

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES
August 26, 2010/9:00am
25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Worcester/Millbury); Joyce Crouse (Templeton); Lee Jarvis (Spencer); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Tom Purcell (Dudley); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Bill O'Connell (MDPH); Darlene O'Connor (Leicester); Lois Luniewicz (Grafton); Kaylene Garbarz (NABH); Jeanne Gniadek (Northbridge); Roger Mallet (Orange); Barbara Mard (West Boylston); Alyssa Rusiecki (Sturbridge); Bernie Sullivan (Gardner); Elizabeth Swedberg (Westminster); Kerry Clark (Region 2); Liz Foley (Region 2 Intern); Seth Peters (Reg 2); Ken Gikas (Program Planner); Sara Krucek (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner).

The Meeting was called to order by Chair Phil Leger at 9:02am.

Minutes for the July 22, 2010 Executive/Steering Committee meeting were presented for approval. Cheryl Rawinski made a motion to accept the minutes which was seconded by Paul McNulty. Trish Parent pointed out an incomplete sentence under the LSAC report which was corrected. The motion passed with Jamie Terry, Missy Kakela-Bottom and Sandra Knipe abstaining.

Minutes for the August 12, 2010 Executive Committee meeting were presented for approval. Paul McNulty made a motion to accept the minutes which was seconded by Cheryl Rawinski. The motion passed unanimously.

Next Meetings:

Executive Committee Meeting: September 09, 2010/9:30am/Worcester.

Executive & Steering Committee Meeting: September 23, 2010/9:00am/Hubbardston (exact location TBD).

Executive Committee Meeting: October 14, 2010/9:30am/Worcester.

Program Coordinator Update: Kerry Clark

- Kerry stated that CDC has put an August 30 deadline on the PHER funds. We are waiting on guidance on how to return these funds. Paul asked if this was definite and Kerry replied that it was. Jamie mentioned that there was an article on this grant in a local paper.
- Phil asked for input on who was going to the MHOA conference. Kerry will send out an email with the new deadline.
- Paul mentioned that the Yankee Conference has a registration deadline of August 31. Kerry suggested that attendees pay up front and apply to the region for reimbursement. The conference is the same day as the September Executive/Steering Committee meeting.
- The MHAB conference will be held at two sites, probably in November. Kerry will send an informational email on it to the region.

Host Agency: Derek Brindisi

- Derek stated that the signed contract for the BT Grant Year 10 extension is in his office.
- He also stated that 1st quarter MRC voucher has been submitted and it looks like the MRCs will receive their budgets quarterly but we do not have the final word on this. Lois reminded Derek that the MRCs need their funds in a timely manner in order to spend them properly.

Homeland Security Council: Chris Montiverdi

- Chris said that there was really nothing significant to report.

- He did say that some sign boards were sent out yesterday. One went to Hubbardston. There are approximately 30-plus sign boards in Worcester County. The council has decided to go for sign boards rather than light towers. Their intent is to have at least one sign board in each community.
- Chris reminded the meeting of the joint EOPSS/ARC Mass Care/Sheltering Conference being held at the Hoagland-Pincus Conference Center in Shrewsbury on Oct 08. The conference will be a general overview of sheltering operations, an exhibition of some equipment, plus some information on animal shelters.
- There have been some bids on the vehicle which the council is selling.

Regional Mutual Aid: Andy Pelletier

- We are still at 59 agreements and waiting for Sturbridge.

Local and State Advisory Committee: Sandi Knipe

- Sandy attended the LSAC meeting on August 16. They talked about some of the upcoming conferences.
- Sandy Collins attended a conference in Virginia regarding Pharmacy and Public Health collaboration. The LSAC will have a representative attending their meetings.
- David Neparstick, the Strategic Planning facilitator attended the meeting. This is a sub-committee which was formed to discuss goals.
- The Pandemic Bill did not pass. There is still a question on the MRC liability issue. There was some talk about proposing a separate bill to address this liability concern.
- Justeen Hyde's is reviewing the information she gathered during the H1N1 situation to finish her after-action report.
- Future LSAC meetings will start at 11:00am to allow time to discuss all issues.
- Lauren Kitross from Region 1 spoke about the deliverables from DPH. They contracted all of their clinics out and thought that they could not meet the EDS drill deliverable. Phil suggested that they look at possibly getting several towns to work together to open an EDS site.
- Bob Carr and Allison Hackbarth from DPH spoke about the Health Educator positions. There is a pool of educators for the state rather than one per region and we can invite anyone to attend our meetings. Katherine Gilmore has attended our meetings in the past. Phil asked Bill O'Connell to invite Katherine on our behalf. Alyssa asked for a list of the names of the educators. Each educator is trained in a different area of expertise.
- There will be a Health Needs Assessment sent out to the regions.
- Donna Lazorik was there and had several things to tell the group. The flu vaccine should be arriving early and there is a 48% increase in the amount available. The recommendation is for everyone 6 months and older to be vaccinated. DPH purchased 1.1 million doses. Pharmacies and Pediatricians are getting supplies. Children under 9 need two doses. School-based clinics are being encouraged and will get their own supplies. Paul expressed a concern about being reimbursed for vaccinating people other than seniors on Medicare. People are encouraged to plan their clinics early. Five manufacturers are making vaccine. December 5-11 is National Influenza Week. There is an unknown packaging glitch with Sanofi. There was a problem in Australia but we do not have that brand. After distribution there are 50,000 doses left. They plan on providing doses for family members of ob-gyn patients.
- Trish brought up the DEA Take-Back program planned for September 25th. Local police are being encouraged to assist in this program.

Personnel Committee: Lenny Izzo

- There are two applicants for the MRC Coordinator position and the interviews should be next week.
- Lenny asked if we have the funds available to pay our consultants in a timely manner. Kerry replied that we did.

Education, Acquisition & Training (EAT) Sub-Committee: Sandi Knipe

- Jamie passed around results of the Satellite Phone/BGAN testing program for Ken. There was a discussion about the testing schedule and the need for towns hosting this equipment to meet the schedule or arrange other times.

- Tom stated that if people were having problems meeting the testing schedule that they could give the unit to their EMD or Communications people and ask them to help with the testing.
- Paul mentioned some problems with the handsets that testing can help identify.
- Sandi stated that they were working on the jacket purchase. Kerry stated that he is looking to see if we could piggy-back on the DPH jacket purchase since that purchase is similar to what we would like to do.

MRC Sub-Committee: Jamie Terry

- Jamie decided to push back their meeting due to people being unavailable.
- Worcester and Grafton are participating in the new statewide database testing program.

Strategic Planning: Tom Purcell

- Phil asked if there were any more changes or suggestions for our Principles of Operation. We will review and approve them in September.
- Derek suggested that we reach out to every BOH to ask to review and approve our Principles. Phil suggested letters to each BOH. If we do not receive a positive response we should ask the consultants to follow-up.
- Bernie suggested that we request a copy of the BOH agenda in which they voted to accept the region Principles. Paul stated that we should just keep it simple and just ask for a letter from the BOH.
- Phil also suggested that we consider asking each community to designate their representative to the Steering Committee. There was some discussion about how to do this and how many people towns could designate as primary and alternate representatives.

Old Business:

- There was no old business.

New Business:

- Phil handed out ballots with the names of all individuals who expressed a desire to run for the Executive Committee and gave attendees several minutes to mark their ballots and return them.
- Donna Jackson, Program Director for Mass211, gave a presentation on the program and what it can do to help our BOHs during emergency situations.

The meeting was adjourned at 11:08am.