

Executive & Steering Committee Minutes
Thursday, October 4, 2007
Milford Fire Dept., Birch St., Milford

In Attendance: Trish Parent (Upton), Lee Jarvis (Spencer), Darlene O'Connor (Leicester), Nancy Allen (Shrewsbury), Lois Luniewicz (Grafton), Lenny Izzo (Milford, Hopedale), Missy Kakela-Bottoms (Mendon), Andrew Pelletier (Auburn), Cheryl Rawinski (Sutton), Paul McNulty (Westborough), Bill Fisher (Medway), Sara Delisio (Consultant), Michael Dunne (Consultant), Kenneth Gikas (Consultant), Walter DePaolo (Bellingham), Karyn Card (Host Agency/Worcester), Kerry Clark (Program Manager), Howard Ziff (New Braintree), Dennis Costello (Boylston/Uxbridge), Barbara Mard (West Boylston), Ted Wysocki (Brimfield/Wales), Phil Leger (Athol, Royalston, Petersham, New Salem), Roger Mallet (Orange), Valorie Daigle (Phillipston), Jana Ferguson (Senior Regional Coordinator, MDPH).

The meeting was called to Order by Chairman Howard Ziff at 9:15 AM who declared that a quorum was present.

- Chairman Ziff noted the first order of business would be to elect a new Executive Committee. He noted that everyone currently on the Committee would like to continue. He asked if there was anybody else who wanted to serve or if anyone wished to nominate someone.

Jana Ferguson noted that Jamie Terry from Northboro was interested. Ken Gikas stated that Northboro was one of his communities and that Jamie was interested only if there was a vacancy.

Motion: Move to reconstitute the Executive Committee as it presently stands.

The motion was seconded. The motion passed unanimously.

- Chairman Ziff noted the next order of business was to elect the officers of the Executive Committee. Chairman Ziff stated that Chris Montiverdi, the current Vice Chair, had expressed interest in moving up. Chairman Ziff noted he would step aside for Chris, but would continue to serve if the body so voted.

Roger Mallet nominated Howard Ziff. 2nd by Phil Leger.

Nancy Allen nominated Chris Montiverdi. Motion received a 2nd Cheryl Rawinski.

Lenny Izzo nominated Walt DePaolo. 2nd by Lee Jarvis.

Roger Mallet moved to close the nominations. 2nd by Phil Legere.

The motion to close nominations was passed.

Lenny Izzo asked for Walt DePaolo to address the committee. Walt recounted his experience working for the Coalition and his current position with MRC have exposed him to many of the members and he has listened to and heard their comments on the Coalition; Executive Committee member; experience in government at the State House. He stated he felt he knows how to keep projects on track and he has several ideas to strengthen the Coalition. His main goal is to increase participation, have different meeting locations, would increase sub-committees from 2 to 5.

Nancy Allen noted in Chris Montiverdi's absence that Chris has made it known he was interested in the position and she feels his experience would bode well for the Coalition.

- Chairman Ziff called for a vote. The names of nominees were put before the Committee.
 - Howard Ziff --- received 2 votes.
Chris Montiverdi received 5 votes.
Walt DePaolo received 4 votes.
 - It was noted that Mr. Ziff had received the lesser votes and we would now have a vote on the remaining two candidates.
 - Chris Montiverdi --- received 6 votes.
Walt DePaolo --- received 5 votes.
 - **Chairman Howard Ziff declared that Chris Montiverdi would be the new Chair and that Walt DePaolo would be the Vice Chair based on the vote.**
- The new Vice-Chairman Walt DePaolo took over the meeting in the absence of Chris Montiverdi. He thanked the out-going Chairman Howard Ziff for his service and Mr. Ziff was thanked by a round of applause from those in attendance.
 - Vice Chair DePaolo said he would like **Move to have the minutes reflect that the vote for Chris Montiverdi was unanimous . This received a second.** On discussion Andy Pelletier asked why, and Mr. DePaolo said he wanted it known that Chris had the full support of the Committee. There was general discussion before the matter was moved to a vote. **The motion passed with one “nay” being Mr. Pelletier.**
- **Executive Committee Minutes of August 23, 2007 were presented for approval.**
 - **Motion by Lois Luniewicz to accept the minutes as presented. 2nd by Nancy Allen. The minutes were unanimously approved.**
- **Steering Committee Minutes of August 23, 2007 were presented for approval.**
 - Ken Gikas noted that on Page 4 Paragraph 2 in referring to Jamie Terry the reference should be “she”.
 - Darlene O’Connor asked why, the names of those in attendance, was not listed. Kerry Clark said this was an office mistake but the attendance list was attached to the minutes on file in the office.
 - Darlene O’Connor noted, on page 1, bullet 2, it was noted that Darlene and Chris are from Leicester not Leominster.
 - Lois Luniewicz noted on Page 4, 2nd bullet the correct spelling is “Wibby”.
 - Lois Luniewicz noted she preferred the term “distributed” rather than “passed out” for the 1st line at the top of Page 2.
 - **Howard Ziff moved to accept the minutes as amended. 2nd by Trish Parent. Unanimously Voted.**
 - **Next Meeting Executive Committee:** The next meeting of the Executive Committee will be held at 9:00 AM on October 18, 2007 at 25 Meade St., Worcester.

- **Next Meeting of the Steering Committee:** Meeting date will be November 1, 2007 at a location to be determined. The Steering Committee will meet at 10:00 AM; the Executive Committee will have a meeting at 9:00 AM.
- **Program Manager Update:** Kerry Clark asked that his presentation be held as we have a guest presenter.
- **Strategic National Stockpile (SNS) Update: Kate Kelly.**
 - Kate Kelly of DPH was introduced. Kate gave a quick background on herself and the other two members of the state SNS. Dr. Robert Paone is the Director of the state program and Carly Foster is the other Coordinator. The members present in the room all introduced themselves and the community they represent so Kate could match names with those she has spoken with via phone. She gave her phone # 413-586-7525 Ext. 1152 and her cellphone #617-217-8298. She noted her state email is Kate.Kelly@state.ma.us
 - Kate stated she would like to meet with the Coalition on a Quarterly basis. She noted that an EDS group meets regularly and that the minutes are available, if interested, see Jana Ferguson, Kerry Clark or contact Kate. Howard Ziff asked that the minutes referred to could be sent to the Steering Committee. Kerry Clark said he would do that.
 - Kate asked to be notified of any EDS drills and said her group would be pleased to participate.
 - Kate talked about Special Populations and stated that the Commission for the Blind and a Homeless Peoples group had recently addressed the EDS group. Ken Gikas asked “how do we handle hotels?” Kate responded they should be counted in a community’s population. Also, let that facility(ies) know of your program and what they can expect from you and ask what they have to offer. She noted that many large employers, colleges etc can be used as EDS sites. Walt DePaolo asked about syringes? Jana Ferguson stated they can be bought with funds. Andy Pelletier asked if the drugs that are going to be given by syringe will arrive with syringes? Donna Lazorik answered that except for flu you wouldn’t need syringes. Small pox is delivered with a small, stabbing style pin.
 - Kate and Jana spoke about new tool from CDC – Technical Assistance Review – or TAR. She noted that several sections can be skipped by local communities because the state is providing that service. Jana noted that her agency has been seeing plans that are not considered complete because they lack “specific names” in the details. Mr. Ziff opined that the consultants should be trained in using this tool so they can take it with them to their towns. Kate talked about the need for local Boards of Health to speak with their police department about providing security at EDS. She talked about the recent exercise in Boston where the Postal Service delivered packages to each home. This was a 2 day exercise and she believes Boston and the SNS did a terrific job. Paul McNulty asked how

Boston and SNS decided how many packages to deliver? Kate responded it was an estimate, and the exercise was designed to get “product out there, but that communities would still have to set up an EDS for those persons who were missed.”

- **MA Influenza Program Update: Donna Lazorik, RN, MDPH: 617-983-6800**

- Donna used a slide show to explain her program. A copy of the presentation was distributed to those in attendance.
- DPH has Flu-Mist available but it must be used by December 19, 2007. The appropriate age group is 2 -49 years; she said to contact her if your agency is interested in using this during flu clinics this fall.
- Donna distributed a handout titled “Influenza Advisory #2” and a “Flu Facts” handout.
- Donna advised that community’s can purchase flu vaccine off the state contract. Also they can “Roster Bill” Medicare for reimbursement. The amount allowed is \$20.69. She noted that there are private billing companies that will handle the paperwork for a town keeping a small percentage for their effort. She encourages this because these companies assist communities get what is due them without the overburdened local agent having to do the extra work. Andy Pelletier asked why the flu season is in winter? Ms. Lazorik replied “the flu season is all the time, but that the virus survives better in colder weather thus is seen more at that time of year”.
- The state has purchased 705,320 doses of vaccine for the 2007-08 year; it is available now for distribution.
- She encouraged community’s to post their clinic dates on the DPH website, <http://flu.mass.org>
- She noted that next year there will be a change in the method of distribution. Local Boards of Health will place their order with the state but the supplier will ship direct to the community (provider). Phil Leger noted he was concerned about this because it would remove contact between the locals and the doctors in the community. Also, he noted there would be a loss of contact with the regional office. Lenny Izzo also noted this loss of contact.
- Andy Pelletier asked if videos geared to the public were available for use. Donna said they should be available in November.
- Paul McNulty asked why the state isn’t pushing pneumonia vaccine? Donna stated it is only for a specific risk group and not the general public. She stated that if your community would like this vaccine to contact DPH. She noted it is reimburseable.
- Donna was thanked for her presentation with a round of applause.

- **Program Manager Update: Kerry Clark**

- Kerry distributed his Budget Summary. Additional copies were available on the front table.
- Training: MHOA in Springfield. The Marriot is sold out so the rooms will be at The Sheraton Springfield which is across the street. He is doing all the work with Marriot and they are paying the Sheraton. He advised that the Sheraton should have everyone's name. Nancy Allen asked if there was still funding available for registration? Kerry replied there was some funding remaining, if interested see him.
- **Regional Coordinator Update: Jana Ferguson, MDPH, Region 2.**
 - Jana distributed a memo from Timothy McDonald dated 9/21/07.
 - CDC Guidance for next (this) year was just received from CDC. This is a concurrence project. DPH is required to establish a written concurrence document for submittal to CDC. There are changes from last year, this year there is a heavy emphasis on Exercises.
 - The document is quite long, therefore Derek Brindisi and Kerry Clark will confer on a summary and get it sent out to all Steering Committee members. There will be a conference call on October 15 (see page 2, Step 7) of the handout if you wish to participate. Jana stated the state would like concurrence from the Region by October 18th as they must submit to CDC by October 25th. Kerry Clark suggested that the Steering Committee should vote to give the Executive Committee the authority to submit on behalf of the coalition.

Motion by Paul McNulty: To give the Executive Committee the authorization to present the concurrence to the state. Trish Parent seconded the motion for discussion.

Paul McNulty asked what happens if we don't concur? Jana Ferguson responded that we need 51% concurrence to submit.

Andy Pelletier felt that everyone should have input.

Howard Ziff stated "we have no idea what is included. It needs to be distributed with a deadline for each Steering Committee member to respond."

Nancy Allen opined that when the document is sent out to the Steering Committee they should also be informed of the conference call on the 15th. She stated that she agreed with Howard Ziff that a deadline for responding was necessary.

Lois Luniewicz stated that when the document is sent out by email it should have a Bold Subject Line to get people's attention.

Vice Chair DePaolo asked for comment from non-Executive Committee members. Darlene O'Connor stated she couldn't respond without seeing the document.

Jana: explained the process. CDC gives state Guidance Document; State pulls Deliverables from that; CDC states that concurrence from locals is needed but the state can send in an application; it takes about 3 weeks to put the document together so they are pressed to get the local input.

Dennis Costello asked what weight is given each community's input. Jana replied it was population based.

Andy Pelletier asked if a community voted against the state plan, by this vote, are we not giving the Executive Committee the authority to ignore that vote. Jana stated each community is voting on the state plan and it should be noted in the vote if a community doesn't concur.

Howard Ziff noted that some communities will "never respond". Vice Chair DePaolo suggested "your failure to respond is an 'affirmative vote'."

Roger Mallet called the Question.

Vice Chair DePaolo put the move for the Question before the body. The vote was in favor of terminating debate; Howard Ziff in opposition.

Motion was now before the body: The motion passed with Howard Ziff and Lenny Izzo opposed.

Kerry Clark in response to questions explained the process that would be used:

- All Steering Committee members would receive the state proposal with a summary.
- All Steering Committee members would be informed of the statewide conference call on October 15th.
- A deadline for submitting comments will be included.
- The Executive Committee will vote on Concurrence and advise the state of the community response. Negative votes will be sent to the state for inclusion.
- No response will be considered the same as an affirmative vote.

Jana Ferguson noted the state will provide full guidance once the plan has been submitted to the CDC. All communities will be required to develop an exercise schedule.

● **Host Agency Update: Karyn Card.**

- Worcester has now received 30% of next year's funds. She doesn't know when the balance will be received.
- She thanked Kerry for the \$25,000 that was directed to the MRC Consultants who had not been paid since Sept. 1.
- She asked those who have not received their MRC Tri-Fold to contact her or come and get it. She noted that flashlights for BoH's have come in.
- She noted that Walt DePaolo has done a great job with the Training Classes and that we now have 1,000 volunteers enrolled. She noted that training sessions are scheduled in Northboro and New Braintree.
- She reminded everyone of the Worcester Community Immunity Day scheduled for October 13th. This is a public/private partnership and she expects to have 200 volunteers working that day. There will be 10,000 flu shots available that day. All Steering Committee members are invited to participate or just come and watch.

- Howard Ziff asked if it was clear we could spend the \$28,000 that remains in the 07 budget? Karen stated they are working with Ray Richards on a Carry Forward.
- Trish Parent asked about training date for the Worcester Day. Karyn replied it was October 10 at 10:00 AM, 25 Meade St., Worcester.
- **New/Old Business:**
 - Jana Ferguson reported the State is working on a T-T-T program for Stroke Prevention. She will provide more details as soon as she has them.
 - Roger Mallet: asked where we stood on badges and the educational package? Trish Parent replied the bags are smaller than expected so we will need to fold some of the hand-outs. She noted by the next meeting it should be completed but noted she would accept anyone who would like to volunteer to fold and stuff. Would like to have some ready for Community Immunity Day as handouts.
 - Andy Pelletier noted that in Dudley he saw information displayed at Shaw's Supermarket. He approached Shaw's in his community and found them willing to display.
 - Vice Chair DePaolo replied to the 1st part of Roger Mallet's question on badging. It has been assigned to a sub-committee.
 - Lenny Izzo asked what is happening with Reverse 911? Kerry Clark replied that the initial holdup was getting the latest data download from Verizon. He also noted that the Homeland Security Council had voted funds to re-train the T-T-T personnel and others in the future because of the delay. Darlene O'Connor asked who was being trained? Walt DePaolo replied that the idea is to concentrate the initial training on public safety dispatch personnel – one person per town would be trained who in turn would set up his/her town program and train others in use of the system.
 - Lenny Izzo noted we are entering a new era in public health. Said he wanted to thank Howard Ziff for his work on behalf of the Coalition....Applause from all for Howard Ziff. Lenny also thanked Kerry Clark for an out-standing job...Kerry received a round of applause from those in attendance.
 - Howard Ziff commented "now that I'm no longer czar" (round of laughter) he wanted to advise that he had attended a 2 day conference on behalf of the coalition and that a 2 page document on 'where we need to go in the future'.
 - Vice Chair Walt DePaolo attended a legal conference at DPH that was very worthwhile and noted he would make the information gained available.
 - **Motion to Adjourn by Howard Ziff. 2nd by Nancy Allen. So Voted.**
The meeting adjourned at 12 NOON.

Minutes prepared and reviewed by:
Michael Dunne
Sara Delisio
Ken Gikas