

## STEERING COMMITTEE MEETING MINUTES

November 12, 2009/10:00am

25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Vice-Chair)(Worcester/Millbury); Lenny Izzo (Hopedale); Missy Kakela-Bottoms (Mendon); Sandra Knipe (Hubbardston); Dorothy McNamara (Fitchburg); Paul McNulty (Westborough); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Lois Luniewicz (Grafton); Judy Hatstat (Paxton); Roger Mallet (Orange); Barbara Mard (West Boylston); Kalene Garbarz (NABH); Jim Morin (Southbridge); Wibby Swedburg (Westminster); Kerry Clark (PHEP Program Manager); Ken Gikas (Planner); Barry Lein (Program Consultant); Seth Peters (Region 2); Denise Phaneuf (Planner); Forrest Price (Planner); Shawn Winsor (Worcester MRC); Deb Renholm (Sutton).

CONFERENCE CALL: Lee Jarvis (Spencer).

The Meeting was called to order by Phil Leger at 10:05am.

**Minutes of the August 27, 2009 Steering Committee meeting were presented for approval. Lois Luniewicz made a motion to accept the minutes which was seconded by Trish Parent. The motion passed unanimously.**

### **Next Meetings:**

Executive Committee Meeting: November 19, 2009/9:30am/Worcester

Executive & Steering Committee Meetings: December 10, 2009/9:00am & 10:00am/Milford

Executive Committee Meeting: December 17, 2009/9:30am/Worcester

### **Program Coordinator Update: Kerry Clark**

- The checks for the first half of the PHER I/II funds are in the process of being mailed. A payment voucher for the 2<sup>nd</sup> payment has been submitted to the state. As soon as the funds are released to Worcester Kerry will begin processing purchase orders to generate checks to the communities.
- The contract for the PHER III grant has been signed and sent back to the state. As soon as this is approved Kerry will begin writing the award letters and following the same procedures as for the PHER I/II funds. Kerry asked which communities are being required to have the grant money in hand before being allowed to make any expenditures. He will try to give these towns priority in receiving their awards.
- The PHEP voucher for our second quarter funds has been submitted and we are just waiting for the money to come in.
- Lois asked if the PHER money for the MRCs has come in yet. Kerry stated that the purchase order has been submitted and he is just waiting for the check to come in.

### **Host Agency: Derek Brindisi**

- Derek also stated that because of the large amounts of equipment and supplies that had been ordered and the work necessary to distribute it future purchases would be shipped directly to each community.
- There is still some equipment downstairs to be picked up.
- Howard Ziff stated that any supplies or equipment destined for the QREHC towns (Barre, Hardwick, New Braintree, and Oakham) could be sent to Barre for distribution.

### **Homeland Security Council: Chris Montiverdi**

- Kerry stated that the request to use the Reverse 911 system to advertise H1N1 clinics was discussed at the last council meeting. Based on the cost and number of calls required this was voted down.
- Phil Leger stated that the Athol Fire Department has received an N95 Fit Test kit. He stated that other communities should ask their fire departments if they have received a kit yet. People should be able to get training from the FD.

### **Regional Mutual Aid: Andy Pelletier**

- Andy stated that we have remained constant at 57 signed agreements.

#### **Local and State Advisory Committee: Sandi Knipe**

- Sandi said that she had nothing specific to report. Derek will be going to the Monday meeting in Phil's place and Dr Auerbach will be there. If there are any questions people wish to address to DPH they should email them to Sandi.
- Kerry stated that he has received several questions on how much vaccine will be going to local BOHs. He said that on the last conference call DPH reported that 50% of the next shipment should be going to the BOHs. They also said that a large amount of vaccine should be arriving the first week of December.
- Jamie suggested that we be allowed to target schools which have the highest absentee rates.
- Paul replied that if we want to keep the schools open that we should target the teachers.
- Cheryl stated that Novartis is distributing both seasonal and H1N1 vaccine in very similar packaging and people should look closely to see which they have.

#### **Personnel Committee: Lenny Izzo**

- Lenny stated that the Personnel Committee met last week and has developed an evaluation form for the consultants. He passed it by the Milford Town Counsel and the counsel thought it was good. The plan is to pass this out to all towns, have them fill it out, and send it back to Kerry.
- There was some discussion on how often and when to have these filled out. Kerry thought it would be good to do it now and establish a baseline for later.
- Paul asked if the Worcester Law Department would have a concern with evaluating a consultant as if they were an employee. Derek thought that they would not have a problem as long as it was not called an employee evaluation and would support evaluation of the consultants as contractors.
- Jamie asked if the committee had previously made a decision to have the contractors leave the meeting when the committee discussed the contractors. Phil stated that it was only when the committee talked about the contracts.
- Phil asked about the contractor who did not have a car and whether this person was hired or not. The answer was that the person was not hired.

#### **EAT Committee: Sandra Knipe**

- Sandra asked about the satellite phones and if they had been distributed. This started an extended discussion about the purpose, distribution, and use of these phones. One phone is in Athol while the rest are still at Meade St. It appears that there is still some confusion about what had been agreed to in regards the distribution of the satellite phones and the BGANS units.

#### **Lenny Izzo made a motion that we distribute the 9 Satellite phones and 6 BGANS units to 15 communities and not double up any assets. This was seconded by Wibby Swedburg. The motion was passed unanimously.**

- The EAT Committee will follow up on this decision and make recommendations for a distribution plan.
- Regional assets will only be housed in communities which have signed the regional Mutual Aid Agreement.
- Jim Morin suggested that these units only go to communities which have back-up power systems.
- Derek made the suggestion that a phone be placed in towns which had hospitals in order to facilitate communications during emergency situations.
- The battery re-conditioners are out in the region and being used.
- Kerry is looking at the trailers and some basic equipment to place in each. These include tables, chairs, locks, and lettering on the trailers.
- The headlamps are in and being distributed.
- We will be ordering more Lithium batteries for our Motorola radios. New lithium batteries must be charged before their first use.
- The committee looked at ordering thermometers for communities to use in their clinics. But due to the fact that many communities wanted different types the direction is that each community wanting thermometers uses their PHER money to purchase the model they wanted.

- Kerry stated that he is looking at purchasing extra syringes since clinics seem to need more than are being sent along with the vaccine.
- Wibby asked if the PHER check they received was the entire amount they were getting. Kerry replied that this was half and the BOH would be getting another PHER I/II check in the same amount. Wibby then asked if anyone else needed a refrigerator thermometer. Trish stated that you can get one free vaccine refrigerator thermometer when you sign up with DPH to be a vaccine provider. Bill Caldwell stated that he would check his office to see if they any extras they could spare.
- Derek stated that Worcester only received the .5 syringes and that they had to buy the .25 syringes to have some on hand.
- Wibby stated that she had to buy a refrigerator and asked if anyone had any suggestions where she could get one. Several people gave her some suggested places to check.
- Trish brought up some suggestions from the Vaccinator Training for children such as party noise makers which distract the children during the shot process.
- Sandi mentioned that the 10 dose vials seem to be giving 11 doses which would cause clinics to run out of syringes and vaccination cards.
- Bill Caldwell mentioned that his office now has a nurse, Sherry Kline, who can give the Vaccinator training. Her number is 508-792-7880. He also mentioned that Commissioner Auerbach is very appreciative of all the work that the Local BOHs is doing and is interested in hearing from people about how things are going and if there are any improvements which can be made.

#### **MRC: Jamie Terry**

- Jamie suggested that anyone who wanted to use the MRCs contact them early to insure that they are available.
- Derek mentioned that there were some problems with the alert message. Some people had trouble understanding the message. He also stated that they learned some lessons about how to script the message. He also said that they had about 22 confirmations within 45 minutes. By the next morning even more people replied.
- The Red Cross MOU has been signed by the Worcester MRC. Grafton has not yet signed their MOU, due mainly to being busy with the H1N1 situation.
- Andy asked if the MRC funding was adequate to help build up the volunteer base. Jamie stated that all three MRCs are trying to figure out how to spend the PHER money they are getting. The MRCs have been purging their volunteer lists of inactive members and are actively recruiting new members.
- Jim asked if there was any possibility of getting with the RMV to somehow identify MRC members on their drivers licenses to help them respond to emergencies. Most people felt that this was a good idea but would be very difficult to implement.

#### **Strategic Planning: Tom Purcell**

- No report.

#### **Old Business:**

- There was no old business brought up.

#### **New Business:**

- Jamie asked about not receiving sharps containers with their vaccine shipments. Phil stated that he got one with their second order. Kerry stated that he had mentioned purchasing sharps containers along with the syringes.
- Phil asked if the state had any sharps disposal companies on the state bid list. He also asked if we could get a list of any companies in the area.
- The December 10<sup>th</sup> combined Executive/Steering Committee meetings will be held in Milford.

**Howard Ziff made a motion that we adjourn the meeting. Trish Parent seconded this motion. The meeting was adjourned at 10:24am by unanimous consent.**