

STEERING COMMITTEE MEETING MINUTES
April 11, 2013/9:00am
Westborough Town Hall
45 West Main Street, Westborough, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Kalene Gendron (NABH); Lenny Izzo (Hopedale); Sandra Knipe (Gardner)(Alt); Lois Luniewicz (Grafton); Dottie McNamara (Fitchburg); Paul McNulty (Westborough); Chris Montiverdi (Leicester); Jim Morin (Southbridge); Trish Parent (Upton); Andy Pelletier (Auburn); Jamie Terry (Northborough); ; Missy Kakela-Bottoms (Mendon); Deborah Karan (Athol); Roger Mallet (Orange); Marcelino "Tex" Sarabia (Hardwick); Barbara Mard (West Boylston); Ira Grossman (NABH); Kerry Clark (Region Coordinator); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

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

Lenny Izzo made a motion that we approve the March 28, 2013 Steering Committee meeting minutes as presented. This was seconded by Trish Parent. The minutes were approved unanimously.

Next Meetings:

Executive Committee Meeting: May 9, 2013/9:00a/25 Meade Street, Worcester.

Steering Committee Meeting: May 23, 2013/9:00am/(location TBD).

Program Coordinator/Host Agency Update: Kerry Clark/Colleen Turpin

- Kerry had nothing new to report.

Host Agency: Derek Brindisi

- No report.

Homeland Security Council: Chris Montiverdi

- No report.

Regional Mutual Aid: Andy Pelletier

- Andy had nothing new to report.

Local and State Advisory Committee: Phil Leger

- Phil stated that he had a conference call on Monday about the Concurrence vote for the new PHEP budget. The only change was that the Coalition for Local Public Health agreed to take a \$9,000.00 cut in their budget which would be re-allocated to the MRCs. Everyone took a percentage cut. In the beginning the allocations were based on population. Boston Public Health, because of their population in general and the population which came in during the day was where they got their original money. Everyone has been cut the same amount.
- The MRCs were \$114,000.00 last year. The seven regional MRC units will be \$109,857.00 for the coming year. There could possibly be another cut due to sequestration but this reflects a 5-8% cut.
- Kerry stated that the impact to Region 2 will be about a \$65,000.00 decrease in funding from the past year. Phil said that our projected funding for the coming year was \$661,517.00 plus funding for the Region Coordinator.
- Next year they will be pushing the Health and Medical Coalitions. There was talk at the LSAC about everyone having their own local plans but supporting regional response plans will be looked at favorably.
- Phil said that he is pushing the concept that Environmental Health is Emergency Preparedness.
- There was some discussion on the new China Bird Flu strain (H7N9) and DPH is requesting that if we receive an increase in inquiries about this to let them know. Phil said that he let the LSAC know that this was the subject of our tabletop exercise.

- There is a big chunk of funding for the state labs although there was no increase in manpower.
- The local Public Health Coordinator position is close to being filled (Mike Coughlin’s old position).
- Phil reminded everyone about the Public Health Foundations graduation and Fellows Induction Ceremony on April 30th at Tower Hill.

Concurrence Vote: Phil Leger

- Phil called for the Concurrence Vote at this time since some people had to leave early.

Paul McNulty made a motion that we vote to concur with the projected PHEP Grant for the coming year. This was seconded by Lenny Izzo. A voice vote was held with community representative voting “Yay” or “Nay”. Jim Morin asked about the \$65,000.00 cut in funding and how it would be reflected in our budget. Several people stated that this was a discussion to be had later since this was only a vote to accept the Grant. Our projected allotment is \$661,517.00 for the Region, \$75,000.00 for the Region Coordinator, and \$109,857.00 for the Regional MRC.

Ashburnham - Yay.

Ashby - Yay.

Athol - Yay.

Auburn - Yay.

Ayer - Yay.

Barre - No vote.

Bellingham - No vote.

Berlin - Yay.

Blackstone - No vote.

Bolton - Yay.

Boylston - No vote.

Brimfield - No vote.

Brookfield - No vote.

Charlton - No vote.

Clinton - No vote.

Douglas - No vote.

Dudley - Yay.

Dunstable - Yay.

East Brookfield - No vote.

Fitchburg - Yay.

Franklin - No vote.

Gardner - Yay.

Grafton - Yay.

Groton - Yay.

Hardwick - Yay.

Harvard - Yay.

Holden - Yay.

Holland - No vote.

Hopedale - Yay.

Hubbardston - No vote.

Lancaster - Yay.

Leicester - Yay.

Leominster - No vote.

Lunenburg - Yay.

Medway - No vote.

Mendon - Yay.

Milford - Yay.

Millbury - Yay.

Millville - Yay.

New Braintree - No vote.

New Salem - Yay.

North Brookfield - No vote.

Northborough - Yay.

Northbridge - No vote.

Oakham - No vote.

Orange - Yay.

Oxford - No vote.

Paxton - No vote.

Pepperell - Yay.

Petersham - Yay.

Phillipston - Yay.

Princeton - No vote.

Royalston - Yay.

Rutland - No vote.

Shirley - Yay.

Shrewsbury - Yay.

Southbridge - Yay.

Spencer - No vote.

Sterling - No vote.

Sturbridge - Yay.

Sutton - Yay.

Templeton - Yay.

Townsend - Yay.

Upton - Yay.

Uxbridge - No vote.

Wales - No vote.

Warren - No vote

Webster - No vote.

West Boylston - Yay.

West Brookfield - No vote.

Westborough - Yay.

Westminster - Yay.

Winchendon - No vote.

Worcester - Yay.

The Concurrence Vote passed with forty-three (43) communities voting “Yay”, zero (0) voting “Nay”, and thirty-one (31) communities not present to vote.

Personnel Workgroup: Lenny Izzo

- Lenny had nothing to report.

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

- Paul stated that there will be an EAT Workgroup meeting after the Steering Committee meeting.

MRC Workgroup: Liz Foley

- Liz stated that she met with the division leader from Sturbridge last night. She also met with Mary from Hopedale. She hopes to meet with everyone soon.
- They have a full budget but there are a few questions. Kerry asked about the hiring of who is going to do the administration work he said that he was lead to believe that there was a discussion about setting the hourly rate. No one was aware of setting the hourly rate. Kerry stated that Jamie (who was out of the room at the moment) thought that the rate was to be between \$20-25.00 per hour. He was concerned because one of the proposals came back with a rate of \$40.00 per hour. He felt that we should be consistent in the hourly rates to keep from having problems later. Trish asked if this was for the Division Leaders and Kerry replied that there were three different titles in the proposals. He thought that everything in the budget proposals was okay but that someone should look at the hourly rates. Trish felt that the MRC Workgroup should review this. Kerry said that the budgets were good and should be voted on to get the money out to the MRCs. The budgets were good for the next 16 weeks.

Lenny Izzo made a motion to accept the MRC budgets provided by Hopedale and Sturbridge. This was seconded by Trish Parent. The motion passed unanimously.

- Lois Luniewicz stated that the Greater Grafton MRC has been working closely with Northbridge and Westborough but have not been able to get things off the ground in Sutton. They have received a list of the volunteers from Northbridge. They have received a list from Worcester of volunteers in their group. They are sending letters out to people asking them to complete their CORI requests.

Strategic Planning Workgroup: Jim Morin

- Jim had nothing new to report.

Old Business:

- Phil addressed the after-action report from the tabletop exercise and the offer by the contractor to conduct an online version exercise on June 19th which communities can participate in. It will be structured so that communities can go at their own pace with their plans and community partners. Jim Morin questioned why the contractor would offer this for free. It appears that this would be a learning exercise for towns but not an HSEEP-qualified exercise. Most people felt that this would be an excellent opportunity for more communities to go through their plans.
- The group decided to pursue another exercise in June, perhaps with an emphasis on demobilization and other after-effects of an EDS operation.

New Business:

- There was no new business.

Trish Parent made a motion that we adjourn which was seconded by Lenny Izzo. The meeting adjourned at 10:12am by unanimous consent.