

## STEERING COMMITTEE MEETING MINUTES

November 5, 2015/9:00am

Worcester DPH

25 Meade Street, Worcester MA

IN ATTENDANCE: Stephen Baccari (Westborough)(Chair); Thomas Bonci (Clinton); Kalene Gendron (Pepperell); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Philip Leger (Worcester); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Cheryl Rawinski (Sutton); Missy Kakela-Bottoms (Mendon) (Alt); Stephanie Bacon (Medway); Andrea Crete (Orange); Dawn Farmer (Upton); Colleen Bolen (Worcester DPH/CMRPHA); Alissa Errede (Worcester DPH/CMRPHA); Sara Darlagiannis (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Jamie Terry (Planner); Liz Foley (WRMRC).

Call in: Darlene Coyle (Auburn).

The meeting was called to order by Chair Stephen Baccari at 9:04am.

**Minutes Review:** The minutes from the October 1, 2015 Steering Committee were presented for review and approval.

**Sandi Knipe made a motion that we accept the October 1, 2015 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. One addition and one deletion were made to the list of attendees. The motion passed with three abstentions.**

### Next Meetings:

- Steering Committee Meeting: December 3, 2015/9:00am/Sutton BOH, 4 Uxbridge Road, Sutton.
- Steering Committee Meeting: January 7, 2016/9:00am/Milford Fire Dept, 21 Birch Street, Milford, MA.

### Host Agency Update: Colleen Bolen/Alissa Errede

- Colleen started the meeting by announcing several recent Worcester staff changes. The City has returned to a Health and Human Services model. Dr. Matilde Castiel has been named the Commissioner of Health and Human Services. She is a UMass Doctor and has been very involved in the community. The Division of Public Health comes under this organization. Karyn Clark has been appointed as the Director of Public Health. There will be a Deputy Director position which will be filled in the coming months. Dr. Michael Hirsch is still the Medical Director. Colleen and Alissa will be assuming the responsibilities of the HMCC Program Coordinator and the Planning and Operations Coordinator. Liz Foley has taken on some of the Hospital Regional Coordinator duties as well as being the MRC Coordinator. There will also be a person who will be the PHEP Coordinator. Michael Borowiec is being brought on in this position. However for the near future everyone will be working together.
- BP3 has been wrapped up. All the money which needed to be returned has been received and will be sent back to the state and we can close out this budget period.
- The first quarter BP4 report is due and has been completed and will be sent to the state.
- Colleen addressed the bidding process which had been implemented for the planner positions. The Purchasing Department had made selections based upon the lowest bids which met the bid requirements. However the Personnel Workgroup did not concur with these selections and wanted to choose applicants based upon who they felt were the best-qualified for the positions. As per the HMCC contracts that OPEM has with the Sponsoring Organizations, OPEM must approve all vendors and contractors receiving HMCC funds, including PHEP Planners. Ultimately, the PHEP Planners approved by OPEM were the same PHEP Planners identified by the Personnel Workgroup as top candidates. Colleen also discussed the role of the Personnel Workgroup and the Planner Evaluations in supporting our choice of planners by demonstrating the excellent job the planners had done on the past and the outstanding relationship between the planners and the communities they represented.

**Program Coordinator Update: Colleen Bolen/Alissa Errede**

- Colleen stated that they had received only four requests for reimbursement for the MHOA conference. She asked that if any other people wanted reimbursement to submit their requests as soon as possible.
- She also asked if any attended the Yankee Conference and wanted reimbursement to let her know. In response to a question from Lenny Izzo that they could reimburse a Town if the Town had paid.
- She also asked that if any City or Town had not yet submitted a letter designating their representative to the Steering Committee to please do so.
- The Region 4 HMCC RFR should be going out again in January. Region 4B is also looking for a new planner. Both Region 3 and 5 are looking for Regional Coordinators. They are also looking to fill the PHEP Program Manager position at the state.
- MDPH has received about six million in Ebola funding in two different awards. One sounds like it is going to Mass General for being a FEMA Regional Treatment Center. The rest is going to the six hospitals identified as regional treatment centers in Massachusetts. It also looks like there will be some money for EMS training and possibly some going to the HMCC Coalitions. The money can be retroactive.
- There has been some talk at the state level about the Avian Flu. The state has several agencies working together on this issue. Phil Leger talked about some of the disposal methods for birds. The question seems to be who will handle neighborhood birds. There will probably be some disposal contractors for dead birds but live flocks may be a problem.
- The State has issued a new Access and Functional Needs Resource Guide. It can be found at: <http://www.mass.gov/eohhs/gov/departments/dph/programs/emergency-prep/additional-access-needs/>
- The State is looking at updating the State Medical Counter Measures (MCM) plan.
- In response to a question from Jamie Terry Colleen stated that the old TAR (Technical Assistance Review) of the EDS plan is out and will be replaced by an Operational Readiness Review (ORR). The BP4 deliverables direct that only a few cities will undergo the complete ORR review of their EDS plans this year. However Chase Hunter is developing a survey to allow the rest of the communities to check for gaps in their plans. This will be done by Survey Monkey (15 questions) and will let communities self-identify their gaps which can then be addressed in the subsequent Gap Analysis.
- Colleen reviewed the recent WebEOC drill. About 40 of our communities were able to respond in some manner, although not all responded correctly. She showed a copy of the results and tried to explain some of the problems that our communities encountered. One of the problems was that some people did not know where to go to complete the directed actions. Colleen covered how to use the various features of the program, especially when replying to the instructions on a state drill. Jamie Terry reported that you cannot use this program with a phone. She stated that the State is working on an app or a bridge app to correct this problem.
- Our Principles of Operation are due to be reviewed. An update is not necessary unless we identify a need. Several people mentioned that we should probably include something about the HMCC. After some discussion and suggested changes Colleen said that she will send out copies and we can discuss this at the December meeting.

**Homeland Security Council: Chris Montiverdi**

- No report.

**Regional Mutual Aid: Darlene Coyle**

- Darlene reported that the Town of Holland may be preparing to sign the Region 2 Mutual Aid Agreement.

**Local and State Advisory Committee: Sandi Knipe/Steve Baccari**

- There was nothing to report since the last scheduled meeting was cancelled. The next meeting is scheduled for November 16<sup>th</sup>.

**Region 2 HMCC: Trish Parent/Sandi Knipe**

- Trish briefed that there was a change in the HMCC project based upon the hospitals' desire to have a surge component in the exercise. The HMCC will be sending out a survey via Survey Monkey on whether a hurricane-based scenario would be satisfactory to all. Public Health would not play a major role at the beginning but would have a role in a shelter situation. They are looking for everyone's input.
- Trish also brought up the question of whether we wanted to choose an alternate representative to the HMCC. They are allowing this as an option for each discipline to decide on their own. She and Sandi are committed to attending every meeting but having a designated alternate who could vote would provide some back-up. After a call for volunteers Dottie McNamara stated that she would be interested. There were no other volunteers.

**Phil Leger made a motion that we appoint Dottie McNamara as the alternate representative to the HMCC. This was seconded by Trish Parent. The motion passed unanimously.**

- Sandi reported that there was a discussion about how each discipline would make emergency notifications to the sponsoring organization. Colleen and Alissa developed some algorithms for the committee to review but there was no decision made at the meeting. This will be an on-going issue. Colleen brought up a system called "Lua" but no one knew anything about it.
- There was some discussion about developing some brochures or other items to help educate the disciplines about what the HMCC and what it will do. Phil brought up the fact that Public Health is the only discipline in the group which has statutory authority in emergencies. The other disciplines do not have this and have more of a micro view while we have a macro view.
- There will be an HMCC workshop on December 2<sup>nd</sup>.

**MHOA:**

- Steve briefed on the recent MHOA Conference and the briefing which Colleen and Alissa gave on the HMCCs.
- Steve Baccari reported that Stephanie Bacon (Medway) has been selected to be the new Region 2 representative to the MHOA.
- Phil Leger stated that the Friday visit to the MA Alternative Septic System Test Center in Barnstable during the MHOA Conference was a very interesting and informative tour.

**Personnel Workgroup: Lenny Izzo**

- Lenny briefed on the discussion at the last Steering Committee meeting in which some members stated that in view of the Purchasing Office's role in choosing the planners that the Steering Committee now had no purpose and should be disbanded. Colleen Bolen briefly reviewed series of events in the last bid process and pointed out that it was the Steering Committee's efforts which led to the overturn of the original choices and the Region being able to hire the planners they thought would do the best job regardless of the low bids. She also emphasized the role that the planner evaluations played in this and the role the evaluations could play in future choices. Phil Leger and Trish Parent both concurred that we should keep the Personnel Workgroup for these reasons.

**Education, Acquisition & Training (EAT) Workgroup: Sandy Knipe**

- There were no new requests. However Colleen reported the Sutton request has increased by \$6 due to a new user fee. They are requesting \$1,303.56, an increase of .50 cents per month.

**Phil Leger made a motion to approve this request which was seconded by Cheryl Rawinski. The motion passed with two Nay votes.**

- Sandi stated that she would like to have a meeting either before or after the next meeting in Sutton in order to come up with some sort of a spending plan. She would also like Colleen and Alissa to participate. Most people felt that meeting after the meeting would be best.

- Colleen stated that the Region would like to purchase some new flash drives for the planners to use to give electronic files to their communities. She will present a request at the next meeting.
- Sara Darlagiannis stated that she has a quote for an ICS/NIMS instructor which she emailed to Andy Pelletier but he has not yet replied. She asked if anyone else would like to schedule a class. Some people thought that January/February was too close and busy. She will look at the March timeframe for availability. Barry Lein pointed out that any MEMA classes being held in our area are posted on the Region 2 website.

**MRC Workgroup: Liz Foley**

- Checks have been cut for the MRCs although both Liz and Colleen stated that the process has been much slower this year than last. Colleen is concerned that this will be the trend going forward. She also stated that she had heard that on the federal level the MRC funding may be cut drastically.
- Liz also briefed on the NACCHO capacity building awards. These have been getting less and less each year and now they are competitive with MRCs having to develop more detailed plans for these.
- There will be an MRC Steering Committee call next Monday.
- The MRCs are being required to submit more detailed work plans and budgets which are being scrutinized more closely.
- Volunteers are working some flu clinics but not as much as in the past.
- Our MRCs were active during National Preparedness Month.
- We have had two drills this year.
- The state is looking to push the Region 2 model out to other regions.
- Liz will be sending a flyer out on an upcoming event about communicating with someone with dementia during an emergency.

**Strategic Planning Workgroup: Sandi Knipe**

- Sandi said that she had nothing to report but that we should keep this on the agenda in case. Phil Leger asked if we really needed this workgroup since the HMCC was doing a lot of planning. Several people suggested that we should keep it in light of some of the coalition drills we would be having.

**Old Business:**

- Cheryl Rawinski stated that at the last meeting she would into Narcan. She had met with Cassandra Anderson at one of her last BOH meetings and wondered if she could invite her to one of our meetings. We are having trainings but purchasing is the problem. Phil Leger mentioned that MHOA is hosting a meeting about this in December:  
<http://static1.squarespace.com/static/528681f8e4b021ccf6d3c997/t/562e5dc5e4b0c071a0d54a36/1445879237645/QM.pdf>. Colleen will send this out.

**New Business:**

- Colleen briefed on the recent Worcester Accreditation Visit from the PHAB (Public Health Accreditation Board). She outlined the complexity and depth of this program and how it was conducted. Worcester will not receive the results of this visit until after the PHAB reviews this report at their March 2016 meeting. This is a long and somewhat expensive undertaking. There is no accredited community in Massachusetts. Phil Leger stated that he was amazed at the number of other health and medical agencies from Worcester which came to observe this meeting.
- Several people mentioned that we should try to offer a conference call to allow those people who cannot attend in person to call in and at least listen. Colleen stated that we will try to insure that this is offered.

**The meeting adjourned at 11:27am by unanimous consent.**

**Minutes approved at the December 3, 2015 Steering Committee meeting.**

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

