

## STEERING COMMITTEE MEETING MINUTES

January 23, 2014/9:00am

Milford Fire Department

21 Birch Street, Milford, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Kalene Gendron (NABH)(Alt); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandi Knipe (Gardner); Dottie McNamara (Fitchburg); Trish Parent (Upton); Andy Pelletier (Southbridge); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Steven Baccari (Westborough); Dennis Costello (Boylston); Alyssa Rusiecki (Sturbridge); Barbara Mard (CMRPHA); Kerry Clark (Region Coordinator); Colleen Bolen (Worcester DPH); Megan DeNubila (Worcester DPH); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

Guests: Mary Watson (WRMRC – Southeast Division).

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

**Cheryl Rawinski made a motion that we approve the December 12, 2013 Steering Committee meeting minutes as presented. This was seconded by Lenny Izzo. The minutes were approved with Sandi Knipe abstaining.**

**Trish Parent made a motion that we approve the January 9, 2014 Executive Committee meeting minutes as presented. This was seconded by Lenny Izzo. The minutes were approved unanimously.**

### **Next Meetings:**

Executive Committee Meeting: February 13, 2014/9:00am/Worcester DPH.

Steering Committee Meeting: February 27, 2014/9:00am/Location TBD (Sandi Knipe will look at Gardner to host).

### **Program Coordinator/Host Agency Update: Kerry Clark/Colleen Turpin**

- Kerry reported that there will be a Region Coordinator meeting with MDPH next Monday.
- Colleen is working on scheduling a meeting about the Health & Medical Coordinating Coalition (HMCC) for our Region. Even though MDPH says that we are in a good position there are still some details about the formation and organization that we need to discuss and plan for.
- Phil Leger stated that there are some questions on the HMCC which we should discuss. Andy Pelletier asked if we were going to be a new addition to an existing group. Phil stated that this was not the case. The Hospitals have been meeting like we have been. All of us are new to this and we all need to come up with the governance structure. Kerry also stated that Chris Montiverdi has been representing Public Health to the PERP Committee.
- Colleen passed out the proposed travel policy for our Region and two budget documents. The first was a Budget Change Request which was approved by MDPH to allow us to move funds from several line items to others and showing the reasons for the requests. The second was our current Budget which does not yet reflect the approved changes. The Budget Change Request has separate line items for each MRC subdivision or unit with the rationale for the changes. There are also close-outs for some of the past conferences.
- Our Region policy on the use of PHEP funds to attend conferences and trainings will be discussed and voted upon later in the meeting.
- Quarter three PHEP and MRC payments have been received and are in our accounts. The Quarter 2 report is due to MDPH shortly.
- Kerry stated that we have to follow up with several communities on the requirement to reply to the Region within 45 days of receiving PHEP funds for a purchase.
- The state has not yet received guidance from the CDC on the Community Preparedness Guide (CPG) which the Regions are required to develop and send back to the State and to the CDC.

**Homeland Security Council: Chris Montiverdi**

- No report.

**Regional Mutual Aid: Darlene Coyle**

- No report.

**Local and State Advisory Committee: Phil Leger/Sandi Knipe**

- Sandi reported that the small group met just prior to the recent LSAC meeting last week. The main topic was the recent snow storm and its impact on the state.
- The Local Public Health Institute is facing a decrease in funding and centers. They asked the LSAC to help them approach MDPH for assistance. They are looking at changes such as charging for courses, staff cuts, or charging for certification, especially for non-public health entities. The LPHI conducted 32 trainings in 2010 and 1176 various trainings in 2013. They are also looking at updating the CHO (Certified Health Officer) test.
- The new Fellows induction will be May 19<sup>th</sup> at Tower Hill.
- Phil brought up the instance of the Tanning module which is a requirement to be an operator so this is something for which they could charge the operators.
- The modules must be updated and maintained as the subject matter changes.
- Steve Baccari stated that the MHOA is also looking at this situation.
- One of the problems with charging for courses is the cost of setting up a payment system. The cost of the system can outweigh the revenues expected.
- There is a section of the HHAN for best practices from the regions. Our Region needs to input our best innovative practices by March 2<sup>nd</sup>. Potential submissions included the Region 2 website, our 24/7/365 Call Down Lists, and our Mutual Aid Agreement.
- Jamie stated that Phil and Sandi do a great job briefing us on the LSAC but suggested that they just bring up the highlights from the LSAC and let members ask any questions they may have.
- Phil said that they also talked about the functional needs priority gaps which regions supposed to identify. Region 2 identified the need to develop more robust plans to communicate with individuals with access and functional needs. This also involved identifying group homes in the community. Alyssa Rusiecki mentioned that one of the problems is that these homes may have their own plans. Dottie McNamara talked about the way Fitchburg handled this situation. The Fitchburg Health Department could not get a list of these homes to work with so they gave the state the Health Department contact information to have the homes contact them for assistance. Andy Pelletier mentioned that the homes needed to be inspected annually in order to be licensed. Our second input was the need to develop more robust transportation plans for people with access and functional needs to get to and from the EDS locations.
- The state will be doing a WebEOC drill using the HHAN to alert people to log into WebEOC.
- The LSAC will not meet in February. But for the March meeting they should have the preliminary funding numbers for the next grant year along with a timeline to review and vote for concurrence.
- Kerry mentioned the MPHA awards, the deadline for which was rapidly approaching.

**Personnel Workgroup: Lenny Izzo**

- Lenny reported that the Workgroup met yesterday with Kerry, Jamie, and Colleen. They were rather disappointed with the low number of planner reviews which they received. The reviews they did receive were very informative and enlightening.
- They also talked about the new contracts and that there may be some significant changes in the future. They are waiting to hear from the Host Community about possible cutbacks to include having the planners bid for the jobs that come available. We may have to go with an RFP for the planners. Jamie stressed that they need more feedback from the communities about how the planners performed.
- Trish Parent asked how many reviews were sent back to us. Kerry reported that we received about 17 reviews back. There was some discussion concern about how many communities were receiving these emails from the Region.

- Phil and Lenny both stated they will send out another round of evaluation requests, through the planners if necessary, in order to try to get a better participation by more towns.

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

- Steve Baccari presented some EAT items for Paul McNulty who could not attend this meeting due to a mandatory staff meeting in Westborough.
- The Spencer BOH is requesting \$670.00. for a one-year maintenance contract for their regional ID maker. The contract is for a one year period from February to February. Since we cannot commit funds beyond the end of the grant year, Lee changed his request to \$224.00 to pay from now to June 30th. He also volunteered to make badges for anyone in the region who might need them. He volunteered to hold a meeting in April or May for this purpose.

**Lee Jarvis made a motion that we approve this request which was seconded by Cheryl Rawinski. Lee will provide a letter and invoice for this request. The motion passed unanimously.**

- Andy Pelletier asked about receiving reimbursement from PHEP funds for attendance at the Preparedness, Emergency Response, and Recovery Consortium and Exposition to be held in Orlando April 14-16, 2014. Kerry stated that he had asked MDPH about this and that the conference would be an allowable expense. We just have to remain within our training budget. This will be discussed at an EAT Workgroup meeting to be held after this meeting.
- Trish Parent asked about the status of the Motorola radios. Responses to the region email on this are still filtering back. The planners were encouraged to keep working on this with their towns.

**MRC Workgroup: Liz Foley**

- The State approved the PHEP funds which will be used to support MRC for Quarter 3 and 4.
- The MRC Advisory Committee (all MRCs in Region II) will meet next week (Jan 30) in Hopedale.
- Worcester Regional MRC posters are available.
- Radiation Training "Introduction to Radiation and Radiation Safety" will be offered by and MRC volunteer (recently retired health physicist) at Worcester Public Library 6pm February 12th.
- Deployment protocols for all MRCs and subdivisions in Region II will be put together and distributed to Region II.

**Strategic Planning Workgroup:**

- Kerry stated that everyone should have received a draft copy of the Region 2 PHEP Policy on the use of PHEP funds to attend conferences and trainings. Several months ago the State issued a policy on using PHEP funds to attend conferences and travel and reimbursement. What they wanted to see was something more specific at the Regional level to address what happens if you have a certain amount of funds budgeted and the number of attendees and the costs for the people who want to attend exceeds your line item. How as a group do we determine who goes and who does not go. This draft policy addresses this issue. We need to vote on and approve a policy to return to the state and meet this deliverable. Phil stated that the front is basically the DPH policy while the back page where we do the breakdown which he briefly summarized.

**Andy Pelletier made a motion that we discuss the draft policy which was seconded by Lenny Izzo. Jamie Terry expressed some concern that attendance at the MHOA conference might preclude attendance at an out-of-state conference. She did not think that MHOA should be disqualifying for attendance at a later conference in our Region. There was an extended discussion about how this selection process would be applied and how MHOA and other considerations would be applied. Kerry stated that any decisions about choosing who would attend would be referred to the EAT Workgroup for a final recommendation.**

**Lee Jarvis made a motion that we amend the draft policy (white bullet three) to read "If an individual has already attended a conference during the current grant cycle "excluding the MHOA annual conference" and was**

reimbursed by PHEP funds, they will be removed from consideration". This was seconded by Lenny Izzo. After a short discussion the amendment was withdrawn.

Trish Parent made a motion to amend the draft policy (white bullet three) to read "If an individual has already attended "an out-of-state" conference during the current grant cycle and was reimbursed by PHEP funds, they "may" be removed from consideration". This was seconded by Cheryl Rawinski.

Jamie Terry moved the question which was seconded by Lenny Izzo. The motion passed unanimously.

Phil Leger then re-stated the amendment proposed by Trish Parent. A roll call vote was made and the motion passed by a vote of 23 Yays and 13 Nays.

Phil then called for a vote on the draft policy. The policy was approved unanimously.

**Old Business:**

- There was no Old Business to discuss.

**New Business:**

- There was no New Business to discuss.

Trish Parent made a motion that we adjourn the meeting which was seconded by Cheryl Rawinski. The meeting adjourned at 10:46am by unanimous consent.

Minutes approved at the (TBD).

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