

STEERING COMMITTEE MEETING MINUTES

March 29, 2016/9:00am

Worcester DPH

25 Meade Street, Worcester MA

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Thomas Bonci (Clinton); Darlene Coyle (Auburn); Kalene Gendron (Pepperell); Sandra Knipe (Gardner); Philip Leger (Worcester); Dorothy McNamara (Fitchburg); Chris Montiverdi (Leicester); Trish Parent (Upton); Cheryl Rawinski (Sutton); Missy Kakela-Boisvert (Mendon) (Alt); Stephanie Bacon (Medway); Dawn Farmer (Upton); Jessica Fleming (Leominster); Wibby Swedberg (Westminster); Colleen Bolen (Worcester DPH/CMRPHA); Alissa Errede (Worcester DPH/CMRPHA); Liz Foley (WRMRC); Debra Vescera; Sara Darlagiannis (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner).

The meeting was called to order by Chair Stephen Baccari at 9:01am.

Minutes Review: The minutes from the March 3, 2016 Steering Committee were presented for review and approval.

Trish Parent made a motion that we accept the March 3, 2016 Steering Committee meeting minutes as presented. This was seconded by Tom Bonci. One correction to the date of the scheduled May 5th meeting was made. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: May 5, 2016/9:00am/TBD (Grafton?).
- Steve Baccari stated that the group should probably meet in April to consider our budget and any requested purchases in order to complete them before the grant year end. We will also need to work on the PHEP Workplan. Colleen Bolen stated that we could meet as just a workgroup to accomplish any items we need. The group chose Tuesday, April 12th at 9:00 to meet.

BP5 Concurrence Vote:

- Steve pointed out the budget sheets which were handed out and asked if there were any questions. We are pretty much level-funded.
- Colleen stated that the deliverables are almost the same as this year.
- There was an almost \$50 million dollar cut for the Zika virus. Colleen reviewed the state budget and their efforts to absorb the cuts and keep PHEP level-funded.
- Colleen referenced the Timeline which the state provided. This outlines the time we have to review various documents, to include the new Local Public Health Workplan we have to develop and return it to the state in order to have an HMCC contract by June 1st. The Sponsoring Organization should receive these documents around April 1st and we will have to return completed copies to the HMCC about May 2nd who will then send them to the state by May 15th.
- With no more questions we then conducted the Concurrence Vote. Forrest Price read off the names of the cities and towns and recorded the votes cast (or not cast) and the person who voted. At the end of the vote we had 27 votes for Concurrence, zero votes against Concurrence, and 47 cities/towns that were not present to vote. A list of the results is attached to these minutes.

EAT/BP4 Spending:

- Colleen pointed out that the budget balance did not go down all that much since the last meeting mainly since both meetings were held in the same month. One of the items not yet entered is the Planners' Invoices for this month.
- She told the group that Mike Borowiec is no longer with us due to conflicts with family and another job. We may still see him at different region events.

- We will still consider purchase requests at our April and May meetings, especially if they are ones where Worcester is doing the purchasing and the money can be committed quickly. In addition the state is working to review and rule on requests as quickly as possible.
- The Town of Westborough has requested \$1,386.79 to purchase a Dell Latitude laptop computer to replace an old computer that no longer works.

Cheryl Rawinski made a motion to approve this request which was seconded by Andy Pelletier. This purchase would support capability 6. The motion passed unanimously

- The Town of North Brookfield has requested \$1,654.00 to purchase an AED for their Senior Center which is one of their designated EDS sites.

Trish Parent made a motion that we approve this request which was seconded by Dottie McNamara. This purchase would support Capability 8. The motion passed unanimously.

- The Town of Northborough has requested \$178.89 to purchase an AED battery and pads.

Tom Bonci made a motion that we approve this request which was seconded by Sandi Knipe. This purchase would support Capability 8. The motion passed unanimously.

- Stephanie Bacon stated that the Town of Rutland would be requesting funds to purchase an item which she is still researching.
- We are still waiting on a follow-up to a previous message from Mike Borowiec about potential equipment needs which included pet disaster response equipment.
- Cheryl Rawinski is waiting for an estimate to re-wire her trailer for a generator to match the rest of the region.
- Darlene Coyle is working to get an estimate for repairs to her trailer.
- Alissa Errede and Chris Montiverdi brought up a training idea from Region 1. A Deputy Fire Chief from Northampton is presenting a course on Hazmat Awareness. It was originally meant for First Responders but they were asked to tailor it towards Public Health due to some problems they had with recent events. It focuses on typical Hazmat issues and current trends which Public Health could encounter. It presents the PH role and resources which we could call upon to assist us in these events. The consensus was that this would be a good training opportunity for us but that we should consider it for the next grant year due to our current training offerings and commitments.

New Business:

- Phil Leger reminded the group of a retirement party for Bernie Sullivan in Gardner starting at 4:00pm.
- Steve Baccari announced that the regular business meeting would adjourn and that the group would go into Executive Session to discuss strategy concerning the Planner contracts. Upon a roll call vote the group entered Executive Session.

The business portion of the meeting adjourned at 10:01am by unanimous consent.

Minutes approved at the (TBD) Steering Committee meeting.

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