

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES  
December 8, 2011/9:00am  
Sutton Town Hall, 4 Uxbridge Road, Sutton, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Derek Brindisi (Worcester); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Missy Kakela-Bottom (Mendon)(Alt); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Trish Parent (Upton); Andy Pelletier (Auburn)( Vice Chair); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Darlene Coyle (Leicester/Millbury); Mike Graf (Bellingham); Kathleen Liberty (Webster); Lois Luniewicz (Grafton); Jim Malley (Oxford); Barbara Mard (West Boylston); Jim Morin (Southbridge); Kerry Clark (Region Coord); Colleen Turpin (Worcester DPH); Ken Gikas (Program Planner); Sara Kruczek (Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

EXCUSED: Lee Jarvis (Spencer); Sandra Knipe (Hubbardston); Chris Montiverdi (Leicester).

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

**Cheryl Rawinski made a motion that we approve the November 10, 2011 combined Executive/Steering Committee meeting minutes as presented. This was seconded by Trish Parent. The minutes were approved with Darlene Coyle and Missy Kakela-Bottom abstaining.**

**Next Meetings:**

Executive Committee Meeting: January 12, 2012/9:30am/25 Meade St, Worcester.

Executive & Steering Committee Meeting: January 26, 2012/9:00am/Templeton (Address TBD).

Executive Committee Meeting: February 9, 2012/9:30am/25 Meade St, Worcester.

**Program Coordinator Update: Kerry Clark**

- Colleen Turpin briefed that the final version of the deliverables was submitted to the region on November 30th. A new item included was a reminder that an After-Action Report (AAR) needs to be completed for every EDS Facility Set-up Drill.
- Update on the deliverables for Quarter 1:
  - Description of the coalition's timeline to implement mutual aid agreements was submitted to MDPH-EPB on 10/20/2011.
  - A spreadsheet identifying staff and board members completing or requiring ICS/NIMS – waiting on spreadsheet from Barry and the new Scoreboard.
  - Hire or contract for service at least one (1) 1.0 FTE Planner – letter submitted to MDPH-EPB on 10/20/2011.
  - Provide a current copy of operating principles to MDPH – Current copy submitted on 11/25/2011. Reminder that the Strategic Planning Committee needs to finalize and present an updated/revised version to the Executive and Steering Committees.
  - Updated 24/7/365 contact lists – forwarded to MDPH-EPB on 12/6/2011.
  - Conduct at least 1 Call-down drill using CDC metrics – 2 Call-down drills were submitted to MDPH-EPB on 11/30/2011 (Ayer and Petersham).
  - Provide as part of each quarterly fiscal report affirmation that coalition members receiving direct support through PHEP funds are in compliance with community participation – letter forwarded along with quarterly budget report -12/6/2011.
  - Kerry also conducted a HHAN drill on 12/6/2011 which had a 61% confirmation rate. Kerry will do an after-action report to identify the gaps in this process. Kerry briefed that he had sent this alert on the second highest level and people should increase the methods of delivery for the higher alert levels.
- Phil asked Kerry to clarify which drills needed an After-Action Report (AAR). Kerry confirmed that only the EDS Facility Set-up drill required an AAR.

**Homeland Security Council: Chris Montiverdi**

- Chris was not available because of the fire in Worcester. Kerry mentioned that Chris had sent out a copy of the latest Homeland Security newsletter to the region.

**Regional Mutual Aid: Andy Pelletier**

- Andy briefed that we were at 64 communities signed on to the Mutual Aid Agreement.
- Forrest Price gave Andy a copy of the five-page letter from Leominster's legal counsel on their concerns with Leominster signing this agreement.

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

- Phil stated that at the LSAC there was a fair amount of discussion on the federal funding cycle of the PHER grant. We had thought that it was a five-year cycle but at the federal level they are trying to combine the PHER and HRSA grants. The federal funding streams are in flux. We are currently in a one-year cycle but if we go into a joint grant with HRSA we will change to a fiscal year grant cycle. This is still being discussed at the federal level. Kerry stated that some of deliverables, notably the Technical Assistance Review (TAR) delivery date has been changed to the end of the fiscal year. Funding will almost certainly be reduced so the idea is to merge grants with similar goals.
- Lois asked if we were directly affected by HRSA. Phil replied that we were not but that we are partners with them.
- The LSAC is currently vetting its roles and responsibilities. DPH has determined that we are not a governmental body. We are an advisory group and as such are not subject to the ethics regulations. John Grieb has been coming to our meetings.
- MEMA is developing a resource database which will be accessible by Public Health instead of us developing our own.

**Host Agency: Derek Brindisi**

- Derek briefed that the first quarter PHEP budget report had been submitted to the state.
- The EPB released the final version of the PHEP grant deliverables on December 2nd. Kerry is extracting some of it along with the allowable expenses to present to the EAT Workgroup.
- The PHER funds which were returned to Worcester have been submitted to the state. We have returned a little over \$200,000 and there is one community who still has over \$40,000 to return to Worcester. The original total allocation was around \$1.2 million.
- Derek stated that a "table of organization" regarding the distribution of Kerry's duties had been submitted to MDPH. MDPH had asked for more information so Worcester sent back a narrative. As soon as MDPH approves what was submitted, Derek will send it out to the region. Kerry also briefed that he would still oversee the region workload and would be available to answer questions.

**Personnel Workgroup: Lenny Izzo**

- Kerry briefed the meeting that the region had hired Rebecca Evanoff for the full-time position. She will start to pick up the communities that Denise had. Kerry also said that Kate Pollender has accepted the part-time position and will be picking up the communities which John Degnan had.

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

- Paul briefed that Kerry is still working on registrations and reservations for the 2012 Public Health Preparedness Summit in Anaheim, CA, Feb 21-24. Some of you have already received Hotel confirmation. The total cost to the region for this conference is \$34,884.00. Reminder that the grant is funding airfare, hotel accommodations, and conference registration. All other expenses will be the responsibility of the attendee. Currently 16 people from the region are attending.

**The Town of Sutton has asked for \$2079.00 for a cell phone, a two-year plan, and accessories. Lenny Izzo made a motion that we approve this request and this was seconded by Andy Pelletier. The motion passed with Cheryl Rawinski abstaining.**

**The Town of Webster has asked for \$190.08 for mailing for an MRC recruitment mailing. Lenny Izzo made a motion that we approve this request and this was seconded by Andy Pelletier. The motion passed unanimously.**

- The invoice for the Leominster camera has been submitted and is awaiting payment.
- The invoice for the Spencer camera has been forwarded for payment.
- Invoices have been submitted for Serrato Signs (formerly Doelcam) for trailer labeling for Groton, Hopedale, and Spencer.
- Kerry is working on a purchase order for the AM transmitter software. He is waiting for a W-9 from the company for the vendor number.
- The check for Webster's Emergency Preparedness booklets has been mailed.
- An order has been placed through Grainger for propane tanks and sand bags. Three of the nine 30lb. propane tanks, all of the sandbags and the nine connector sets have been delivered to Meade Street. The remaining six tanks are on backorder. We will attempt to distribute them during the January meetings.
- Kerry is still working on processing payments/reimbursements for individuals who attended MHOA. The checks should be in soon (for Karan, Liberty, Graf, Laine, and Gobi). Sturbridge has been paid in full.
- The roof on the Northborough trailer is being replaced due to damage from the recent snow storm. It should be fully covered by insurance. If this is not so, Northborough should let Kerry know.
- There will be a short EAT Workgroup meeting after this meeting.

**MRC Workgroup: Jamie Terry**

- Jamie said that the state has advised that we should have an MRC working group made up of the MRC leaders and one outside representative. They are putting that together with her as the outside member. They are going to discuss if they should bring to the Steering Committee whether we should re-vamp the MRC working group and would like suggestions from the group. The three MRCs are working well together. Phil wondered if they should have a member of the Steering Committee work with the MRC leaders.

**Strategic Planning Workgroup: Jim Morin**

- Jim reported that the workgroup will be working on the Principles of Operation. Some people feel that there may be some discrepancies in the principles and they want to review them.
- He also stated that asked for the new hire to work with the workgroup and help them maintain their focus.

**Old Business:**

- There was no old business to discuss.

**New Business:**

- There was no new business introduced.

**Dottie McNamara made a motion to adjourn the meeting which was seconded by Lenny Izzo. The meeting adjourned at 9:50am by unanimous consent.**