

STEERING COMMITTEE MEETING MINUTES

October 1, 2015/9:00am

Hopedale Town Hall

78 Hopedale Street, Hopedale MA

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Thomas Bonci (Clinton); Darlene Coyle (Auburn); Lenny Izzo (Hopedale); Sandra Knipe (Gardner); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Andrew Pelletier (Southbridge)(Vice-Chair); Cheryl Rawinski (Sutton); Missy Kakela-Bottoms (Mendon)(Alt); Alyssa Rusiecki (Sturbridge)(Alt); Sara Darlagiannis (Program Planner); Barry Lein (IT Consultant); Jamie Terry (Consultant); Forrest Price (Program Planner); Dawn Farmer (MRC).

The meeting was called to order by Chair Steven Baccari at 9:09am.

Minutes Review: The minutes from the September 10, 2015 Steering Committee were presented for review and approval.

Trish Parent made a motion that we accept the May 7, 2015 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed with one abstention.

Next Meetings:

- Steering Committee Meeting: November 5, 2015/9:00am/Worcester DPH/25 Meade Street/Room 109.
- Steering Committee Meeting: December 3, 2015/9:00am/Sutton BOH/4 Uxbridge Rd, Sutton, MA.

Program Coordinator Update: Colleen Bolen/Alissa Errede

- Steven Baccari briefed on the Program Coordinator and Host Agency updates since the entire Worcester Health Department staff was required to participate in a Site Survey today.
- The PHEP Program Coordinator position is still unfilled. The regional project for the BP4 deliverables has been accepted by OPEM. The Planners now have executed contracts and have been given the okay to begin work.
- There were several questions about what projects the Coalition and the HMCC had chosen to do. The consensus was that we needed to ask Alissa to brief these at the next meeting.

Host Agency Update: Colleen Bolen/Alissa Errede

- The BP3 wrap-up is still waiting for the proof of purchase from Hopedale for a PHEP-funded purchase and a check from Webster.
- For BP4 there are new forms for requesting conference reimbursement and for requests for equipment purchases. Alyssa Rusiecki asked if there was more funding for people to attend the MHOA conference Steve replied that the Region had decided to fund as many people as possible to attend local conferences. He was not aware of how many people were attending this year. Steve also mentioned that there was a new requirement to justify attendance by people who were not normally selected to attend a particular conference.
- Andy Pelletier asked if we were back to having Worcester buy all equipment requested by jurisdictions. Several people replied that this was in effect in order to reduce the amount of paperwork which would be needed at the end of the year to document PHEP-funded purchase.
- Trish Parent asked if there would be reimbursement for those who would be attending only one day of the MHOA conference. No one knew the answer and Trish was advised to ask Alissa about this. There was also some discussion about the use of scanners to document attendance at specific classes. Steve explained that the scanning system was not ready yet so they would be using the paper system. He also stated that they would be testing the scanning system to see if it was ready to use.
- Steering Committee members who are interested on serving on any of the workgroups (EAT, Personnel, Strategic Planning) should email Alissa and Colleen even if they had previously served on these groups.

- All jurisdictions should send a letter on city/town letterhead naming their authorized Steering Committee member.
- The Region 2 website and planner email service are temporarily out of service due to the delay in receiving PHEP funding.
- Steve mentioned that the reimbursement approved for service contracts had not yet been processed and sent to the cities/towns yet. This is also due to the late PHEP funds arrival.

MRC Workgroup: Liz Foley

- Steve briefed on the MRC events from an email from Alissa.
- There was a ‘pizza and preparedness’ event was held earlier this month for MRC volunteers.
- The Region 2 MRC Advisory Committee meeting will be held soon to discuss upcoming trainings and the MRCs continue to participate in town events.
- There will a training event in November featuring a speaker on Alzheimer’s patients and their care during emergency situations and in shelters.
- There was a question about the MRC funding and when it would arrive.

Homeland Security Council: Chris Montiverdi

- No report.

Regional Mutual Aid: Darlene Coyle

- No report.
- There was some discussion about the few remaining holdouts and the reasons and problems why they have not signed.
- Andy Pelletier stated that he was one of the people who pushed for the Mutual Aid Agreement in the beginning but with the new statewide agreement he does not feel that we need to continue to push for the last few communities to sign our agreement.

Region 2 HMCC: Trish Parent/Sandi Knipe

- Trish talked about the proposed HMCC regional exercise in the springtime. The group decided to work on the threat of emerging infectious diseases and each individual discipline was to find a way to survey their group about their desires on how to structure this exercise. The ultimate goal was to come up with some communications and SOPs for infectious diseases which could be tweaked for each disease. This would help for each discipline to prepare to work with each other and know what each other would do in this situation.
- Trish stated that Liz Foley is now the Hospital Preparedness Coordinator for Worcester. She is doing both this and the MRC. At the Hospital Preparedness meeting the hospitals expressed an interest in having a surge component to the infectious disease exercise although Trish thought they were concerned with their day-to-day surge. The group thinks that they can accommodate the hospitals’ needs. They are also looking for some communications protocols. The hospitals call CMED for everything while the Long-Term Care facilities talk to an on-call representative for Long Term care across the state, then they call CMED. They do not think they will also be calling the HMCC. She foresees along, on-going discussion about this issue.
- There will be an HMCC workshop on December 2nd at the Hilton Garden Inn in Worcester. All of the HMCC sponsoring organization staff and the HMCC representatives will be invited to attend.
- Our HMCC is currently on the fifth draft of the Principles of Operation.
- The HMCC strongly encourages attendance at all meetings. Because of some scheduling problems they are looking at authorizing each discipline the option to choose an alternate who can attend in place on one of the primary members. This alternate could attend when necessary or attend all meetings to keep up on what is going on. Andy Pelletier stated that an alternate should be encouraged to attend all meetings in order to keep abreast of all issues. Trish suggested that we table this for now and take up the discussion at the next meeting.

MHOA:

- Steve Baccari stated that we will have to choose a new MHOA representative to replace Jamie Terry. He felt that we should choose a rep as soon as possible since the MHOA bylaws allow them to choose a rep from another region to fill our slot. Jamie was interested in continuing but she would have to work for some city or town in some capacity in order to do so. If there is no immediate interest Steve would ask the committee to leave the position open to allow us time to find a volunteer. Alyssa Rusiecki did express some interest but she stated that she would have to think about it.
- The MHOA Conference is October 21-23 and the EP track has been approved. Darlene Coyle asked how much of the EP track did someone have to attend to be reimbursed for attendance. Steve stated that you have to attend at least half. Trish Parent asked how much of the EP track someone would have to attend if they only went for one day. Steve said that it should be half of that day but that this question would have to be presented to Colleen for the official answer. Trish also asked if anything else had been approved in addition to the EP track but Steve replied that nothing else had been added.

Personnel Workgroup: Lenny Izzo

- Lenny discussed the selection of the new Region 2 planners. They are Sara Darlagiannis, Jamie Terry, and Forrest Price.
- Trish Parent asked if Worcester had given Lenny any information to share with the group about the selection process. He and Steve both stated that he would defer to Worcester to explain the selection process at the next meeting.
- There was an extensive discussion about the future purpose(s) of the Personnel due to the role of the Worcester Purchasing Department in the planner selection process.

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

- The Town of Royalston has requested \$1,000.00 for Verizon cell service (phone, text, data, and email). It will be used in six Region 2 towns.

Tom Bonci made a motion that we approve this request which was seconded by Trish Parent. This purchase would support Capability 4. The motion passed with one Nay vote.

- The Town of Templeton has requested \$587.00 to purchase 2 Samsung Galaxy Tab 4 Tablets with protective covers. These would serve to consolidate information from several other town departments.

Sandi Knipe made a motion to approve this request which was seconded by Dottie McNamara. This purchase would support Capability 6. The motion passed unanimously with the provision that Templeton add an explanation of how this would support emergency preparedness.

- The Town of Hopedale has requested \$994.00 for a high-speed internet access for the EDS site and \$479.68 for tablet service for a total of \$1,494.68.

Tom Bonci made a motion that we support this request which was seconded by Alyssa Rusiecki. This purchase would support Capability 4. The motion passed with one Nay and was approved based upon Hopedale completing their BP3 paperwork before the funds would be awarded.

Strategic Planning Workgroup:

- There was a discussion about whether the work of the Strategic Planning Workgroup should be transferred to the HMCC.

Local and State Advisory Committee: Sandi Knipe/Steve Baccari

- The BU School of Public Health is trying to recruit public health personnel to become Fellows. They appear to be having a problem finding people to volunteer for this. Andy asked about the time commitment for this. Sandy replied that people who want this have already gone through the course.

Steve stated that once you become a Fellow that you have to adopt one of the training modules. She also mentioned that BU is looking for nominations.

- The LPHI had over 1800 online trainings for the past grant cycle which is a record high.
- The LPHI is going to integrate into the HMCC meetings at some point to assess training needs.
- Sandy stated that DPH has appointed Eileen Sullivan as the COO of OPEM. DPH has experienced a workforce reduction of 7% due to early retirements. They may not recover all of those positions due to down-sizing.
- Regions 4A and B still do not have a Sponsor organization. DPH will work with them individually and the RFR will be re-posted.
- Sandy briefed about a Health and Human Service website called Empower. By entering your zip code you can find all of the residents who have durable medical equipment. This can be useful for shelter needs.
- Liberia has been removed from the Ebola listing

Old Business:

- None.

New Business:

- Lenny Izzo stated that the Milford BOH recently had a lightning strike at the shed which housed all of its emergency preparedness equipment. They would like to get a list of all the equipment which they had received in the past. They lost a brand new truck, the shed, and the garage. He was asked to put together an inventory of items he may need.
- Trish Parent stated that she has some school nurses who are looking to get some Narcan to have onhand. Apparently the AG has said that they can get this at state prices and she was asking if anyone had done this or knows who they can talk to about this. Cheryl Rawinski stated that there is a \$400,000 grant out there for this. Several people stated that she should go back to the AG about the grant.
- Jamie Terry briefed that the Town of Northborough is looking for a Health Agent but has not received a lot of response. She asked that people help advertise this.

The meeting adjourned at 10:50am by unanimous consent.

Minutes approved at the (TBD) Steering Committee meeting.

Respectfully submitted: _____ Steven Baccari, Chair, Region 2 PHEP Coalition