

STEERING COMMITTEE MEETING MINUTES
Thursday, January 28, 2010/10:00am
Auburn Town Hall, 104 Central Street, Auburn MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Trish Parent (Upton); Andy Pelletier (Auburn); Tom Purcell (Webster); Jamie Terry (Northborough); Sherry Corand (Millville); Mike Graf (Bellingham); Lois Luniewicz (Grafton); Roger Mallet (Orange); Wibby Swedberg (Westminster); Stephanie Bacon (Barre); Erci Vollheim (Hardwick); Judy Hatstat (Paxton); Jeanne Gniadek (Northbridge); James Morin (Southbridge); Kalene Garbarz (NABH); Bernie Sullivan (Gardner); Darlene O'Connor (Leicester); Dennis Costello (Boylston); Kerry Clark (PHEP Program Manager); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Shawn Winsor (Worcester MRC); Deb Renholm (Sutton).

Guests: John Peterson (CDC) and S. E. Chase (DPH).

The Meeting was called to order by Phil Leger at 10:04am.

Minutes of the December 10, 2009 Steering Committee meeting were presented for approval. Jamie Terry made a motion to approve the minutes which was seconded by Tom Purcell. The motion passed with Tom Purcell abstaining.

Next Meetings:

Executive Committee Meeting: February 11, 2010/9:30am/25 Meade Street, Worcester.

Executive & Steering Committee Meetings: February 25, 2010/9:00 & 10:00am/Northern location TBD. Bernie Gardiner will be checking into hosting these meetings in Gardner.

John Peterson and S. E. Chase gave a presentation about the Strategic National Stockpile to include its purpose, history, and operation.

Program Coordinator Update: Kerry Clark

- Kerry briefed on the January 11th Regional Coordinator/EPB meeting.
- He recommended to the assembled committee members that any equipment purchases with PHER funds should be made as soon as possible, not at the end of the grant period.
- There will be another H1N1 summit at the DCU center in the near future.
- Massachusetts had requested 3.5 million doses of the H1N1 vaccine and has received about 3.2 million. Colleges and pharmacies will be receiving more doses from the remaining shipments.
- We are being directed to begin working on PHEP deliverables again. Our first deliverable will be conducting an EDS Call Down Drill to insure that we can contact people to open the EDS. This will involve 100% of our communities.
- Stephanie Bacon asked what communities are supposed to do with vaccines, especially those which have expired. Kerry will address this issue at next Mondays Regional Coordinator/EPB meeting.
- Phil stated that on the last LSAC conference call, DPH said that they will provide guidance on what to do with left-over vaccines. The next seasonal flu vaccine may include an H1N1 strain.
- Kalene asked what the communities spending their money on? Kerry replied that some communities were spending their money on contracts for other organizations to administer their vaccine while others are paying their volunteers who conduct clinics. Other funds are being spent on various equipment and supply items.
- Kerry talked about the monthly PHER reporting requirements and said that the January PHER reporting format and requirements should be out shortly.
- Phil briefed the meeting that the Executive Committee had voted to recommend to the Steering Committee that we hold back the next PHER III check from those communities who fail to submit a

funding report until they comply with this requirement. Less than half of the towns had reported. He also stated that we should work to reach out to the communities who have not reported.

Bernie Sullivan made a motion that the Region withholds the next PHER III check from communities who do not file their required PHER Funding Report. This was seconded by Darlene O'Connor. During the discussion Bernie stated that the region should reach out and provide assistance to BOHs and the Chief Elected Official of those communities who did not file a report and encourage them to get the report completed and submitted. The motion passed with Tom Purcell and Kalene Garbarz voting "Nay".

- There was a question about what happens to any unspent money. No one knows yet what will happen. Phil stated that the DPH answer was to spend the money before the end of the grant.

Host Agency: Derek Brindisi

- All of the first half of the PHER III checks have been mailed.
- Derek stated that they recognized late in the game that the \$1.8 million in PHER funds which was to be pushed out the door was a bigger task than they had anticipated. He hired a person to help work this issue and they hope to keep that person to help see them through PHER III and IV. They also hope to use this person to work on PHEP funds.
- Phil stated that there is some roll-over PHEP money from the last grant cycle. DPH is looking for ways to spend it and would like input from the field.

Homeland Security Council: Chris Montiverdi

- No report.

Regional Mutual Aid: Andy Pelletier

- We are still at 57 signed agreements.

Local and State Advisory Committee: Sandi Knipe

- Phil reported that the state will be developing an after-action report for CDC. The LSAC wants to do a report based on local responses and what happened. He asked for any items which people wanted to be covered. People with input can give it to Sandi, Phil, or to the LSAC.
- DPH does not want unused vaccine returned to them. Guidance will be forthcoming.
- Communities can use para-medics (within their Medical Director framework) to vaccinate people.
- The after-action report will be looking for lessons learned, best practices and our concerns.
- Mary Clarke said that 4.5 million doses of vaccine have been received and they are reaching out to commercial vaccinators and universities.
- PHER funds are good to June 30 but DPH is looking to avoid last minute spending.
- H1N1 ads will continue with Dr. Smith as will Flu Mist education.
- There is an issue in the Muslim community regarding the gelatin used in multi-dose vials because it comes from meat products.
- There was a request to the Commissioner for certificates which we could present to our volunteers.
- There was some discussion about Haiti refugees. This issue is being worked by the Office for Refugee and Immigrants who is meeting regularly with DPH, MEMA, church groups and other organizations. They are setting up the 211 line with basic information in different languages.
- The Boston EMAT team has been deployed. The Beverly team is on stand-by.
- Money is the best donation at this point. It costs more to send articles and some of the items being sent are not needed.
- The Local Public Health Institute contract has been awarded to Boston University of Public Health who is working with the advisory group to make sure that they understand the by-laws and they hope to get the training calendar back up soon.
- DPH still trying to move the regionalization idea forward and they are looking for the best way to do that. Phil suggested that DPH try to work this through the regional coalitions.

Personnel Committee: Lenny Izzo

- Jamie said that they are waiting for more consultant evaluations to be returned. Kerry gave a brief overview of the returns so far.
- Several individuals requested that Kerry send a job description to assist in their evaluations.

EAT Sub-Committee: Sandi Knipe

- Sandi briefed that we still have \$232,000 to spend. This does not include the money we have encumbered for people to attend conferences in Atlanta and Nashville.
- Other than the conferences and some lithium batteries there is some interest in some more trailers, equipment and supplies for the trailers, and perhaps some more AEDs for the region.
- Ken briefed the committee on purchasing replacement pads and batteries for the existing AEDs.
- Kerry briefed that the potential purchase of more AEDs was for communities which did not order one in the original purchase. These are primarily for the EDS location by the original grant.
- We are looking for suggestions for more equipment which people think we could use.
- For the trailers we are looking at purchasing stanchions, lighted wands for parking areas, tables and chairs, vaccine work stations, generators, privacy screens, and various supplies.
- Several people asked about sharps disposal. Bernie and Sandi both mentioned that they use Northeast Medical. Paul mentioned that he used Steri-Cycle and they were fairly expensive. Kerry said that he will send out some information.

MRC Sub-Committee: Jamie Terry

- Jamie asked who could sign an MOU with an MRC. According to Mike Coughlin, anyone in the town can sign. Phil pointed out that if the BOH has signed the MOU then that makes it easier for them to work with the MRC when needed.
- She stated that the response of volunteers for clinics was lower than they had hoped for.
- They also had a conversation with the MRCs about volunteers reporting to the MRC Director versus BOH Director or the person in charge of the clinic. All volunteers should report to the person running the clinic.
- The Worcester MRC is having problems working with the database from EM Systems. Shawn stated that they are meeting Monday to see what they can do about this.
- They are encouraging the Worcester MRC to check with their members to see who is truly interested in being active. They will be distributing a survey to their members.
- The Worcester MRC will be distributing a survey to towns about the service provided by the MRC to help evaluate effectiveness and determine what the towns really want. Shawn will be sending out the link to this survey again.
- Shawn briefed that the Worcester MRC had received word that they were getting a NACCHO \$5,000 grant. They will be using this for education and incentive items for their volunteers.
- Wibby asked about updating the badges. Shawn stated that they have new software to correct problems which they previously had with the badges.
- A question was asked about CORI checks being re-run. Shawn stated that this is a national problem. He said that a CORI check is only as good as the time it is run. He further stated that if the Executive or Steering Committees want to see CORIs run more often that we wait until we have a more accurate list of volunteers. He also needs to see the volunteer personally to run the process of getting their information and their permission.

Strategic Planning: Tom Purcell

- No report.

Old Business:

- Phil and Kerry talked about Michael Leyden's visit to the last Executive Committee meeting and the exercise proposal to the Steering Committee. Mr. Leyden has CDC grant funds to conduct Public Health exercises. Several ideas have been proposed and the exercise must be held by late Spring. Strategic Planning is the liaison for this and should share information with the committee when we receive it. Phil

asked for a motion to proceed with this. Darlene asked if the exercise was for a specific town or for the region and Phil replied that it was for the region.

Darlene O'Connor made a motion that we proceed with the planning for this exercise. It was seconded by Eric Volheim. The motion passed unanimously.

New Business:

- Paul briefed that Steve Baccari reports that the MHOA President has asked for people to volunteer to work on their various sub-committees.
- CMDART has requested a letter of support from the region due to some apparent confliction with the state DART. The original request was for a letter from Kerry but he felt that was inappropriate and that any letter should come from the Steering Committee. There was some discussion of the history of this effort.

Darlene O'Connor made a motion that Region 2 send a letter of support to CMDART. This was seconded by Jamie Terry. During the discussion Phil mentioned that this letter should be signed by the Chair, not by Kerry Clark. Andy stated that the letter should state that we support CMDART but not to the exclusion of any other organization. The motion passed unanimously.

Sandi Knipe made a motion to adjourn the meeting which was seconded by Paul McNulty. The meeting was adjourned at 11:55am by unanimous consent.