

STEERING COMMITTEE MEETING MINUTES

February 27, 2014/9:00am

Gardner Public Library

55 West Lynde Street, Gardner, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandi Knipe (Gardner); Dottie McNamara (Fitchburg); Paul McNulty (Westborough)(Vice-Chair); Trish Parent (Upton); Andy Pelletier (Southbridge); Cheryl Rawinski (Sutton); Steven Baccari (Westborough); Darlene Coyle (Auburn); Deb Karan (Athol); Roger Mallet (Orange); Laurie Pearson (Phillipston); Bernie Sullivan (Gardner); Wibby Swedberg (Westminster); Ira Grossman (NABH); Colleen Bolen (Worcester DPH); Megan DeNubila (Worcester DPH); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

Guests: Steven Baccari (Westborough BOH); Rachel Tanenhaus (Office of Health Equity, Health and Disability Program); Bridget Landers (Program Coordinator, Health and Disability Program).

The meeting was called to order by Chair Phil Leger at 9:10am.

Trish Parent made a motion that we approve the January 23, 2014 Steering Committee meeting minutes as presented. This was seconded by Lenny Izzo. The minutes were approved unanimously.

Lenny Izzo made a motion that we approve the January 9, 2014 Executive Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The minutes were approved unanimously.

Next Meetings:

Executive Committee Meeting: March 13, 2014/9:00am/Worcester DPH.

Steering Committee Meeting: March 27, 2014/9:00am/Location TBD (Athol was mentioned as a possibility).

Program Coordinator: Kerry Clark/Colleen Turpin

- Colleen briefed that MDPH will be conducting a drill in March using the HHAN to direct local BOHs to log into the WebEOC to make a practice request for assistance. Later in the meeting she received an email that the drill would be held on Wednesday, March 19, between 9:30-10:30am.
- She also briefed that one of the third quarter deliverables was for each Region to complete a Community Planning Guide. This should list capabilities and an assessment of where we are. She asked if there were any volunteers to work on this before the next meeting. It is due by March 31st.
- There was a Region Coordinators meeting this past Monday. During the meeting MDPH stated that the CDC guidance for the next grant cycle would not be arriving until sometime in mid-March. This will result in a very short timeframe for MDPH to send this information to the Regions to conduct an acceptance vote. They also asked the Region Coordinators for deliverables, even if they are in draft form. Phil Leger stated that the next LSAC meeting was the third Monday in March and that they hoped to have the FOA (Funding Opportunity Award) information by that time.
- Colleen also briefed the meeting on the EDS Review Form which was due this quarter.

Host Agency Update: Derek Brindisi/Colleen Bolen

- Colleen presented an updated budget report and a summary of Conference attendance requests for this grant year. It lists the amount we have already spent and the requests for conference attendance for upcoming events. At this point we have \$21,000 set aside for conferences and \$10,000 for a table-top exercise. This money could be re-allocated if we choose not to have the exercise. We also have a \$46,000 cap on training/conference attendance. We should stay under that cap even with all of the travel requests.

- Trish Parent asked about the table-top exercise if we still wanted to have one and if we still had time to arrange one. Based on past efforts it does not take that long to arrange for an exercise from a contractor. There were questions about whether we needed to ask for bids or not. Chris Montiverdi felt that we would not have to go out for bids if the exercise was a continuation of the past exercises. Phil Leger pointed out that we still had over \$24,000 in Community Allocations which we could also use.

Lee Jarvis made a motion that we move \$10,000 from the Table-top Exercise line item to Trainings for the two upcoming conferences. This was seconded by Cheryl Rawinski. After an extended discussion about various potential expenditures and where they would be funded from both Lee and Cheryl withdrew their motion.

Lee Jarvis made a motion that we move \$10,000 from the Community Allocation line item into the NACCHO and PERC Conference Attendance line item. This was seconded by Andy Pelletier. The motion passed with one Nay.

- Trish Parent stated that we still needed a good topic for our table-top. Bernie Sullivan stated that in his experience the most likely severe threat we are likely to face is a significant winter storm of long duration which start with everyone losing power. He stated that the ice storm of 2008 is still the most expensive disaster in the history of the Commonwealth. He mentioned that animal shelters and debris removal were two big things we could face. Phil Leger agreed with Bernie's points but stated that the table-top had to address a gap area in our deliverables which we have identified. He mentioned the current measles outbreak in Framingham as a potential scenario. Dottie McNamara mentioned that if we could focus on shut-ins and their functional needs such as communications and transportation which we had identified to MDPH.
- Megan DeNubila briefed on the towns which had still not returned their letters specifying how their PHEP funds had been spent. She is in contact with bot towns and working the issue.
- Megan also briefed on the upcoming PERC Annual Stakeholder meeting at Tower Hill on April 30th. There will be a talk on the HMCCs and an Active Shooter presentation. MEMA will also have a speaker who will talk about debris removal and reimbursement.
- There is a list of FAQs about the HMCCs on the BU website.

Homeland Security Council: Chris Montiverdi

- Chris reported that there was very little new going on.
- The Council is continuing to work on communications towers.
- The second phase of the Regional Evacuation Plan is due to be released soon. This release will be on a thumb drive and will cover primary, secondary, and tertiary roadways in the cities and towns. It will also include gas stations.

Regional Mutual Aid: Darlene Coyle

- No update.

Local and State Advisory Committee: Phil Leger/Sandi Knipe

- Phil reported that he had no update since the LSAC did not meet this month. They will meet again in three weeks.
- There was a small group meeting with the LPHI to discuss funding options. One of the suggestions was to have third parties pay for courses which provide certificates necessary to operate certain businesses.
- Sandi stated that next month would be our Region's turn to post our Best Practice on the HHAN. She asked the group if they thought that our Region Mutual Aid Agreement should be posted.

Andy Pelletier made a motion that we post our Region Mutual Aid Agreement on the HHAN Local Public Health Best Practices page as our Best Practice. Trish parent seconded the motion. It would be a copy of the template. The Motion passed unanimously.

Personnel Workgroup: Lenny Izzo

- Lenny reported that the Workgroup is still waiting on more planner reviews to be returned. So far they have had about 10 more come in.

Education, Acquisition & Training (EAT) Workgroup: Paul McNulty

- Paul stated that there would be an EAT Workgroup meeting after the Steering Committee meeting.
- There was a request to retrofit the Dudley trailer in the same manner as our other regional trailers at a cost of \$3310.91.

Lenny Izzo made a motion that we approve this request for \$3,310.91 to retrofit the Dudley trailer. This was seconded by Trish Parent. The motion passed unanimously.

- Ken Gikas briefed that he had a quote for \$2,714.75 to provide 12 (twelve) 100 ft antenna cables for the new Satellite phones.

Lee Jarvis made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion passed unanimously.

- Ken also briefed that some of the original Satellite phone batteries are not taking a charge. He had a quote for nine batteries at \$109.00 each with shipping charges of \$19.00 for a total of \$1,000.00.

Roger Mallet made a motion that we approve the purchase of these batteries. This was seconded by Lenny Izzo. The motion passed unanimously.

MRC Workgroup: Liz Foley

- There was a meeting of the Steering Committee. Lindsey Tallon’s last day is Friday and Mary Clark will be taking over as the interim MRC coordinator.
- There will be a statewide meeting in April. They are going to start tracking volunteers’ time to do a cost analysis for stakeholders.
- All of the division leaders are now in place.
- We will be looking for other sources of funding to prepare for any cuts in Region funding.

Strategic Planning Workgroup:

- No report.

Old Business:

- HMCC Update – Colleen reported that they had a conversation with the state last week. The talk was about what the state envisioned for the organizational structure, their guidance on how to form the coalition and the governing body, or anything the state had in mind about the HMCC. There is very little guidance at this point so we are going to move forward with what we are doing and keep the state in the loop. We are going to talk to all of the different groups to talk about their goals for the HMCC and be prepared to discuss this at the stakeholders meeting. We will also look at other regions and what they do in this process.

New Business:

- Rachel Tanenhaus and Bridget Landers gave a presentation on the MDPH Health and Disability Program.

The meeting adjourned at 11:00am by unanimous consent.

Minutes approved at the (TBD).

Respectfully submitted: _____ Philip Leger, Chair, Region 2 PHEP Coalition