

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

June 28, 2012/9:00am
25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Mendon)(Alt); Dottie McNamara (Fitchburg); Chris Montiverdi (Leicester); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Deborah Karan (Athol); Lois Luniewicz (Grafton); Roger Mallet (Orange); Barbara Mard (West Boylston); Jim Morin (Southbridge); Bill O'Connell (MDPH); Wibby Swedberg (Westminster); Kerry Clark (Region Coord); Colleen Turpin (Worcester DPH); Ken Gikas (Program Planner); Sara Darlagiannis (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

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

Roger Mallet made a motion that we approve the May 24, 2012 combined Executive/Steering Committee meeting minutes as presented. This was seconded by Trish Parent. The minutes were approved unanimously.

Lenny Izzo made a motion that we approve the June 14, 2012 Executive Committee meeting minutes as presented. This was seconded by Trish Parent. The minutes were approved with Kalene Gendron abstaining.

Next Meetings:

Executive Committee Meeting: July 12, 2012/9:00am/25 Meade St, Worcester.

Executive & Steering Committee Meeting: July 26, 2012/9:00am/Northborough (location TBD).

Program Coordinator Update: Kerry Clark

- Kerry briefed on the draft BP1 Deliverables which he sent out to everyone. He is using these to develop and shape the planners' contracts for the coming year. The new contract will run from August 10, 2012 until June 30, 2013 to align with the new grant year. MDPH will determine the final version of the deliverables with LSAC input.
- We do not have a contract for the next grant year which is being called Budget Period 1 (BP1). MDPH is not in a hurry because they do not want us to spend this money until we finish this grant year.
- The MRC contract has been received and is at the City Manager for signature. We will need a budget back with this contract.

Host Agency Update: Derek Brindisi

- No report.

Homeland Security Council: Chris Montiverdi

- Chris briefed that the Homeland Security Council has a meeting this afternoon to review their projects. They will then not meet for the rest of the summer.

Regional Mutual Aid: Andy Pelletier

- Ken passed around a list which summarized the region communities and which Mutual Aid Agreement(s) (the Region 2 Mutual Aid Agreement and/or the Statewide Mutual Aid Agreement) they had signed.

Local and State Advisory Committee: Phil Leger

- Phil reported that Dawn Sibor, Sandra Martin, and Tom Carbone, the incoming LSAC officers had attended the recent meeting in to take over their new roles at the next meeting.
- Phil also briefed the meeting that we needed a new Region 2 second member/alternate to the LSAC to replace Sandy Knipe. He stated that the committee meets about 10 times a year at the MEMA Bunker in Framingham, usually on the third Monday of the month, from 11:00am to 2:30pm. Each region has 60

votes but if regions are broken down into sub-regions, these divisions have a part of the total votes. It is our contact with the Emergency Preparedness Bureau personnel.

- Kerry briefed the meeting on Mike Coughlin's recent move to another part of MDPH and who is picking up his duties in the interim. Jamie Terry volunteered to be the second region representative if no one else was interested. Kerry was asked to send a message to all region BOHs seeking volunteers along with the LSAC mission statement.
- The draft deliverables for the next grant year will be voted on at the July 18th meeting.
- The Local Public Health Institute had a webinar yesterday about what is going on with them. There are a number of new courses being offered. They will be offering an updated Foundations Course next year along with hosting an Environmental Health Training for Emergency Response course, possibly in central Massachusetts. They will have an Integrated Pest Management Training and a new Legal nuts and bolts course in Worcester September 18th. More courses can be seen at their website. We have a link to them on the Region 2 website.
- Kerry mentioned that the LPHI is seeking to be more relevant to the current Public Health needs and accommodate different learning methods. It also saves money by bringing the courses to the people.
- Donna Lazorik did attend the LSAC meeting and discussed the Massachusetts Immunization Information System (MIIS) which will be coming out next year. It will help keep track of who is getting vaccinations. This will be rolled out to the MAPHN first.
- Phil passed around a handout from the UMass Medial School EK Shriver Center on Emergency Response Training for Emergency Response Managers for Mass Care Sheltering and Evacuation for people with disabilities. Some people had seen this and reported problems with connecting with the contact person.
- Phil also reported that the 3rd Quarter Budget update had been accepted. We are now working on the 4th Quarter budget.

Personnel Workgroup: Lenny Izzo

- Lenny stated that he had nothing to report.

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

- Phil presented several requests for Paul.
- Fitchburg has requested \$2300.00 to purchase two (2) Galaxy tablets and two-year data plans for each.

Roger Mallet made a motion that we approve this request and this was seconded by Lois Luniewicz. The motion passed unanimously

- The Warren BOH has requested \$1998.00 to purchase 1500 more Emergency Preparedness booklets.

Cheryl Rawinski made a motion that we approve this request and this was seconded by Lenny Izzo. The motion passed unanimously.

- Kerry stated that we had chosen Yale University to conduct our exercise. They were neither the high nor low bidder and Kerry is submitting a letter to Purchasing to justify this choice. As soon as he gets a contact at Yale he will begin the planning process. We will need to set the date to advertise to our towns.
- Jim Morin stated that we need a town to use as the exercise focus and whose key players could participate. Northborough was suggested as a potential exercise site. Jamie was receptive to this idea and thought that her Emergency Management Director would be willing to participate. Colleen was asked if the PERP grant could still support the exercise. She stated that she could do this with the new grant year funds.
- Phil stressed that we needed to set a date as soon as possible so that people could start planning to attend.
- Ken brought up the subject of mutual aid equipment and who would be responsible for any damage or loss. Kerry thought that this should be given to the EAT Workgroup to establish a policy.

- Wibby suggested that Spray Tanning should be included in the LPHI course on Tanning facilities.

MRC Workgroup: Jamie Terry

- Jamie said that she is working on a letter to go out to all of our communities regarding the new MRC divisions. She will explain what we are planning to do and give each town an opportunity to comment or ask questions. She is thinking of sending two separate letters, one informational and one seeking input for division leaders.
- They also will be working on a budget to go with the new MRC contract.
- Lois asked Jamie if she was planning another MRC Committee meeting and Jamie that she was especially because of the need to submit a detailed budget.
- Kerry stated that he had a conversation with Liz yesterday about the person they had hired for training. They are wondering if the MRC should work on a contract for this person to provide training for the entire region or let each division hire their own trainers. This should be considered for the budget.

Strategic Planning Workgroup: Jim Morin

- Jim stated that we had already discussed the exercise.
- He also stated that they had received some comments on the Principles of Operation and there was still time for other comments. Some people stated that they had problems with format in which the draft Principles were sent which caused them to have difficulties in making any changes.
- Phil reminded the meeting that we would be voting on accepting the draft Principles at the August meeting along with voting for members of the Executive Committee.
- Trish asked if it would be possible to hold the Exercise on July 26th since many people would already be reserving this date for attending the Steering Committee meeting. We could limit the meeting agenda to business which needs to be voted upon and then transition into the exercise.

Trish Parent made a motion that we plan to hold the exercise on July 26th which was seconded by Jim Morin. This passed unanimously.

Old Business:

- Jamie asked about what seems to be an excess amount of money left in the planners' salaries. Kerry is working with the affected planners to determine how much will be left. She also asked about some line items which were asterisked which Kerry explained.

New Business:

- Wibby Swedberg stated that she had applied for on the recent MDPH mini-grants and in the process found a Red Cross training tool to be used in schools to help prepare children to cope with disasters. It is the "Masters of Disaster" program and she passed around the booklet for people to see.
- Bill O'Connell reminded the meeting that the mini-grant program grew from a suggestion which Bernie Sullivan and Phil Leger made to Commission Auerbach last year.
- Phil mentioned that Montachusett Public Health Network had received three mini grants to include a Sharps Kiosk, RS study guides, and a PH welcome guide.
- Bill O'Connell then briefed the meeting that he would be retiring from MDPH this summer. He hoped that the state would consider hiring a separate individual for both regions (Central and Western) which he had been covering.
- Ken Gikas asked about the status of the First Aid Kits which the region had recently voted to purchase for the communities. Kerry stated that this was a state purchase and it was currently being worked.

Cheryl Rawinski made a motion to adjourn the meeting which was seconded by Trish Parent. The meeting adjourned at 10:25am by unanimous consent.