

STEERING COMMITTEE MEETING MINUTES
Tuesday March 21, 2017/9:00am
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); James Philbrook (Charlton); Cheryl Rawinski (Sutton); Debra Vescera (Wales); Deb Vondal (Athol); Wibby Swedberg (Westminster); Colleen Bolen (HMCC Sponsoring Org); Alissa Errede (HMCC Sponsoring Org); Katrina Stanziano (PHEP Regional Coordinator); Barry Lein (IT Consultant); Forrest Price (Program Planner); Jamie Terry (Program Planner).

The meeting was called to order by Chair Stephen Baccari at 9:02am.

Minutes Review: The minutes from the February 2, 2017 Steering Committee were presented for review and approval.

Trish Parent made a motion that we accept the February 2, 2017 Steering Committee meeting minutes as presented. This was seconded by Jim Philbrook. The motion passed two abstentions.

Next Meetings:

- Steering Committee Meeting: April 6, 2017/9:00am/Worcester DPH, 25 Meade Street, Worcester.
- Steering Committee Meeting: May 4, 2017/9:00am/Charlton.

Town Highlights:

- Jim Philbrook briefed on a \$10,000,000 project to place water lines in areas affected by water contamination.

Program Coordinator Update: Katrina Stanziano

- Our Budget Modification was approved by the state this morning. We can now start spending the money we had previously approved.
- The preliminary BP1 deliverables have been released. One of the biggest changes in the FOA is that our capabilities have been placed into six domains. Much of the themes are focusing on Access and Function Needs.
- Our proposed BP1 budget is \$487,062.00, an increase of about \$18,000.00.
- One of the biggest changes in our deliverables is that communities will have to accomplish an EDS facility setup drill. A RealOpt simulation will not be an option. Also the Staff Notification Drill will require assembly of some sort.
- We will also be focusing on Closed PODs to include defining various entities which could serve as a Closed POD.
- We will also have some sort of drill or exercise to improve implementation of ICS.
- Steve Baccari reported that the LSAC had discussed this and thought that the funding was okay but that achieving the goals of some of the requirements and drills might be a big hurdle. The LPHI was cut about \$100,000 but might be eligible for a \$50,000 CDC grant.
- Colleen stated that we should use our EDS drills to identify specific gaps and justify our needs. We would do this through the After Action Reports.

At this point we held the Concurrence Vote on the FOA. Katrina read the names of our Region cities and Towns and recorded the votes of the representatives present. The vote was unanimous among the members present to accept the FOA as presented. Katrina will email the results of the vote to the State.

- Katrina reported that the State has denied reimbursement for the MAPHN conference due to the lack of an EP trace. Cheryl Rawinski stated that MAPHN has requested that the State reconsider this decision.

Trish Parent stated that since the Opioid crisis has been declared as an Emergency that the MAPHN is using this to request reconsideration.

- The State will be conducting an SNS survey in the near future to address functional needs in the Region. The group decided that we should address this at a future meeting.

Sponsoring Org Update: Colleen Bolen/Alissa Errede

- Colleen reminded the cities and towns who have received PHEP funding will need to send a letter and proof that they spent these funds as well as a return of any unspent money. The timeline may be a bit tighter this year because it is the end of the current agreement
- The State is also asking for an estimate of what we might be returning.
- Trish Parent brought up the issue of funds availability for the MAPHN if the State changes their mind on reimbursement. Steve Baccari asked if there was anything we could do to make funds available in this event. Colleen stated that it would be helpful for us to vote to transfer funds to be available in this change is made.

Trish Parent made a motion to authorize the transfer of funds from the bulk purchase of pamphlets to MAHPN attendance if the State authorizes reimbursement which Lenny Izzo seconded. This would apply only to those people who had previously applied for this reimbursement. The motion passed unanimously.

- Alissa reported that the State has approved our Duty Officer policy and emergency number. The staff will put together a letter to send to everyone explaining the program.

Local and State Advisory Committee: Steve Baccari/Stephanie Bacon

- There was some discussion at the LSAC to look at changes in how our Regions are funded. Right now it is based on population.

Region 2 HMCC: Trish Parent/Dottie McNamara

- Trish reported that the HMCC logo is almost pinned down along with branding. Marketing will be coming along soon.
- The HMCC Conference should be coming up on May 18th. It will involve a large scale mass gathering and what could occur. It will be a half-day event and will not offer any CEUs due to the difficulty of pinning down the various requirements.

Old Business:

- Steve Baccari asked if the recently approved Budget Modification meant that we could now spend the funds approved at our last meeting. Karina assured him that she would be working on getting invoices for these items.
- Steve also asked if during the recent snowstorms that many communities responded to Katrina's requests for updates. Katrina stated that about 10 people responded but that everyone was probably closed. They were not concerned about the rate of response.

New Business:

- Jamie Terry asked for some input on her thoughts about dividing people in an EDS operation into two lines based upon the single adults and families. She wondered if this could cause any problems. Responses were mixed as to whether this was a good idea or whether it might cause problems and how this could be handled.

At this point Steve Baccari stated that the public portion of the meeting was completed and that the meeting would go into Executive Session to discuss the recently completed Planner Evaluations. After that the meeting would open back up to hear a presentation by Regina Villa on Strategic Planning for our Region.

Lenny Izzo made a motion that we go into Executive Session. Steve conducted a Roll Call vote to approve this.

Minutes approved at the April 6, 2017 Steering Committee meeting.

Respectfully submitted: _____ Steven Baccari, Chair, Region 2 PHEP Coalition