

STEERING COMMITTEE MEETING MINUTES  
Thursday November 3, 2016/9:00am  
Worcester DPH, Room 109  
25 Meade Street, Worcester MA 01601

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Lenny Izzo (Milford); Lee Jarvis (Spencer); Philip Leger (Worcester/Royalston); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Andy Pelletier (Southbridge)(Vice-Chair); James Philbrook (Charlton); Cheryl Rawinski (Sutton); Debra Vescera (Wales); Kalene Gendron (Pepperell)(Alt) Missy Kakela-Boisvert (Mendon)(Alt); Sandra Knipe (Gardner); Wibby Swedberg (Westminster); Andrea Crete (Orange); Colleen Bolen (HMCC Sponsoring Org); Alissa Errede (HMCC Sponsoring Org); Katrina Stanziano (PHEP Regional Coordinator); Barry Lein (IT Consultant); Sara Darlagiannis (Program Planner); Forrest Price (Program Planner); Jamie Terry (Program Planner).

The meeting was called to order by Chair Stephen Baccari at 9:01am.

**Minutes Review:** The minutes from the October 6, 2016 Steering Committee were presented for review and approval.

**Lenny Izzo made a motion that we accept the October 6, 2016 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed with three abstentions.**

**Next Meetings:**

- Steering Committee Meeting: December 1, 2016/9:00am/ Sutton Town Hall, 4 Uxbridge Road, Sutton, MA
- Steering Committee Meeting: January 5, 2017/9:00am/Location TBD (Lenny Izzo will check on Mendon)

**Program Coordinator Update: Katrina Stanziano**

- OPEM Updates - none.
- We are still waiting for OPEM approval to use carry-over funds to accomplish a PHEP equipment inventory in our communities.
- For the BP5 Workplan we will be doing two SNS drills. We already did the quarter 2 WebEOC drill. Cheryl Rawinski asked what the difference was between the HHAN drill we had this week and the one we had a few weeks in the past. Colleen explained that the message we received on Monday was just a reminder that the drill was still going on and would terminate Monday at 4pm. According to the WebEOC vendor and the other regions there was no problem with the passwords in the migration to version 8.1.
- Our region project of Hazmat training will occur right after this meeting.
- Our plan to hold classroom training for ICS100 and NIMS 700 is cancelled because there was not enough interest.
- We are still in the process of developing an ECP (Emergency Coordination Plan) with the HMCC.
- The EDS Plan Gap Analysis which we accomplished at the end of the last grant year. She read off and reviewed our top 5 gaps which were identified.
- Reimbursement requests for the MHOA conference are due by November 12th. They are still waiting on clarification from the state on how many hours were required for reimbursement. There was an involved discussion on which presentations qualified and what expenses were going to be covered. Steve Baccari mentioned that Thursday night was never covered since there were no qualified presentations on that day. They also stated that the Commissioners opening statement was not counted either. Colleen then reviewed what items were required to be submitted with the reimbursement requests, She also emphasized that hotel reimbursement was not authorized unless the distance traveled was 60 miles or more from your work location.
- Katrina also reminded people that she was now the main point of contact for all PHEP questions. She will work with Colleen and Alissa on any questions which she cannot answer.

**Sponsoring Org Update: Collen Bolen/Alissa Errede**

- Colleen stated that the BP4 wrap-up is only missing input from Hopedale.
- Colleen provided a current budget summary for this year. It is low and they will work on some spending initiatives. If anyone has questions on their EAT request status please let the office know. They are still working on trying to exchange the iPads for Spencer and Grafton to obtain the features which they need. Sandy Knipe asked if these figures reflected the reimbursement for the MHOA conference. Colleen stated that they did not and when those are received the amounts spent will rise.
- Colleen introduced Shaylin Deignan, the new regional Hospital Preparedness Program coordinator. The only outstanding position is the MRC Coordinator. The staff spent a lot of time working with the budget office to determine if they should create a new DPH position for the MRC. Due to several factors they decided to go with a contracted position and wait till the next contract to see how they should proceed. This position will cover both the Central Region MRC and the Northeast Division.

**EAT Request:**

- Colleen presented an updated request from Grafton. They are requesting \$479.88 for a service plan for one tablet for the Office Manager and for after-hours emergency contact.

**Phil Leger made a motion that we approve this request which was seconded by Lenny Izzo. The motion passed with one vote against.**

- The Northborough request from last month was brought up again. They checked and this request is for the Health Agent's personal phone which she used for work purposes. There is a concern with approving this is that it is for a personal phone and there could be issues with requesting the return of funds if this person should leave the position.

**Phil Leger made a motion that we consult with OPEM first to determine how they would rule on this. The motion was seconded by Lenny Izzo. The motion passed unanimously.**

- The MRC is requesting \$16,275.00 from PHEP for all of the MRCs.

**Sandy Knipe made a motion that we approve this request which was seconded by Cheryl Rawinski. Colleen stated that she would monitor the MRC spending to insure that if they have any unspent funds in the third quarter that we would get these funds back. Deb Vescera made a suggestion about purchasing items for children. This may already be in the MRC budget. We have to be careful because the MRCs cannot purchase "promotional items". They must be educational. The motion passed unanimously.**

**Local and State Advisory Committee: Steve Baccari/Stephanie Bacon**

- Steve participated in a Small Group conference call. There are more restrictions on what they can spend money for. One of the items was food and they length of time of a meeting.
- They also discussed phones and that people who have them must be on a call-down list.
- The LSAC meeting talked about possible state budget cuts. They may offer lump sum buy-outs or possible layoffs.
- There was a big discussion about WebEOC access for planners in the western part of the state. This is because that some offices do not have full-time staff and the planners are doing the drills.
- Mary Clark was at the meeting and stated that CDC has tightened their grip on funds and wants more justification for what the money is going for.

**Region 2 HMCC: Trish Parent/Dottie McNamara**

- Dottie stated that they had a meeting on the 24<sup>th</sup> about the Coordinating plan. They also discussed the inventory plan.
- Colleen also stated that the Resource Management Tool will be on WebEOC.

**MHOA Update: Stephanie Bacon**

- Steve talked about the conference and the EP track. There some good presentations and at least one bad one. He asked the people give feedback to MHOA to let them know how people felt about the presentations.
- Phil Leger stated that the Title 5 track was good.
- The December program will be on Urban Rodents. It will be held on December 15<sup>th</sup> at Devens.
- Jamie Terry asked about the probable Food Code changes. Phil Leger stated that these would probably not happen until the last quarter of next year due to all of the hearings.

**New Business:**

- Wibby Swedberg told the group that Westminster would be holding a flu clinic on Election Day and would be looking for some extra vaccine. If they do not use it, they will return what is left.
- Alissa stated that at the last hospital meeting the topic of emergency dispensing sites came up. The hospitals expressed concern that communities would be sending their resident to the hospitals to be vaccinated. The staff assured the hospitals that this would not happen. They have asked Forrest Price to attend the next meeting and brief on the Emergency Dispensing Site plans which our cities and towns have.
- Colleen briefed that staff is looking at different ways to conduct our meetings in the future. This may include having more trainings like the Hazmat training scheduled today or give people a chance to brief on things that are going on in their communities. The idea is to make the meetings a little more interactive.
- Hazmat Training at 10:00 AM.

**Phil Leger made a motion that we adjourn the meeting which was seconded by Sandy Knipe. The meeting adjourned at 9:45am by unanimous consent.**

**Minutes approved at the December 1, 2016 Steering Committee meeting.**

**Respectfully submitted: \_\_\_\_\_ Steven Baccari, Chair, Region 2 PHEP Coalition**