STEERING COMMITTEE MEETING MINUTES
Oct 10, 2013/9:00am
Red Apple Farm
455 Highland Avenue, Phillipston, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Sandra Knipe (Gardner); Dottie McNamara (Fitchburg); Paul McNulty (Westborough)(Vice-Chair); Trish Parent (Upton); Andy Pelletier (Southbridge); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Roger Mallet (Orange); Bernie Sullivan (Gardner); Barbara Mard (CMRPHA); Elizabeth Swedberg (Westminster); Matt Pearson (Phillipston); Laurie Wiita (Athol); Joanna Telepiak (Phillipston); Dr Sam Pickens (Barra); Eric Vollheim (QREHC); Bert DuVernay (New Braintree); Alyssa Rusiecki (Sturbridge); Missy Kakela-Bottoms (Mendon); Chris Knuth (Leominster); Kerry Clark (Region Coordinator); Megan DeNubila (Worcester DPH); Sara Darlagiannis (Program Planner); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

Guests: Kerin Melisky (MDPH EPB) and Kerry Dunnell (Boston University School of Public Health).

The meeting was called to order by Chair Phil Leger at 9:08am.

Trish Parent made a motion that we approve the September 26, 2013 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The minutes were approved unanimously.

Next Meetings:

Combined Executive/Steering Committee Meeting/November 14, 2013/9:00am/Worcester DPH, Worcester, MA.
Combined Executive/Steering Committee Meeting/December 12, 2013/9:00am/Sutton BOH, 4 Uxbridge Rd, Sutton, MA.

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

- Kerry stated that last month was National Preparedness Month. From his perspective most of our local BOHs did utilize some of the supplied materials to include references to the MDPH website to advertise this to their residents.
- He mentioned that we are coming into the flu clinic season and that several of the CDC mandated drills can be accomplished in conjunction with these clinics. Towns should discuss this with their planner.
- Kerry mentioned the HMCC briefing which will be presented today by Kerin Melisky and Kerry Dunnell.

Host Agency: Derek Brindisi/Colleen Turpin

- Kerry presented a revised budget sheet. There were several questions from the meeting about how much was being given to the MRCs and which line items it was to be taken from. After several minutes of discussion it was apparent that we did not have the most current budget figures and therefore could not make a realistic decision on how to finance this request. This included attendance at various conferences, the cost of which would not be known until after the conferences.

Cheryl Rawinski made a motion to table the MRC request for PHEP funds until we have more information on the budget figures. The motion was seconded by Lenny Izzo. The motion passed with two Nays.

Homeland Security Council: Chris Montiverdi

- Chris was not at the meeting. Kerry stated that he thought that the CMRPC Regional Evacuation Plan for Worcester County had been released. He will check on this.

Regional Mutual Aid: Andy Pelletier

- Andy stated that he had no update to report. He also told the meeting that he was leaving Auburn for a position in Southbridge. He further said that since all of the Mutual Aid Agreement files were on the Auburn computer system that he was going to leave the program to be run by his successor there.

Local and State Advisory Committee: Phil Leger

- Phil stated that the LSAC had not met since our last meeting so he had nothing new to report. The next meeting will be on October 21st and Sandi Knipe will be attending. There will also be a small group meeting on October 17th.

Personnel Workgroup: Lenny Izzo

- Contractor evaluations have been sent out and are due back on October 15th.

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

- Paul stated that he had nothing to report and that they needed a new budget to know how much funds they had left.
- Kerry mentioned that the Town of Rutland had sent in a revised letter for funds to purchase EDS Drill and Exercise supplies.

Lenny Izzo made a motion that we approve Rutland's request for $439.00 to purchase supplies to support their upcoming EDS Drill and Exercise. This was seconded by Trish Parent. The motion passed unanimously.

MRC Workgroup: Liz Foley

- Liz stated that here will be a shelter training class at the end of the month.
- If anyone needs MRC assistance with their flu clinics please let her know.
- Lenny Izzo reported that the MRC helped with their recent Oktoberfest and did some recruiting.
- Trish Parent stated that Grafton will be utilizing their MRC for a town-wide flu clinic next week.

Strategic Planning Workgroup:

- Kerry passed around copies of a proposed Region Policy for the Use of PHEP Funds to Attend Conferences and Trainings. He explained the purpose of the policy and the situations it was designed to address. He asked for people to review it for a vote at the next meeting. We will have to watch our spending carefully and prioritize what we support.
- The discussion on a review of the Principles of Operation will be tabled.
- The next project will be development of a Multi-Year Training and Exercise Plan.

Old Business:

- There was no Old Business to discuss.

New Business:

- Kerin Melisky and Kerry Dunnell gave a presentation on An Introduction to Health and Medical Coordinating Coalitions.
- Kerry was able to access the most current Region Budget document online. There was an extensive discussion on the budget and the updated line items.

Trish Parent made a motion that we accept this budget as proposed. The motion was seconded by Jamie Terry. The motion passed unanimously.

The meeting adjourned at 10:57am by unanimous consent.