

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

November 01, 2012/9:00am

21 Birch Street, Milford, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner)(Alt); Lois Luniewicz (Grafton); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Jim Morin (Southbridge)(Alt); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Missy Kakela-Bottoms (Mendon); Barbara Mard (West Boylston); Kerry Clark (Region Coordinator); Colleen Turpin (Worcester DPH); Sara 1Darlagiannis (Program Planner); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner).

The meeting was called to order by Chair Phil Leger at 9:10am. He started the meeting by asking everyone to observe a moment of silence in honor of Mike Graf.

Trish Parent made a motion that we approve the October 11, 2012 combined Executive/Steering Committee meeting minutes as presented. This was seconded by Lenny Izzo. Lois Luniewicz suggested a minor change in the MRC portion of the minutes to more accurately reflect Alyssa Ruseicki's absence. The minutes were approved with Cheryl Rawinski and Lee Jarvis abstaining.

Next Meetings:

Executive & Steering Committee Meeting: December 13, 2012/9:00am/Gardner Public Library, 55 West Lynde St. Beginning in January 2013 the Region will resume its normal meeting schedule.

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

- Colleen briefed that the MHOA Conference bill has been paid.
- The names of everyone who wanted to attend the MHAB conference have been sent in.
- We will be ordering more Tensa Barriers for those who have requested them.
- Colleen asked if anyone was looking for outstanding checks. Lois is and Colleen stated that it was just mailed.
- Kerry stated that going into an event such as this past storm DPH will be asking for information and that communities should be mindful of emails requesting information such as shelter openings. Several people mentioned that sometimes agencies other than the BOH open the shelters and do not always share this information. Ken asked if the consultants should call their towns for the region. Kerry and Phil said that our BOHs should remember to call this information in any time they open a shelter.
- There will be a Debris Management Conference at the Log Cabin Restaurant in Holyoke on December 19th.

Host Agency: Derek Brindisi

- Kerry briefed that a full-time staff assistant has been hired and will be starting December 1st. This person will be working with both the PHEP and the ASPR program. Kerry will follow up with Derek on where the funding for this position comes from.
- Kerry's position with the National Guard may end before September of next year.
- Dr. Lauren Smith has been named the Interim Commissioner for the MDPH.

Homeland Security Council: Chris Montiverdi

- There was no report.

Regional Mutual Aid: Andy Pelletier

- Andy had nothing new to report. We are still at 66.

Local and State Advisory Committee: Phil Leger

- Phil passed around a copy of the latest MEMA Monthly Report which mentioned the evacuation project and the nuclear area evacuation information.

- MEMA does send a representative to the LSAC and MEMA Director Kurt Schwartz will be attending the next LSAC meeting.
- Steve Hughes and Dave Williams were there to talk about sharps disposal. If local Public Health wants to do a kiosk then they can. He passed around a copy of the Notification Form for Sharps Collection Center. Other companies are now getting involved in sharps disposal through disposal contracts besides SteriCycle.
- Conference and travel expenditures were discussed. MDPH approved our region's expenditures for the MHOA and MHAB conference. The question of authorizing a second night's lodging was discussed. Some of the apps discussed on Friday were supposedly related to EP. Lois and Andy commented on the presentations and were more about personal choices by the various users. Committee members were interested in having presentations on the various apps which were available.
- The LSAC also discussed guidance on expenditures and reasonableness going forward. There is heightened awareness at the federal and state level about expenditures. If CDC thinks it is not a good expenditure then they will want the money back. If local policies do not allow travel and overnight accommodations then federal money may not be used. How many people per community/region may be an issue. Content at conferences is the key. NACCHO travel policy guidance may be used as guidance. If cuts come, travel could be one of the first items to be cut. LSAC will be working on coming up with a policy which makes sense and is defensible. Several committee members expressed an interest in having some guidance in time for the NACCHO conference.
- The new SNS Coordinator is Chase Hunter. She will be splitting time between Northampton and Boston.
- Phil stated that we needed a region representative to the Health/Medical Coalition meetings. Sandy Knipe volunteered for this.

Cheryl Rawinski made a motion that we name Sandi Knipe as our primary representative to the Health/Medical Coalition group. This was second by Trish Parent. The motion passed unanimously.

- Trish Parent suggested that she and Cheryl Rawinski be named as co-alternates so that they could share this duty.

Lenny Izzo made a motion that we name Trish Parent and Cheryl Rawinski as our co-alternates. This was seconded by Sandy Knipe. The motion passed unanimously.

- Yesterday was Commissioner Auerbach's last day. Phil asked if we wanted to send a letter thanking him for his work on our behalf.

Lenny Izzo made a motion that the region draft and send a letter to Dr. Auerbach thanking him for his work. This was seconded by Cheryl Rawinski. The motion passed unanimously.

- Mary Kersell from the Hampshire region is finishing up a shelter template along with an access and functional needs annex.

Personnel Workgroup: Lenny Izzo

- Lenny had nothing to report.
- Kerry briefed that he will be meeting with the consultants at least monthly to review the deliverables and address any concerns. This is scheduled to happen on the second Wednesday of each month.

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

- Paul briefed that on a request for road signs to use in conjunction with the AM Radio transmitter. They would warn of specific problem situation. The signs are \$45.00 each. We have 8 radio transmitters and purchasing 4 signs for each would cost \$1440.00 plus \$35.00 for shipping for a total of \$1475.00.

Cheryl Rawinski made a motion that we approve this request. This was seconded by Sandi Knipe. The motion passed unanimously.

- The towns of Shrewsbury and Groton would like to purchase solar panels to be used with the Emergency Power Packs we recently received. After some discussion it appears that this solar panel unit costs more than the Power Pack and may not be that efficient in re-charging these units. This was tabled for further research.
- Paul asked about the power strips which had been previously addressed for use in shelters. Two separate versions were looked at but no decisions were made about this. This has also been tabled for further research.
- The Tabletop Exercise had been put out for bid on October 24th. He has been sent to the companies who bid previously. We added more questions to include sending their references. The bid closes on November 14th and we should have some information by the December meeting.
- Paul briefed that he did use the AM Radio Transmitter for Hurricane Sandy. They started three days before with warnings that the hurricane was approaching and to make preparations. They had downed power lines and trees on the road and this information was put over the radio. They continued to put out any information pertinent to the town situation and it seemed to work very well.
- Ken brought up the request for ID holders which was discussed at the last meeting. They are used to hold identification for volunteers. There are 50 holders per box and Ken asked for 33 boxes for a total of \$193.30.

Cheryl Rawinski made a motion that we approve this request. This was seconded by Jamie Terry. The motion passed unanimously.

- Trish asked about whether all our requests were going to Worcester to purchase or to send out checks to the towns to purchase their materials. Colleen stated that she thought the intent was for Worcester to buy the items and then distribute them to the towns or have the towns come pick up the items. Worcester would act as central purchasing for group purchases. Phil mentioned that there would be times when the towns would be sent a check to purchase an item which they have requested.

MRC Workgroup: Jamie Terry

- Jamie stated that she has a final job description for the MRC Division Leader position which is ready to go.
- Jamie said that she had talked to Alyssa and that Alyssa would be talking to her board to see if they had any interest in being the host agency for their MRC Division. The only other division we have to figure out is the Nashoba area.
- Liz Foley briefed that she is working with Suzanne Billings from the Red Cross to provide more shelter training for our MRC volunteers.

Strategic Planning Workgroup: Jim Morin

- Jim addressed the draft Principles of Operation for committee members to comment on. He reminded people that this was not cast in stone but could be changed by majority vote at any time.
- Phil asked if anyone wanted to make a motion to this for discussion.

Lois Luniewicz made a motion to move this for discussion. This was seconded by Cheryl Rawinski.

- Lois addressed the issue of absences under the section "Executive Committee Meeting Attendance". She felt that we should remove any reference to "excused" or "unexcused" absences and change the limit to three absences. Members brought up several views of this and the different reasons for absences. Several

people suggested that individuals who foresee that many absences should consider stepping down from the committee to prevent problems.

Lenny Izzo made a motion that we amend the section “Executive Committee Meeting Attendance” to read “Executive Committee members are allowed to miss four (4) meetings during the grant cycle. Alternate members are expected to follow the same attendance requirements as primary members.” This was seconded by Trish Parent. The motion passed with Jamie Terry voting against.

- Lois mentioned that it appears that we have dropped any reference to the workgroups. Phil pointed out that the last paragraph under Section A entitled “Committees” referenced working groups as did the paragraph “Duties and Responsibilities of the Chairperson”.
- Trish pointed out a spelling error in Section C. under the paragraph “Voting”. In the last line the word “stipulation” should be “stipulating”. This was accepted.
- Andy suggested that under item 1. Purpose and Duties, in number 6, that we should remove the word “existing” to allow for new any newly created organizations. This was accepted.
- Barry Lein questioned whether the last item, 4. Amendments should specify that voting should be by two thirds of the Steering Committee members. Phil pointed out that since we had not specified a quorum for the Steering Committee that votes could be taken by the members present without regard to the number of members in attendance.

At this point the committee voted under the original motion to discuss to adopt the draft Principles of Operation with the changes shown above by a unanimous vote.

Old Business:

- There was no old business to discuss.

New Business:

- United Medical Waste gave a presentation to the group about its sharps disposal program.
- New England Disposal Technologies gave a presentation about its ability to handle hazardous materials removal.

Cheryl Rawinski made a motion that we adjourn which was seconded by Sandy Knipe. The meeting adjourned at 11.42am by unanimous consent.