

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES  
September 23, 2010/9:00am  
Hubbardston House, 1 Old Princeton Road, Hubbardston, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Trish Parent (Upton); Andy Pelletier (Auburn); Jamie Terry (Northborough); Stephanie Bacon (Barre); Ira Grossman (NABH); Lois Luniewicz (Grafton); Roger Mallet (Orange); Barbara Mard (West Boylston); Jim Morin (Southbridge); Dr Samuel Pickens (Barre); Dennis Costello (Boylston); Elizabeth Swedberg (Westminster); Kate Pollender (Worcester MRC Coordinator); Ken Gikas (Program Planner); Sara Kruczek (Program Planner); Barry Lein (IT Consultant); Denise Phaneuf (Program Planner); Forrest Price (Program Planner).

The Meeting was called to order by Chair Phil Leger at 9:10am.

**Minutes of the August 26, 2010 Executive/Steering Committee meeting were presented for approval. Jamie Terry made a motion to accept the minutes which was seconded by Trish Parent. Lois Luniewicz pointed out that her name was left off from the attendance list. The minutes were approved unanimously.**

**Minutes of the September 09, 2010 Executive Committee meeting were presented for approval. There was not a quorum of Executive Committee members present so review and approval was deferred to the next Executive Committee meeting.**

**Next Meetings:**

Executive Committee Meeting: October 14, 2010/9:30am/Worcester.

Executive & Steering Committee Meeting: November 04, 2010/9:00am/Nashoba(Exact location TBD).

**Program Coordinator Update: Kerry Clark**

- Kerry was not available due to an emergency situation in Worcester. Phil stated that much of what would have been covered in this area will be covered in the LSAC report by Sandi.

**Host Agency: Derek Brindisi**

- Derek was not available to give a report.

**Homeland Security Council: Chris Montiverdi**

- Chris was not available to give a report.

**Regional Mutual Aid: Andy Pelletier**

- We are still at 59 agreements and waiting for Sturbridge. Andy did ask if we could make the regional contact list available to all member communities for mutual aid requests. Phil asked that mutual aid contact protocol discussed at the next meeting.

**Local and State Advisory Committee: Sandi Knipe**

- IRAA: Region 4A is issuing an RFP for \$100,000 to begin the IRAA planning process.
- The MAPHN representative is changing next month. The new representative was introduced by Kitty. MAPHN is collaborating to open up its trainings, information, and resources to others who are interested.
- Region 1 reported on the MEMA/ARC conference in Amherst. It was very clear at the meeting that MEMA and ARC are supporting agencies and that local communities are in charge of local shelters. Sandi asked if anyone had attended this. Forrest did and gave a summary of the conference and the objectives as he saw them. Lois asked how emergency management directors were being urged to get involved with the sheltering program. Forrest concluded his remarks with a strong recommendation that everyone interested in this issue attend the October 8<sup>th</sup> meeting.

- It is clear from the issues noted during the H1N1 school response that more work is needed to clarify contracts and SOPs so that school nurses are an asset during any future responses.
- Jennifer Murphy, Region 4A, is setting up RS exams and other sessions at the Yankee Conference. People should call her if they are interested.
- Vinfen is a large, not-for-profit company that is contracted by DPH to provide mental health services in the eastern part of the state. It was noted that we have been asking DPH to link our emergency planning with DMH. We would like DPH to invite DMH to attend an LSAC meeting. Other mental health providers are also welcome to join in.
- A representative of the pharmacies will be invited to LSAC next month to explore ways we can solve the sharps issue and other public health concerns.
- Each person filled a SWOT(Strengths, Weaknesses, Opportunities, and Threats) assessment in preparation for our strategic planning process which is scheduled for the October LSAC meeting.
- Sandra Martin advocated for the LSAC to be part of the process of nominating any public health representatives to state councils or boards that are expected to represent public health at the state level. Sandy Collins reported that the CLPH (Coalition of Public Health) is working on a nomination to represent Public Health on the Governor's newly forming Food Policy Council. The person should have broad experience in Food Establishments and also be grounded in local food issues. Nominations should be sent to Sandy this week.
- Boston Public Health is making many of their trainings available to anyone outside of Boston who is interested.
- The Cape Coalition offers some kind of education/training at each coalition meeting and gives CEUs so attendance is usually very good.
- Mike Coughlin clarified that under the Open Meeting Law coalitions should avoid doing any kind of business by phone or email. Workgroups who report back to the coalition may be okay depending upon the extent of their work. Changing Coalition By-Laws or names will not change the mission of the coalition or the requirements of the OML.
- Harold Cox distributed a draft letter regarding the importance of local public health officials in participating in Coalition meetings and activities. There was a lively discussion of the unintended consequences of these letters. Letters won't be sent out until November so there is time review and discuss at the next LSAC meeting. Any comments should be sent to Mike Coughlin.
- There is no word yet about PHER funds and the seasonal flu clinics. NACCHO, ASTHO, and DPH are pushing CDC to set rules for these funds ASAP. Mike Coughlin feels that activities that were allowed at the end of the previous grant year will still be OK. No new equipment should be purchased until everything is clarified. AARs and related Improvement Plans should be OK also.
- Host Agencies who receive over \$500,000 will have to provide copies of their most recent audit reports to DPH.
- The feedback on the recently distributed vaccine boxes was generally good but a handle on the boxes in order to pull them on their wheels would be nice.
- DPH to the recent EEE problems and to Hurricane Earl was smooth. Any comments should be sent to Mike Coughlin for the AAR.
- MSAR, MRC, and Behavioral Health will all be sharing the same website. There will be a meeting at the Doubletree in Westborough on Sept 29<sup>th</sup> to roll it out. All LSAC are invited but the invitation went to the MRC. Other volunteer organizations such as CERT maybe added later. There are still legal issues around volunteers. CORI issues were also discussed and referred back to the MRC for further discussion.
- The recent CDC site visit to DPH went well and the report is due out in 30 days.
- The Feds are discussing a one year 25% cut in PHEP funding to make up for the PHER funding we received. We are arguing that the money did not support the same activities. There will also be big changes to the deliverables next year.
- The Foundations Course will only be given once per year as it is very labor intensive to set up and run. There will be an online course to introduce new staff to public health practice during the rest of the year. The LPHI online courses will be divided into orientation, practice, and performance levels (these will not be the titles).

- Andy asked about the sharps programs. Phil has asked about the issues of pharmacies talking back both medications and sharps but there has been little movement on either. There was an extended conversation about how to approach such a program in our region.

**Personnel Committee: Lenny Izzo**

- Phil introduced Kate Pollender the newly hired MRC Coordinator. Kate gave the assembled members a review of her background and qualifications.
- Trish recommended that the Steering Committee authorize the establishment of an Assistant MRC Coordinator and re-structure the budget to include an additional \$25,000 for this position. This would provide the region with the appropriate structure to organize and run the Worcester Regional MRC. Jamie asked if anyone had asked Liz about this. The committee entered into an in-depth discussion of the pros and cons of adding a second position and how to best achieve the desired results. One of the most salient points was the increased responsibility of the MRC in providing sheltering staff.

**Jamie Terry made a motion that the Steering Committee approves the request to establish the position of Assistant MRC Coordinator and transfer \$25,000 to the MRC budget to fund this position. Trish Parent seconded this motion. This motion produced an extended discussion of the addition and other ways to achieve the same desired results.**

**Due to the amount of discussion Roger Mallet made a motion to move the question to a vote which was seconded by Ira Grossman. This motion passed unanimously.**

**The original motion was voted on and passed unanimously.**

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

- Sandi stated that the EAT Committee will meet on either Oct 14<sup>th</sup> or 15<sup>th</sup>. A representative of the AM Radio Broadcast System will be meeting with us at 10:00am on Oct 15<sup>th</sup> and anyone who is interested is invited to attend. The representative will demonstrate the system and answer any questions.
- Sandi stated that they were working on the jacket purchase. Kerry is hoping to piggy-back on the recent DPH purchase.
- We are still having some problems with two of the BGAN units.
- There is a possibility that we will be ordering more trailers.

**MRC Sub-Committee: Jamie Terry**

- Jamie stated that the statewide database is up and being tested. Anyone who wants to participate and look at the database is welcome to. Email Jamie for the website link. Lois had some concerns and Barry had some extensive comments.
- The committee discussed the Worcester situation extensively and invited anyone who had more concerns to express them. Phil suggested that any comments should be emailed to Kerry.
- Andy stated that he thought the MRC and Personnel workgroups were going to be the most important to our emergency preparedness role.

**Strategic Planning: Tom Purcell**

- No report.

**Old Business:**

- The Principles of Operation, with changes were presented for the Committee's review and approval. Phil directed the committee members to the amended sections in the principles.

**Jamie Terry made a motion that we accept the Principles of Operation as amended. This was seconded by Sandi Knipe. During the discussion it was proposed that we add an attendance requirement which would provide**

**cause to have Executive Committee members to step down for unexcused absences. The proposed limit was between 3 and 5 consecutive missed meetings and a cumulative total of 5 missed meetings during the year.**

**Lois Luniewicz made a motion to amend the previous motion to add the following language to the Principles under the Executive Committee composition under the section Term "Members who miss more than 3 unexcused consecutive meetings or 5 total unexcused meetings shall be required to step down". This amendment passed with Andy Pelletier opposing the change.**

**The original motion, as amended, passed unanimously.**

- Trish brought up a previous suggestion by Chris that we develop a schedule of when certain decisions regarding the region need to be made. Phil directed that this be added to the next Executive Committee agenda.

**New Business:**

- Phil introduced our guest speaker.

Barbara Coughlin gave a presentation about the Health Educator Unit to include its structure and duties within the Commonwealth. She also answered questions about the kinds and types of classes they offered.

**Trish Parent made a motion that we adjourn the meeting which was seconded by Dr Samuel Pickens. The meeting was adjourned at 11:08am.**