

STEERING COMMITTEE MEETING MINUTES

January 15, 2015/9:00am

Double Tree Hotel

99 Erdman Way, Leominster, MA 01453

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Steven Baccari (Westborough); Thomas Bonci (Clinton); Kalene Gendron (Pepperell); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Dorothy McNamara (Fitchburg); Andrew Pelletier (Southbridge)(vice-Chair); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jessica Fleming (Leominster); Deb Karan (Athol); Mary Watson (Hopedale); Alyssa Rusiecki (Sturbridge); Missy Kakela-Bottoms (Mendon); Wibby Swedberg (Westminster); Colleen Bolen (Worcester DPH); Alissa Errede (Worcester DPH); Sara Darlagiannis (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 9:05am.

Minutes Review: The minutes from the December 4, 2014 Steering Committee were presented for review and approval.

Cheryl Rawinski made a motion that we accept the December 4, 2014 Steering Committee meeting minutes as presented. This was seconded by Trish Parent. The motion passed with one abstention.

Next Meetings: Steering Committee Meeting: February 5, 2015/9:00am/(Location TBD - will be Worcester DPH if no other city/town volunteers).

Program Coordinator Update: Colleen Bolen

- Colleen introduced Alissa Errede, the new Worcester DPH staffer for Emergency Preparedness.
- Kerry has left to become the new Emergency Management Director for the Colleges of the Fenway. The city will be developing a transition plan for the interim until a new Region Coordinator is chosen. Until then Colleen and Alissa will handle all PHEP matters.
- DPH has held one Regional Coordinator meeting and one conference call since our last meeting. The state conducted a no-notice WebEOC drill to test response rate without advance notice of the drill. A total of 156 cities/towns responded with 115 completing the required response action correctly. This was a 44% participation rate. The state plans to conduct two more drills before the end of this grant cycle. Colleen will present a brief overview of WebEOC at the end of the meeting to cover the main error many people made in responding.
- Colleen also addressed the state's effort to trim the HHAN listing to just those personnel who are expected to take action in an emergency event. Those individuals who only need information should be on the ListServe and will receive their notifications through email. The state will refer all new requests for HHAN access to the Region for their concurrence. Colleen will consult with the planners on these requests.
- Planning for this year's Boston Marathon has begun. There is an After-Action Report from the 2013 Marathon but it has not yet been released because of legal issues with the pending trial.
- The RFR for the HMCC has been postponed until further notice. Steve Baccari stated that from the last LSAC meeting, if the HMCC process does not start this year, then the next grant year process will probably continue the same as this year.
- Colleen state that the next Regional Coordinator meeting will be at the end of this month.

Host Agency Update: Derek Brindisi/Colleen Bolen

- Colleen provided copies of the current budget for the meeting. She advised everyone that the current balance does not take into account the funds which are committed to pay the planners for the remainder of the grant year. This amount is approximately \$119,000. She will be re-working the budget to show the current and projected amounts for the various capabilities to include encumbered funds.

- She also reported that we are planning another Psychological First Aid training session for later in the year. This session will be in the southern part of the county to make it easier for people from that area to attend.
- Colleen addressed the question of participation and reimbursements for people who wish to attend the upcoming NACCHO and PERRC conferences. The DPH travel and conference policy allows coalitions to allocate 10% of their PHEP budget (minus the 15% allocated for Host Agency expenses) or \$46,000 (whichever is less) for travel and conference attendance. Our 10% amount would be \$46,891.00 for conferences. We have already spent \$8,088 on previous conferences. Last year we set a maximum of \$2,000.00 reimbursement per individual for attendance at these conferences. We need to decide if we want to use the \$37,911.64 remaining on these conferences and then if we want to set a cap on the maximum amount or reimbursement per individual.
- Cheryl Rawinski brought up the upcoming MAPHN conference which is being held in Brewster. This is further than the 60 mile distance requirement for overnight accommodations for many of our people.

Andy Pelletier made a motion that we approve reimbursement for attendance at the MAPHN conference to include overnight accommodations for those who must travel in excess of the mileage requirement. This was seconded by Tom Bonci. Phil Leger mentioned that we should also set an amount for total reimbursement for this conference.

Cheryl Rawinski made a motion that we set a limit on total reimbursement for this conference at \$4,000.00. This was seconded by Jess Fleming. This motion passed unanimously.

The original motion was then voted on and also passed unanimously.

- Colleen will send an email to the Region about the NACCHO and PERRC conferences to include the \$2,000 cap on individual reimbursement and remind people of the allowable expenses. Attendees will be required to set up their own transportation and accommodations. Trish Parent suggested that Colleen also cover how people will be chosen if we have more requests than we can fund.

Homeland Security Council: Chris Montiverdi

- Colleen stated that there was a Council meeting last week and Chris Montiverdi had reported that there are no new projects.

Regional Mutual Aid: Darlene Coyle

- No report.

Local and State Advisory Committee: Sandi Knipe/Steve Baccari

- Steve referred to the previous discussion about the HMCC initiative being on hold.
- The Budget Period 4 (BP4) award notice is scheduled to be released on January 27th. We are looking to a concurrence vote between March 9th and the 24th. There will be a statewide conference call about this on February 26th. Mary Clark stated that we will need to set our priorities for planning and funding.
- Liz Foley suggested that the LSAC consider support for the MRCs.
- The LPHI reported that they are seeing a lot more students taking their course versus attendees from the work force. They have some concern about whether the work force is getting trained.
- There was some discussion on the Governor's hiring freeze. We have two vacant positions but both of them are grant funded. They hope that they will be able to move forward on these. In addition the Region 2 Coordinator does not come from state funds.
- There was also some discussion about the monitoring of people with a low risk of developing Ebola and who should be doing it. Some is being done by the state but some communities are also monitoring these

people. There is some feeling that communities should be aware of such people within their jurisdiction. It should not be an adversarial relationship.

Region 2 HMCC: Phil Leger/Sandi Knipe

- Phil reported that there was no December meeting for the HMCC. They are currently working to produce a draft Principles of Operation.

MHOA: Jamie Terry

- Steve Baccari stated that Jamie Terry was at today's MHOA meeting.
- The next quarterly training will be on suicide and its effects on Public Health and the Community.

Personnel Workgroup: Lenny Izzo

- Lenny briefed that the Planner Evaluations will be going out next week. He reminded everyone that it is important for everyone to complete these and let their planner know if they have any areas which they feel needs more attention.

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

- The City of Gardner is requesting \$8,664.40 for a new copier along with \$367.00 for toner supplies to replace their old copier. This copier will be used to support emergency preparedness functions and will be available to support the other ten cities and towns in the Montachusett Public Health Network.

Lenny Izzo made a motion that we approve this request which was seconded by Cheryl Rawinski. Andy Pelletier asked where this would be housed. It will be in the Gardner BOH office. This request, if approved, will have to go to the state for approval. Phil Leger called for a show of hands vote. The motion passed with 9 Yays and 4 Nays.

- The Webster BOH has requested \$1,847.70 to purchase a variety of EDS support supplies.

Cheryl Rawinski made a motion that we approve this request which was seconded by Lenny Izzo. Phil Leger called for a show of hands vote. The motion passed with 11 Yays and 1 Nay.

- The Towns of Sturbridge and Southbridge have both requested 4 additional Motorola CP200 radios to be used to support EDS and other Public Health emergency operations.

Andy Pelletier made a motion that we approve re-programming all remaining Motorola CP200 radios and make them available for redistribution as requested. The motion passed unanimously.

MRC Workgroup: Liz Foley

- The MRC had an event on Monday which unfortunately was not very well attended but they did thank everyone who was able show up.
- All of the Region 2 coordinators are meeting with the statewide coordinator tomorrow.
- They have several trainings coming up. There will be Orientation meetings on January 26th and February 19th. There will be an Introduction to Sheltering for MRC Volunteers on February 7th. And there are 9 volunteers who will be attending today's Psychological First Aid Training. There will also be training with Mass Responds on how to deploy personnel.
- They have received the contract for the NACCHO Capacity Building Award (CBA) for \$3,500 which will be divided among the divisions.

Strategic Planning Workgroup: Colleen Bolen

- Colleen stated that at the last meeting we had cleaned up and voted on all the language in the Principles of Operation except the relationship between the Executive Committee and the Host agency. She did speak to the state and got some examples from other regions.
- Colleen showed the group the wording from Region 4B. Their Host Agency is the Cambridge Health Alliance. The second example was from Region 1.
- After some discussion Phil Leger suggested that we add the following wording from the Cambridge Health Alliance Principles of Operation to the Regional Coordinator section in our Principles:

“The committee (ed: meaning the Executive Committee) provides input to the day-to-day administrative responsibilities of a staff person employed and supervised by the Host Agency but who performs work at the direction of the Executive Committee.”

Trish Parent made a motion that we accept this language and this was seconded by Lenny Izzo. The motion passed unanimously.

- Colleen will take the language from the Region 1 Principles of Operation regarding the role of the Regional Coordinator and will email it to everyone for review.
- Colleen reported on Tuesday’s Strategic Planning Workgroup conference call. We have set-up the first training, Psychological First Aid for today and plan on having one more offering in the near future. We also spoke about the Public Health Emergency Information and Warning campaign. She handed out an outline which Alissa had prepared. We are working with the Purchasing Office to see if we can hire someone to present a tabletop, perhaps during the next budget period. Alissa has previously done something similar in Maine.

Trish Parent made a motion that we move forward with the proposal to seek a vendor to develop the Public Health Emergency Information and Warning tabletop. This was seconded by Andy Pelletier. The motion passed unanimously.

- The other training we have talked about is regional asset training with the AM radio transmitter, the Satellite Phone, and the regional trailers. We will do this in-house with the planners presenting this training. We will wait until the spring to do this because we need to be able to go outside to work with the trailers and to set up the transmitter.

Old Business:

- None.

New Business:

- Colleen presented a short review of WebEOC and how to post events so that they could be read by others.
- Trish Parent asked if anyone else had seen an increase in flu cases. A number of people responded in the affirmative.

The meeting adjourned at 10:52am by unanimous consent.

Minutes approved at the February 4, 2015 Steering Committee meeting.

Respectfully submitted: _____ Philip Leger, Chair, Region 2 PHEP Coalition