

STEERING COMMITTEE MEETING MINUTES
Thursday June 1, 2017/9:00am
Worcester Department of Public Health, Room 109
25 Meade Street, Worcester MA 01601

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Tom Bonci (Clinton); Lenny Izzo (Milford); Lee Jarvis (Spencer); Philip Leger (Worcester/Royalston); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Andy Pelletier (Southbridge)(Vice-Chair); James Philbrook (Charlton); Cheryl Rawinski (Sutton); Debra Vescera (Wales); Stephanie Bacon (Northborough); Beth Hallal (Medway); Colleen Bolen (HMCC Sponsoring Org); Alissa Errede (HMCC Sponsoring Org); Katrina Stanziano (PHEP Regional Coordinator); Shaylin Deignan (HPP Coordinator); Barry Lein (IT Consultant); Sara Darlagiannis (Program Planner); Forrest Price (Program Planner); Jamie Terry (Program Planner).

The meeting was called to order by Chair Stephen Baccari at 9:02am. He asked for everyone to introduce themselves for the benefit of new attendees.

Minutes Review: The minutes from the May 6, 2017 Steering Committee were presented for review and approval.

Trish Parent made a motion that we accept the May 4, 2017 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: July 6, 2017/Cancelled.
- Steering Committee Meeting: August 3, 2017/9:00am/Southbridge.

Program Coordinator Update: Katrina Stanziano

- OPEM will be issuing EDS Plan guidance on July 1st. It will not be a template but more of a standard operating guidance on how your plan should look or what things should be in the plan. During BP1 and BP1 OPEM will be collecting all EDS plans to review them. Katrina will need to collect copies of all of our plans by June 30th.
- We still have not received any guidance for the BP1 SNS drills yet, especially in regards to what assembly and EDS setup means.
- We have the BP1 Work Plan and proposed Budget to review.
- The JRA has been released. Colleen sent out the Survey Monkey link to everyone. The deadline for taking the survey is June 30th.
- Katrina will be completing the PHEP Equipment Inventory for those cities and towns which the vendor did not reach.
- The Trailer Safety stickers came in and Katrina will pass them out to all the communities who have a trailer.

Sponsoring Org Update: Colleen Bolen/Alissa Errede

- Colleen stated that they have received a little more guidance about sub-contracts for next year and who is considered to be a sub-contractor. In past years each hospital was considered to be a sub-contractor and had a contract with the City of Worcester for the money they were given for the year. The hospitals will not be doing that this year. This is because the money is not meant to be for individual hospitals but is supposed to be for the good of the region and will remain in a regional pot of money.
- The MRCs (Greater Grafton and the Wachusett MRC) will be sub-contractors and will have a contract with the City of Worcester per state requirement. If an MRC has a contractor to do the MRC work as Coordinator the state will have to approve the contract with the MRC and the contract between the town and the Coordinator.
- Colleen has asked the state if they are going to require a contract when we approve funds for cities and towns when we provide funds to pay for their cell phone/tablet connection services. They have not yet

received an answer. There were several discussions about this and alternate ways this could be addressed to negate the requirement for a contract.

- Colleen briefed on the status of the work on completing the RFPs for the Planners.
- Conference reimbursements are being delayed because the requests are being scrutinized more closely due to state concerns and requirements concerning reimbursable expenses and documentation. There were numerous questions about reimbursement procedures and what were the rules. Colleen asked people to, if they had questions, to send them to her and she would forward them to the state.

BP1 Work Plan and Budget: Katrina Stanziano: Katrina Stanziano

- Katrina began a review of our proposed Work Plan.
- The first section addressed administrative issues (prerequisites) which we do as a matter of course to comply with BP1 guidance.
- Deliverable - Coalition Level Project. Develop a workshop which addresses the use of social media in Public Health messaging.
- Deliverable - Regional Public Health Project. Develop a baseline of knowledge of regional emergency preparedness equipment such as communications equipment and trailers.
- Deliverable- Participate in Health and Medical Coordinating Coalition. Have 2 representatives on the HMCC Executive Committee at all time.
- Deliverable - Participate in Quarterly Coalition-wide drills. This is the State WebEOC Drills.
- Deliverable - Complete three SNS operational drills. These are Site Activation, Staff Notification and Assembly, and Facility Set-up. We are still waiting for clarification on these.
- Deliverable - Demonstrate ability to share basic epidemiological data with relevant healthcare organizations (MAVEN). This is participation in MAVEN or some other means approved by MDPH.
- Deliverable - Review and update EDS plans based on guidance provided by OPEM. There was some discussion about how the planners would develop their work plans and interact with each other. The planner with the EDS Plans would target 10 towns for this first year. These ten towns will be the pilot program.
- Deliverable - Assess the need for Closed Points of Dispensing (OPDs).
- Deliverable - Participate in a minimum of one drill or exercise to improve implementation of ICS as it applies to responding to public health threats and emergencies. There are still some questions about how this deliverable could be accomplished.
- Katrina then reviewed the proposed BP1 budget which accounted for all of our funds. They made some assumptions but we will have the opportunity to make budget modifications as necessary.

Jim Philbrook made a motion that we approve the Region 2 Budget as outlined and send it to the state for their approval. This was seconded by Dottie McNamara. The motion passed unanimously.

Local and State Advisory Committee: Steve Baccari/Stephanie Bacon

- There is a concern within the LSAC about the turnover in their staff.

Region 2 HMCC: Trish Parent/Dottie McNamara

- Everyone seemed to feel that the recent HMCC conference was very good and had some interesting and informative speakers.
- Some people felt that the timing of the conference (late May) was not conducive to large attendance due to many conflicting events, business and otherwise. Colleen will try to avoid that problem next year.
- The recent HMCC Functional Exercise went well and was a good learning experience.

Regional Workgroups

Personnel Workgroup: Lenny Izzo

- Nothing to report

Education, Acquisition & Training (EAT) Workgroup:

- Nothing to report.

MRC Workgroup:

- Nothing to report.

Strategic Planning Workgroup:

- Nothing to report.

Old Business:

- Trailers will be addressed in a future meeting.

New Business:

- None.

Cheryl Rawinski made a motion that we adjourn the meeting which was seconded by Andy Pelletier. The meeting adjourned at 11:05am by unanimous consent.

Minutes approved at the August 3, 2017 Steering Committee meeting.

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

DRAFT