

STEERING COMMITTEE MEETING MINUTES  
February 5, 2015/9:00am  
Worcester DPH  
25 Meade Street, Worcester, MA 01610

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Stephen Baccari (Westborough); Thomas Bonci (Clinton); Darlene Coyle (Auburn); Kalene Gendron (Pepperell)(Alt); Lenny Izzo (Hopedale); Sandra Knipe (Gardner); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Alyssa Rusiecki (Sturbridge); Colleen Bolen (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Alissa Errede (Worcester DPH); Chris Montiverdi (Leicester)

The meeting was called to order by Chair Phil Leger at 9:17am.

**Minutes Review:** The minutes from the January 15, 2015 Steering Committee were presented for review and approval.

**Cheryl Rawinski made a motion that we accept the January 15, 2015 Steering Committee meeting minutes as presented. This was seconded by Thomas Bonci. The motion passed with two abstentions.**

**Next Meetings:**

- The March Steering Meeting is scheduled for March 5, 2015, location TBD.
- The April Steering Meeting is scheduled for April 2, 2015, location TBD.
- The March meeting may be rescheduled once the funding/concurrence vote timeline is determined.

**Program Coordinator Update: Colleen Bolen**

- Colleen, Alissa and Liz have moved to room 208.
- Colleen provided an update on the PERRC, NACCHO and MAPHN conferences. Fourteen people have signed up for PERRC, one for NACCHO and six for MAPHN. Colleen will send out an email confirming the interest of those who have signed up and questioning if anyone else would still like to attend; she will also do PO requests now.
- The CPG review for the state will be completed after the meeting by those who are able to stay.
- Along with input from Michelle and the state, Colleen is revising the budget to reflect encumbered funds. There is approximately \$17,000 available to be spent.

**Sandi Knipe made a motion that the \$17,000 get reallocated between capabilities six and eight, for now. This was seconded by Tirsh Parent. The motion passed unanimously.**

- The Regional Coordinators meeting was cancelled due to snow; no new updates.
- The new state Commissioner has started.
- Additional HMCC information has not been released, unsure when that will happen.

**Host Agency Update: Derek Brindisi/Colleen Bolen**

- See above Program Coordinator Update

**Homeland Security Council: Chris Montiverdi**

- Chris will remain the representative.
- No major updates, the next meeting will be the week after this meeting.
- Regional shelters are still being developed by MEMA and the Red Cross.

**Regional Mutual Aid: Darlene Coyle**

- There was no change to report.

**Local and State Advisory Committee: Sandi Knipe/Steve Baccari**

- Nothing new to report.
- The small group meeting was cancelled.

**Region 2 HMCC: Phil Leger/Sandi Knipe**

- There was no meeting since our last Steering Committee meeting.

**MHOA: Jamie Terry**

- Jamie stated that she didn't attend the most recent meeting due to injury; she will be attending the next meeting and will report back. January's minutes will need to be adjusted accordingly.

**Personnel Workgroup: Lenny Izzo**

- Planner evaluations have been sent out.
- Alissa will be collecting the completed evaluations.
- Colleen stated that it's especially important that the evaluations be completed this year, as this is the first year that the quadrant system has been put into place.
- Colleen stated that she isn't sure how the planner contracts will work this year, given the potential variable of a new host agent for HMCC.
- Colleen stated that Alissa and Seth will be the points of contact while she is out on maternity leave.
- Phil passed around a card for Kerry.

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

- Sandy stated that Gardner had previously submitted a request for a printer/copier; that request had been denied by the state due to the amount requested. Gardner has resubmitted the request asking that PHEP contribute \$4,999.99 towards the cost. Colleen will follow up with the state to verify if they're ok with PHEP funding a percentage of a purchase.

**Stephen Baccari made a motion that we approve this request which was seconded by Dorothy McNamara. The motion passed with a vote of 9-3 in favor.**

- Town of Spencer is requesting \$5,350.65 for a portable color printer and other EDS supplies. There is a request for a four-year service contract, however the group can only approve the portion of the service contract up to the end of this grant year. The EAT committee recommends that the town get a quote for that portion of the service contract and resubmit.

**Trish Parent made a motion that we approve this request, minus the cost of the service contract, which was seconded by Tom Bonci. The motion passed with a vote of 11-1 in favor.**

- Town of Sturbridge is requesting \$2,396 for two updated Microsoft tablets. The service contract is for one year, which will go beyond the end of this grant year.

**Cheryl Rawinski made a motion that we approve this request, minus the cost of the service contract, which was seconded by Lenny Izzo. The motion passed with a unanimous vote.**

- Town of Sutton is requesting \$201.94 for an HP Photosmart printer and printer cartridges.

**Tom Bonci made a motion that we approve this request, which was seconded by Lenny Izzo. The motion passed unanimously.**

- Town of Brimfield is requesting \$402.28 for EDS supplies. The original request stated that it was for shelter supplies; the request will be revised and resubmitted to indicate the purchase of EDS supplies.

**Trish Parent made a motion that we approve this request, which was seconded by Darlene Coyle. The motion passed unanimously.**

**MRC Workgroup: Liz Foley**

- Liz was at an advanced Mass Responds training, so Colleen provided the update.
- There was a request for MRC volunteers to staff shelters in Worcester and on the Cape; she received a good response rate from those requests.

**Strategic Planning Workgroup: Colleen Bolen**

- Colleen passed out copies of the Principles of Operation and presented the proposed edits based on the feedback from the last meeting.

**Lenny Izzo made a motion that we approve the edits, which was seconded by Sandi Knipe. The motion passed unanimously.**

- Project updates:
  - The Psychological First Aid course went well and Colleen has a few certificates available if an attendee didn't receive one. A discussion was held regarding the interest in holding a second course; the consensus was a second course will be pursued, to be held in Southbridge.
  - The Emergency Communications project is in the city's Budget Office; Colleen will follow up regarding when it will be going out for bid.
  - The Regional Assets training will be held in-house, when the weather gets better.
  - EDS Finance Section project's scope of work has been developed; Alissa will send copies out to the Strategic Planning Committee for approval.

**Old Business:**

- Jamie Terry discussed the need for the town's to inspect their trailers, as tires and other equipment may be degraded. Colleen suggested that PHEP funds may be used towards needed repairs; she will follow up in an email.
- Steve Baccari discussed the need for radios to be checked, as his town's signal was interfering with the police's during the recent blizzard.
- Barry stated that towns may want to check their AM transmitters, as there may be cross over in the frequencies used.
- Kalene asked if three quotes were needed when submitting requests for purchases; Colleen stated that was not a requirement.

**New Business:**

- CPG review will be done after the meeting.
- Alyssa Rusiecki from Sturbridge stated that she may wait until the next grant year to request the tablets, in order to have the service contract be effective for the whole year.
- Alyssa requested that group texts go out when meetings are being canceled.

**The meeting adjourned at 10:30 am by unanimous consent.**

**Minutes approved at the March 5, 2015 Steering Committee meeting.**

**Respectfully submitted: \_\_\_\_\_ Philip Leger, Chair, Region 2 PHEP Coalition**