

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

July 26, 2012/9:00am

Worcester Division of Public Health

25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Kalene Gendron (NABH); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon)(Alt); Dottie McNamara (Fitchburg); Paul McNulty Westborough (Vice Chair); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Deborah Karan (Athol); Cathleen Liberty (Webster); Barbara Mard (West Boylston); Jim Morin (Southbridge); Alyssa Rusiecki (Sturbridge); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Phil Leger at 9:07am.

Cheryl Rawinski made a motion that we approve the June 28, 2012 combined Executive/Steering Committee meeting minutes as presented. This was seconded by Trish Parent. The minutes were approved unanimously.

Cheryl Rawinski made a motion that we approve the July 12, 2012 Executive Committee meeting minutes as presented. This was seconded by Trish Parent. The minutes were approved with Kalene Gendron and Jamie Terry abstaining.

Next Meetings:

Executive Committee Meeting: August 9, 2012/9:00am/25 Meade St, Worcester.

Executive & Steering Committee Meeting: August 23, 2012/9:00am/Orange (location TBD).

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Colleen briefed that the medical kits the state ordered for us should arrive later today.
- Kerry conducted a HHAN drill recently but the results were not yet available.
- Jamie Terry had asked about the emergency contact list we had developed a while back. No one had a copy but several people thought that Wibby Swedberg in Westminster still had a copy.
- Kerry is reviewing the draft deliverables for the planners' contracts and scope of work. Planners also need to send updated copies of insurance coverage.
- Purchase Orders have been created for Westborough, Northborough, Warren, Fitchburg, Sutton, Cheryl, Wibby, and Lois. In response to a question from Alyssa Rusiecki, Colleen said that the check for Sturbridge has been mailed. If anyone has not received their checks then they should follow up with Kerry.
- The tabletop exercise has been delayed due to a challenge by the low bidder. Kerry checked through the deliverables and found that we did not have to complete a tabletop exercise by August 9th. He is proposing that we put off the planning until September and hold the exercise just before flu season. It will be paid for by BP1 funds.
- Colleen also said that Kerry reminded us that the committee should vote to allow the EAT committee authority to close out grant year purchases due to coming to the end of the year. They should also vote on the Principles of Operation.

Host Agency Update: Derek Brindisi

- The MRC contract, budget summary, work plan, and payment voucher has been submitted to the state.
- The PHEP contract has been signed by the City Manager's office. Kerry has just been waiting to finalize the proposed budget and work plan.
- We need to insure that all purchase order requests are submitted before August 9th.
- Colleen referred to the budget summary which shows that we have about \$118,000 left. The EAT committee did discuss some additional purchases amounting to about \$86,000.

Homeland Security Council: Chris Montiverdi

- Chris briefed that the Homeland Security Council will be meeting next month.
- Chris also mentioned to Colleen that the council had also purchased some kits for their communities which were stored at the Red Cross. He suggested trying to coordinate these deliveries.

Regional Mutual Aid: Andy Pelletier

- All of the Brookfield towns have signed the Mutual Aid Agreement. We are still at 65.
- Phil suggested identifying those towns who have not yet signed our regional Mutual Aid Agreement and trying to convince them to sign on.

Local and State Advisory Committee: Phil Leger

- Phil reported that the LSAC had approved the draft deliverables. The EP Bureau will come out with a streamlined version that will be available.
- Monica from the Wales BOH did attend the LSAC meeting with Phil.
- MEMA will be attending the LSAC meetings.
- The MEMA Operations Room in the Framingham bunker has been updated to be more technologically modern and capable.
- MEMA is still working on its Mass Care Sheltering planning. The LSAC asked MEMA to remind the EMDs not to forget about Public Health.
- Sharps disposal is still an issue of concern and most programs do not know what the costs will be. Trying to get partners from the private sector may help.
- The LSAC has changed its method of operation. They used to have a one hour session for themselves before bringing in the MDPH people but now they are both meeting together from the start. But they still reserve the right to caucus.
- MDPH (John Grieb) has been reaching out to the Regional Coordinators one-on-one and sharing best practices to help other regions.
- As soon as the BP1 deliverables as sent out, Phil will get them to us.

Personnel Workgroup: Lenny Izzo

- There was nothing to report.

Education, Acquisition & Training (EAT) Workgroup: Paul McNulty

- Paul mentioned the suggestion to grant the EAT Workgroup the authority to approve purchase requests for the remainder of this grant year.

Jamie Terry made a motion that we authorize the EAT Committee to approve purchases for the remainder of this grant year. This was seconded by Dottie McNamara. There was some discussion about the required quorum for the EAT Workgroup to conduct business. It appears that no quorum has been specified. The motion passed unanimously.

- Spencer has requested \$808.25 .00 to purchase two a police band radio. This was to be used to keep contact with the police department during emergencies.

Cheryl Rawinski made a motion that we approve Spencer's and this was seconded by Dottie McNamara. The motion passed unanimously.

- Bolton has requested \$872.72 to purchase a desktop computer. This started a discussion about previous decisions not to fund desktop computer systems, focusing instead on laptops as more mobile and more applicable to the emergency preparedness role. Kerry researched this issue and it appears that there is no

rule which prevents us from approving a desktop purchase. This seems to have been a region policy only which we could change.

Andy Pelletier made a motion that we approve this purchase which was seconded by Cheryl Rawinski. The motion passed with Jamie Terry and Andy Pelletier voting "No".

- Oxford has requested \$210.00 to purchase a small Public Health jacket.

Lee Jarvis made a motion that we approve this request which was seconded by Kaylene Gendron. Andy asked if approving this request would open the door to more requests. Paul said that we had stated that we would consider individual requests after the mass order we made last year. And the cost for this jacket was less than the unit cost we paid at that time. The motion passed unanimously.

- North Brookfield has requested \$667.00 to purchase a canopy. Theirs was destroyed in Brimfield during the tornado. It is a regional piece of equipment.

Jamie Terry made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion passed unanimously.

- The Worcester Department of Public Health requested \$5,546.00 to be used to clean out the old Public Health lab in the basement and install removable shelving. This area will be used to store regional equipment and supplies. Approximately \$3000.00 would be used to remove items and benches currently in the lab and \$2000.00 would be to purchase and install the shelving.

Jamie Terry made a motion that we approve this request which was seconded by Andy Pelletier. During discussions Derek Brindisi stated that the shelving itself would belong to Region 2 and that we would have guaranteed access to the storage area as long as Worcester was the Host Agency. He also invited committee members to tour the lab to see the area and see if there were any excess items which they could use. The motion passed unanimously.

- Sara had researched some Public Health Emergency Preparedness books for Cheryl Rawinski. The total for the ones she chose were \$595.92. These were basically the same as we had purchased for communities several years ago.

Trish Parent made a motion that we approve this purchase and this was seconded by Dottie McNamara. During the discussion several different problems with the motion were brought out. This included the space needed to store them and location of the books, the restriction against buying anything for the Planners, and the issue of trying to obtain electronic versions. In view of these problems Andy Pelletier made a motion to table this request which was seconded by Kaylene Gendron. The motion to table passed with three people (Trish Parent, Jamie Terry, and Lee Jarvis) voting against. The motion was tabled.

- Paul announced that the EAT Workgroup would convene after this meeting.

MRC Workgroup: Jamie Terry

- Jamie reported that the MRC budgets were as follows: Grafton asked for \$16,000, Wachusett was \$27,000, and the WRMRC was \$51,000. Worcester would also receive an extra \$20,000 to be divided equally among the four sub-divisions in the WRMRC. In addition, if any MRC needed more money they could come back to the PHEP and request more. Everything has been sent to the state for approval.
- Jamie had two letters which she was planning to send out to all of our cities and towns. She presented copies to the meeting for review and comment. One letter (with map) explained the divisions and briefly how they would work. The other letter was going to the four sub-divisions in the WRMRC and sought personnel who were interested in functioning in a leadership role. Derek was going to talk to Liz Foley and Kerry Clark about the leadership role in the WRMRC.

Strategic Planning Workgroup: Jim Morin

- Jim stated that we had already discussed the exercise.
- Jim and Trish discussed some of the problems which they encountered in trying to circulate the Principles of Operation for member review. Barry stated that he had sent a copy to Kerry. No one had a copy which they could pass around.
- Phil stated that we did not have to have a vote on the new Principles since we would have the old Principles in still in effect.
- Derek stated that the only reason we would have to vote on the new Principles now was if we thought that the new version would have some effect on the way we do business.
- We will ask Kerry to send out the new version as soon as possible.
- Jim asked people to try to get comments to him by Aug 7th and he would have them for the Aug 9th Executive Committee meeting and they could be ready to be voted on at the Aug 23rd Combined Executive/Steering Committee meeting.

Old Business:

- Phil reminded the committee members about their intentions to run to remain on the Executive Committee. He also reviewed the operations of the Executive Committee and the participation requirements to remain on the committee
- Alyssa Rusiecki asked about the previous initiative to provide electronic inspection forms for tablets for the local BOHs to use. Jamie Terry replied that they have one for camps right now. Their intention was to do them all and place them on flash drives. That way people who wanted to use them could. Several people discussed various initiatives which are being pursued to develop standardized forms for various inspections, especially those which may involve legal actions. Andy Pelletier stated that most forms are developed in a backwards manner. He would like to see forms which are based on inspectional needs, not based upon code items. He also asked if it were permissible to develop inspectional forms using emergency preparedness funds. People thought that this was a good idea but perhaps not allowable under current guidance.

New Business:

- Phil asked Lee Jarvis to give a quick briefing on the incident in his town involving the rapid bat which bit a child. He received a lot of statewide and some national attention on this.
- Andy Pelletier mentioned some upcoming conferences and asked if we could approve attendance at those with emergency preparedness tracks. They included the MHOA, Yankee, MHBA, and MAPHN conferences.

Andy Pelletier made a motion that we approve an amount not to exceed \$30,000 for region personnel to attend the MHOA Conference using BP1 funds. This was seconded by Jamie Terry. Jamie also suggested asking Kerry Clark to send out an email asking who would like to attend so that he could reserve space for those people with the conference organizers. The motion passed unanimously.

Andy Pelletier made a motion that we approve an amount not to exceed \$15,000 from BP1 funds for region personnel to attend the Yankee Conference if the agenda has an emergency preparedness track and to allow the Executive Committee to make this decision. This was seconded by Dottie McNamara. The motion passed unanimously.

Lee Jarvis made a motion to adjourn the meeting which was seconded by Cheryl Rawinski. The meeting adjourned at 10:43am by unanimous consent.