

# Steering Committee

## MINUTES

**Thursday, October 12, 2006 / 10:00 AM**  
**Worcester Department of Health & Human Services**  
**25 Meade Street / Conference Room 109**

**In attendance:** Karyn Card (Worcester), Roger Mallet (Orange), Paul McNulty (Westborough), Andy Pelletier (Auburn), Trisha Parent (Upton), Walt DePaolo (Bellingham), Kerry Clark, Chris Montiverdi (Leicester), Jana Ferguson, Cheryl Rawinski (Sutton), Lois Luniewicz (Grafton), Barry Lein, Lenny Izzo (Hopedale), Joyce Crouse (Holden), Wibby Swedberg (Westminster), Bill Fisher (Medway), Judy Hatstat (Paxton), Barbara Mard (West Boylston), Valorie Daigle (Templeton & Phillipston), Howard Ziff (New Braintree)

**Absent:** Sandi Knipe, Nancy Allen, all other representatives / towns not listed above

- **Review & approve minutes of September 14, 2006:** Lois – please change the word standard to “regular.” Also, the sentence “written agreement” add “would NOT be abused.”
- **Next regular committee meeting: November 9, 2006 at 10 AM / 25 Meade Street**
- **Presentation: Channing-Bete / Flu power point:** see attached documents. Howard – we are familiar with the content, interested in the mailing portion. Roger – have executive committee to take this into consideration for our plan. *m/s/a* Howard – give to PIO’s vs. just to the Town. Paul – copyrighting issues? Tom – as long as you are not distributing, it could be played on tv. Chris – turnaround time? Tom – working on 6,000 now for a job, it will be reading by November 3<sup>rd</sup>.
- **Amy / Local Public Health Institute:** Discussed trainings available and solicited input from Region II on what trainings we would like to see offered. Mission is to provide training for local BOH’s to focus on bioterrorism, outbreaks of infectious disease, and other public

health threats and emergencies. (See attached training information).  
[www.masslocalinstitute.org](http://www.masslocalinstitute.org)

- **Kerry Clark / Coalition Updates:**

- **Staff:** would like to hire another program consultant, will pay \$20-30 per hour depending on experience.
- **Budget:** starting to look at the future, but for now staying the course until the next round of funding hits.
- **Deliverables:** Kerry reviewed the Region II website and the updates that Barry has made to include tabs for deliverables and templates. Same info but organized better for easier navigation. Jana is fine tuning FY 07 deliverables.
- **Training:** Kerry is arranging for a meeting with PeopleForever to discuss cancellation issues and extending out the agreement since we have so many coupons are still available.
- **Equipment:** Eagle Scout group will assemble the Go Kit Part B on Saturday in Sterling. Beginning to middle of next week the consultants will be delivering the kits. If you are coming to Worcester, make arrangements with your consultants. Howard – please get names of all the Eagle Scouts so that a thank you letter can be sent to them. Roger – could we have them available for the next regular steering committee meeting, November 9<sup>th</sup>? Kerry – yes, this is possible.

- **MA DPH Regional Coordinator Updates:**

- Jana - competitive grants will be available - \$60,000 for flu clinic exercises = 20, \$3,000 grants to run flu clinics utilizing EDS plans (throughput, target capabilities – 90% vaccination rate), if interested (funding will be retroactive), she needs a signed letter of intent that will discuss the exercise and commit to collecting the above data. It is a full scale exercise, but utilizes as many elements of the plan as possible – to do it all might be too much. If you did not meet target, you need to say why (i.e. people went to Walgreens, etc. to get their shot). MA DPH will arrive with an empty box, pretending vaccine is in it, to see how long it took to arrive from Jamaica Plain. Needs letter by November 3<sup>rd</sup>. This info will go out by the end of today. Purpose of the grant – you could use to bill VNA, compensate hours or use it afterwards to buy magnets for people in your community on how to wash hands, etc. Funds have to be tied to exercise, you can't buy

crayons! Joyce – when will we be notified that we qualify for grant? Jana – we would need a couple of days to read it, should only be 1 or 2 pages...on letterhead with intent, details.

- Funding Streams: 4 funding streams this year, above mentioned, Pan Flu through coalition to support MRC (any MRC in Region can apply for the \$115,000), CDC Core Cooperative Agreement – going out to Coalition population based. We were cut 15%...we expect \$320,000 given out for 12 months, until August 30<sup>th</sup>. We are close to doubling what we had last year.

- **Worcester Regional Medical Reserve Corps Update:** Karyn – updated Coalition on MRC developments to include refining database, creating monthly reports for towns, MRC video, website, brochures, offered presentation availability, orientation and training, and also MRC videos will be burned next week and can either be mailed or picked up at the next standing meetings.

- **New / Old Business**

- Howard – has volunteered to participate in the October 16<sup>th</sup> conference call to set forth agenda items ONLY (the purpose of the call). What concerns does the Steering Committee have that can be brought forth? Howard would like to see an unending pot of money that will always be there, we would always have staff, etc.
- Howard – strategic evaluation of what the Coalition does? Howard read his email that he sent out on this issue to include setting up committees to work off-line that could report to Steering or Executive committee. What about a long range planning committee or a financial committee, a goals and objectives committee? We could go to a retreat? Let's talk about where we were, where we want to go? Can't do this with just the Executive Committee, not enough people. Not enough members from the Steering Committee attending, either, to solicit for these sub committees. Contract views need to be done (WWEPIC issue), we need a brainstorm session to discuss these items and others. Jana – Region 4b went through this process and it was very helpful. We should do the same. Howard – could we do this in a chat room setting? Would give us a record of what was said. Jana – use the HHAN, it is set up to do that. Kerry –

conference calls. Jana – Inter-Wise is also available through DPH. Kerry – great direction to head in but how do we get more folks from Region II to attend? Have we looked at holding quarterly meetings in the evenings? Andy – many folks already have night meetings. Roger – let’s hold this until the next Executive Committee Meeting and discuss a strategic planning committee. Howard – would like to work with the consultants and Jana and come up with a method of communication to everybody to discuss strategic planning. Karyn – discussed her concern that the fourteen towns under NAHB are not notified directly about the coalition activities and meetings. Howard – asked Kerry and consultants to follow up on this and get contact info for those communities. Karyn – we may need to mail BOH’s as well as email, we can’t be sure that the person whom we have email information on is actually passing the information along. Howard – each board is totally different in who receives the information. Walt – each board member should be getting the information. Howard – would want some kind of a filter on what info board members get. Andy – if his board members got an email, they would bring it to his attention. Roger – we should find out who is actually interested, we don’t even have 50% of the Region represented at these meetings. Andy – we are never going to get all the towns to come. Jana – you can also open this up to all local boards of health issues, not just emergency response and preparations. Howard – leave it that Kerry, his team and Howard will find a way to talk about all of this and report to you via email to include participation, meaningful participation and direction.

- **Adjourn:** *m/s/a*