER funds and other Region 2 requirements. This should reduce the time it takes to get these monies out to communities.

Homeland Security Council: Chris Montiverdi

- Chris reported the council had met last week and was spending the last of their FY06 funds.
- The council is spending \$30,000 to purchase a trailer to store 70 medical cots and some privacy screens. These cots could be used to help hospitals during evacuation/surge situations or provide medical cots to shelters as necessary.
- The N95 Mask Fit Kits are being distributed throughout the county. Central Mass EMS at 361 Holden Street will be hosting two train-the-trainer sessions in Holden on December 21st. Classes will start at 2:30pm and 5:00pm and run for about 60-90 minutes. People who want to go should send an email to Chris.

- Chris stated that he has been appointed to the State-wide Interoperability Executive Committee. He will be representing Public Health.

Regional Mutual Aid: Andy Pelletier

- Andy reported that we have remained constant at 57 signed agreements.

Personnel Committee: Lenny Izzo

- Lenny had nothing to report.

MRC Sub-Committee: Jamie Terry

- Jamie stated that two meetings have been cancelled because of attendance. She wanted to open this up to any questions or comments that people might have. Several people have had MRCs support their H1N1 clinics and found them to be a valuable resource.
- Shawn asked the meeting that if anyone had a recommendation for an MRC member who had been an outstanding performer that they forward the person's name to Shawn for recognition.
- In response to a question from Phil, Shawn stated that the MRCs were updating their ID badges to read "2010". Shawn will be teleconferencing with an individual from Framingham tomorrow to get this done very shortly.
- Barry pointed out that the recent advertisement about MRCs had some problems with the list of communities and the MRCs which they were associated with.

Local and State Advisory Committee: Sandi Knipe

- Sandi stated that the LSAC will meet next on December 21st. Both Mary Clarke and Dr. Auerbach will be there.
- Phil mentioned that at the last LSAC meeting Derek briefed on the Worcester H1N1 clinic and some of the lessons learned. Sandi stated that the Commissioner had wanted to open up clinics to adults with chronic conditions but the members asked not to since at that time we did not have sufficient vaccine to do this. There was some discussion about communities opening up their clinics to the general population if they have been able to cover the target priority groups.
- Kerry reported that two communities (not in our region) were warned about vaccinating outside of the target populations. The communities ignored the warnings and as a result are not receiving vaccine from DPH. Extra vaccine is being shipped to the communities surrounding these two.
- The incidence of H1N1 appears to be waning in Massachusetts. However there is still a concern that we could have another wave this winter at the same time that the seasonal flu could be on the rise. For this reason DPH is pushing to vaccinate as many people as we can now.
- There was an extended discussion concerning the varied guidance and opinions being expressed by medical personnel that contradicts the CDC/DPH guidance and how to address this issue. Roger reported several problems which he has encountered. The best solution proposed was for those BOHs that encounter this problem request assistance from DPH to address these issues.

EAT Committee: Sandi Knipe

- Sandi said that we are in the process of determining which communities will receive the Satellite phones and the BGANs units. We will be meeting after this meeting to confirm this. When we do, Ken will get these units out to the communities named.

Jamie Terry made the motion that the Steering Committee approve the placement of the six BGANs units in Ayer, Athol, Worcester, Westborough, Webster, and Milford. Lenny Izzo seconded this motion. The motion passed unanimously.

Andy Pelletier made a motion to authorize the EAT Committee to make a final decision on where the remaining nine Satellite phones will be distributed. This motion was seconded by Chris Montiverdi. The motion passed unanimously.

- Sandi had nothing further for this meeting but she stated that we would need to start planning how to spend the rest of the PHEP money.
- Phil stated that he now has the plate for his trailer. Ken is looking at finding a location for the fifth trailer. West Boylston is willing to host this trailer.

Strategic Planning: Tom Purcell.

- No report.

Old Business:

- There was no old business to discuss.

New Business:

- Paul mentioned that the MHOA annual meeting is coming up along with the election of the executive board officers. Steve Baccari, the current Region 2 representative is willing to continue serving.

Andy Pelletier made a motion that we recommend Steve Baccari for re-election as the Region 2 representative on the MHOA Executive Board. Darlene O'Connor seconded this. The motion passed unanimously.

- There will be a meeting in Dedham at Vinnie T's regarding the beaver and geese situations next Thursday.
- Kerry reminded the members that he has sent out a request for an end-of-month report on the PHER spending.

Trish Parent made a motion that we adjourn the meeting. This was seconded by Jamie Terry. The meeting was adjourned at 11:01am by unanimous consent.