

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES
December 09, 2010/9:00am
West Boylston Town Hall, 127 Hartwell Street, West Boylston, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Missy Kakela-Bottom (Mendon); Sandra Knipe (Hubbardston); Dottie McNamara (Fitchburg); Paul McNulty (Westborough)(Vice-Chair); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); David Favreau (Sterling); Ira Grossman (NABH); Barbara Mard (West Boylston); Darlene O'Connor (Leicester); Elizabeth Swedberg (Westminster); Roger Mallet (Orange); Alyssa Rusiecki (Sturbridge); Lois Luniewicz (grafton); Dennis Costello (Boylston); Kerry Clark (Region Coordinator); Ken Gikas (Program Planner); Sara Kruczek (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Kate Pollender (WRMRC); Liz Foley (WRMRC).

The Meeting was called to order by Chair Phil Leger at 9:06am.

Minutes of the November 4th, 2010 Executive/Steering Committee meeting were presented for approval. Cheryl Rawinski made a motion to accept the minutes which was seconded by Sandi Knipe. The minutes were approved unanimously.

Next Meetings:

Executive Committee Meeting: January 13, 2011/9:00am/25 Meade St, Worcester, MA.

Executive & Steering Committee Meeting: January 27, 2011/9:00am/Grafton Police Dept.

Program Coordinator Update: Kerry Clark

- Kerry attended Monday's Regional Coordinators/Emergency Preparedness Bureau meeting.
- The DPH WebEoc program is due to begin in mid-January. It will start with the hospitals and then move to the other user groups. User groups will have certain access rights with training to be given from mid to late January. Kerry asked the group how we should approach training the Region 2 communities. Lois suggested training small groups of towns first. Some people suggested a train-the-trainer approach.
- There was an extensive discussion of the requirements concerning the expenditure of PHER funds.
- Mass Response is almost ready to go live. Lois had some comments about the website.
- The Public Health Institute will be posting its course listing online.
- There will be a meeting on Friday afternoon on the Request for Information on a Public Health Regionalization initiative. There was an extended discussion of this issue and how we might consider addressing the initiative in Region 2. Phil Leger suggested that we attempt to get a speaker for our January 13th Executive Committee meeting and make this a subject for discussion.
- Kerry stated that our region had done a very good job completing the IRAA status deliverable for DPH.
- Jamie addressed a recent incident of unknown people contacting eating establishments in her town claiming to be state health inspectors. No one seems to know what might be behind this.

Host Agency: Derek Brindisi

- Derek briefed that the MRC third quarter funds request had been submitted.
- The MOU for the Worcester Regional MRC and Mass Responds is at the Legal department.
- Jamie asked about the reason for the delay in getting the contracts for the planners through Legal. There was an extended discussion regarding this issue.

Homeland Security Council: Chris Montiverdi

- Chris stated that they had a meeting this week and they are finishing up their current projects. These include the sign boards and four sewage pumps.
- They received their award for \$2.2 million dollars for the region for the FY10 grant. A portion of that will go to Interop projects.

- Roger asked if his town could get some of these purchases despite being in a different Homeland Security Region. It appears that he would have to make a request to his regional council.

Regional Mutual Aid: Andy Pelletier

- The signed Sturbridge Mutual Aid Agreement was given to Andy which brings us up to 60 agreements.

Local and State Advisory Committee: Sandi Knipe

- The city of Lawrence is moving forward with more intense participation in their regional coalition, including updating plans and participating in exercises, etc.
- NAACHO Local Health Profile survey – The committee agreed that it is very important for LPH to complete and return the surveys to NAACHO by Thanksgiving deadline. Data from the survey is used to provide public health advocacy at the national level: particularly the budget data. So far the MA response rate is only 22% and response from large communities is particularly poor. This may be due to the following factors: some definitions are unclear, the financial section is time consuming, and the NACCHO database may be incorrect. Jack Vondras suggested to ask NAACHO to resent the links to LPH, send a paragraph describing the purpose and importance of the survey to S. Collins who will send it to LSAC members to forward to their communities. Soloe Dennis will work with Springfield and Dawn Sibor will work with Newton.
- **LSAC Meeting Information.** Beginning in December meetings will be held at the DPH offices in West Boylston. Next meeting is December 13th.
- **New Cancellation Policy.** Meetings will be cancelled if West Boylston schools are closed through a HHAN alert. Mike Coughlin will establish an LSAC HHAN distribution list.
- **After Action Reports.** The final version of the CLPH AAR, which acknowledges all participating coalitions and PHER funding support has been distributed justifications. The DPH H1N1 AAR has also been distributed. The information in both will be helpful for strategic planning and PHER funding. Frank Singleton has a copy of the National AAR and will send it to S. Collins for distribution to the LSAC membership. Harvard AARs for communication drills have been distributed in the participating regions. Concerns about the accuracy of the Harvard AAR have been expressed and should forward any discrepancies to Mary Clark.
- **Regionalization.** Geoff Wilkinson distributed a PPT presentation about planning and incentive grants. DPH would like feedback from coalitions about the planning Grant/Implementation Grant process. Should the planning/incentive grant application be separate or linked? If a group is awarded the planning grant then will they be eligible to apply for the implementation grant? In the planning stages should the LBOH/municipal collaboration be required, or could this be developed as part of the planning process and required to be awarded an implementation grant? Should districts be aligned with EP regions? Next steps include three meetings to be held across the state to solicit feedback about the RFR before it is released. There will be an open comment period, for those unable to attend the meetings. Geoff will be available to attend coalition meetings upon request. Description of the grant: it is a 5 year grant from the CDC for “Improving PH infrastructure for improved PH outcomes”. One of the highest awards in the nation. Funding is solid at least for the first year. 9.8 million over five years: 1.96 million per year. Funding includes incentive grants for LPH to form districts. The grant has two parts. Component 1 is to improve infrastructure. \$300K to implement quality improvement and performance management. To work with CLPH for training of local partners to help become ready for accreditation. Component 2 (\$166 million) will be used to strengthen data systems (MAVEN, MassChip, vital Records) and also to create district incentive grant program. The Plan for Regionalization Funding. Funding for 6 districts for 5 years (funding ranging from \$75-100K per district). Year 1-3 DPH will provide 100% of funding. Year 4 DPH will

provide 75% of funding. Year 5 DPH will provide 50% of funding. DPH will hire two new staff members to provide training, technical assistance and legal support to help governance agreements, to assist Districts with developing grant application capacity and other contractual opportunities, fee structures and other methods to sustain funding levels. The conditions are as follows: Augment current municipal funding, LBOH and municipal officials will partner and collaborate on planning, must use MAVEN, meet minimum food establishment requirements (bi-annual inspections), include policy focused program to address tobacco, obesity or one of the 6 winnable battles, Community health assessment, district staff must meet workforce qualifications (with grandfathering), share staff and multiple services. Proposals will be weighted to cover the largest number of people, land mass and comprehensive services. There are going to be three models: One community can be the lead agency; there can be a contract with RPA, or there can be a CBG format.

- **LSAC Strategic Planning.** David Naparstek distributed an initial strategic planning summary based on a review of previous minutes of LSAC and SLPH minutes, the SWOAT analysis, and the results of the nominative group process regarding priority setting and desired partnerships. The document includes the following objectives for 2011: Emergency preparedness training, creating new partnerships and strengthening existing partnerships, strengthening the capacity of the LPH workforce, and to serve as a mechanism to promote communication and collaboration among the regions. LSAC members felt that the document fairly reflected previous discussions. Several details were emphasized including the importance of facilitating communication with DEP, DMH and MEMA and the importance of reviewing all available AARs. Mary Clark indicated that the new CDC EP plan will be very important in determining future activities of the EPB.
- **DPH Report.** PHER NCE no updates. As no information on the status of spending plans has been received from the CDC, coalitions may not spend any PHER money yet.
- **MA Responds.** DPH is very enthusiastic about this very robust system for its ability to assist MRC units with managing missions and trainings. The system will eventually have the capability to conduct CORI checks and professional license confirmations. MA responds goes live Nov 15 for the first 10 participating units, which are located primarily in western MA. There is a continuous evaluation which will follow these 10 charter members. DPGH is in active discussion with Worcester, Boston, 4A and 4B to participate in the next round. Updates on concerns of LPH and MRC Units with MA Responds are the following: There is a multi year commitment and a new grant to help with funding over the next few years. In the unlikely event that funding ends, data is fully exportable to traditional database systems such as EXCEL and ACCESS. DPH has purchased 40,000 minutes to use in the case of an emergency and has negotiated a split billing process to allow units to purchase phone/text minutes with their own funding. Email is free. The database for MRC and MSAR is being integrated according to MSAR VIP requirements, including that volunteers belong to only one unit to avoid double counting. Regions can offer trainings across multiple units and use a regional administrator to handle multiple units. The system requires that units collect CORI check information using the current paper system which they will forward to DPH. Once the application is filed Mike Coughlin will review using new guidelines, which were written in consultation with the DPH legal office. DPH will send results to the unit leader and volunteers will get a letter indicating that they are registered as an MA Responds volunteer. If a volunteer does not pass the CORI check they will receive a note indicating failure and information on the appeal process. This service should relieve some of the unit workload and increase consistency across the Commonwealth. Units may participate in the CORI reviews. Units can also re-do a CORI check. The MRC name has been a concern. Although neither MRC nor MSAR is in the MA RESPONDS name, the logos are on the home page. The new name integrates both organizations and allows room for other entities, such as CERT to join the system. Browser system- although the system does not currently support the MAC Browser Safari, future

iterations will be compatible. In the meantime, the system does support Mozilla for Mac. Google Chrome is not supported currently. Integration of MSAR and MRC volunteers-Current MRC members will be rolled into the system. As this happens MSAR members who live in the MRC unit catchment area will be invited to join the unit.

- **Sheltering.** DPH/MEMA is collaborating along with the ARC on sheltering operations. The local EMD is responsible for providing staff at shelters. The workgroup is looking at regional sheltering plans and determining how to staff them with MRC, Red Cross volunteers and others. John Grieb has a useful PPT presentation, which would be useful for Coalitions to have.
- **LSAC/Coalition Attendance.** Some communities do not allow staff to attend Preparedness Coalition and or LDASC meetings. The Commissioner is willing to address this concern by sending a letter or some other form of communication to communities. Harold Cox would appreciate comments about the most appropriate content of the letter.
- **LPHI.** The new orientation for LPH for new staff and LBOH members is available for review on LPHI website. 40 LPH professionals attended the Foundations course. Only 2 did not complete the program. The course will be offered in the fall in two locations (eastern and western MA). A training calendar for FY 2011 is being developed.

Personnel Committee: Lenny Izzo

- No report.

Education, Acquisition & Training (EAT) Sub-Committee: Sandi Knipe

- Sandi stated that the EAT Committee will meet after this meeting.
- Sandy discussed the radio station meeting. The cost of one unit will be \$11,644.00 with some percentage reduction for additional units.

Roger Mallett made the motion that we purchase one radio transmitter at the quoted price. Lois Luniewicz seconded the motion. The motion passed unanimously.

- Sandi presented the request from the Town of Sturbridge for \$139 to pay for a storage cabinet.

Darlene O'Connor made the motion that we approve and pay for the storage cabinet for Sturbridge. Lenny Izzo seconded the motion. The motion passed unanimously.

- Sandy also discussed the BOH jacket purchase and the submitted bid for 75 L and 75 XL jackets at \$293.65 for a total of \$44,067.50. The discussion was tabled to be brought up at the EAT Committee meeting.
- Ken stated that two of the Satellite phone units had been received back from the distributor and were good.
- Kerry is still waiting for approval from DPH on the additional trailer purchases.
- Kerry will be following up on ordering the tri-fuel generators.

MRC Sub-Committee: Jamie Terry

- Jamie stated that the MRC subcommittee is looking at the MRC mission in an effort to bring our MRC units together.
- The MRC coordinators have requested that MRC submit financial reports to Kerry on a monthly basis.
- Jamie brought a request to the committee members that the region fund the MRCs their total annual budget at the beginning of the PHEP grant cycle and that the MRCs would re-pay the region every quarter when their funds come in.

Chris Montiverdi made a motion that the region agree to this request which was seconded by Lenny Izzo. This motion was contingent upon the arrangement being approved by the state auditor and reviewed and approved by the appropriate approving authority. The motion passed with Andy Pelletier opposing the measure.

- We have new funding for the MRCs in the amount of \$95,866.00. The contract has been signed by the City Manager and requires a spending plan be put in place. The purpose of the funding is for recruiting and training MRC members and identifying gaps of coverage.
- Kate Pollender will be the Region 2 Incident contact to activate the Grafton and Wachusett MRCs.
- The Grafton MRC coordinated with their CERT Team to conduct a shelter drill for training.
- The Wachusett MRC has supported flu clinics in Templeton and Rutland. They are trying to develop training using the CORE disaster training guideline.
- The Worcester Regional MRC has conducted flu clinics in Worcester. They are also working closely with Fitchburg to recruit new members. They are still not onboard with Mass Responds because the Worcester Legal department had issues with the MOU. They hope to be on by February.

Strategic Planning: Tom Purcell

- In response to a question about Strategic Planning funds, Kerry stated that \$2000.00 had been transferred to Personnel to pay one of the planners.

Old Business:

- Alyssa from Sturbridge missed the last Satellite phone test due to a call-out. She will miss the next one due to a court date.
- We are still working on a Mutual Aid contact list.
- Wibby asked a question about how to request mutual aid.

New Business:

- Phil stated that he will be going to DPH next Tuesday to discuss the requirement for Boards of Health to permit Transfer Stations which do less than 50 tons.
- Kerry is trying to get Bill O'Connell to address CHNAs at the January meeting.

Sandy Knipe made a motion that we adjourn the meeting which was seconded by Cheryl Rawinski. The meeting was adjourned at 10:36am.