

## STEERING COMMITTEE MEETING MINUTES

June 11, 2015/9:00am

Worcester DPH

25 Meade Street, Worcester MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Steven Baccari (Westborough); Thomas Bonci (Clinton); Darlene Coyle (Auburn); Kalene Gendron (Pepperell)(Alt); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Dorothy McNamara (Fitchburg); Andrew Pelletier (Southbridge)(Vice-Chair); Trish Parent (Upton); Cheryl Rawinski (Sutton); Karyn Clark (Worcester DPH); Alyssa Rusiecki (Sturbridge); Missy Kakela-Bottoms (Mendon); Alissa Errede (Worcester DPH/CMRPHA); Sara Darlagiannis (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Phil Leger at 9:12am.

**Minutes Review:** The minutes from the May 7, 2015 Steering Committee were presented for review and approval.

**Andy Pelletier made a motion that we accept the May 7, 2015 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed unanimously.**

### **Next Meetings:**

- Steering Committee Meeting: July 9<sup>th</sup>, 2015/9:00am/Location TBD/Executive Committee Vote will be held.
- Phil Leger announced that he will not be running for Executive Committee Chair as he will be taking a position in the Worcester DPH office as the Chief of Environmental Health effective June 29<sup>th</sup>.

### **Program Coordinator Update: Alissa Errede**

- While Colleen is out any messages regarding PHEP should be sent to Alissa and Liz Foley.
- Worcester has been named as the Health and Medical Coordinating Coalition Host Agency for Region 2. They met with OPEM last week about this but there is no further information yet about this.
- The BP4 deliverables have not been released. DPH does not anticipate any major changes from this year.
- The next Region Coordinators meeting will be held in Boston in July and will concentrate on hurricane planning at that time..
- Region 4A/B was the only Region which did not have someone bid for the HMCC Host Agency. OPEM originally was not going to re-bid but they have changed this decision and will put out a new bid shortly.
- Alissa requested that any city/town that has made a purchase with PHEP funds send her an email and all documentation about the purchase.
- We expect checks for recent approved purchases will be in by next Monday.
- OPEM has been awarded some new grants for hospitals for Ebola preparedness. Trish Parent asked if the state had received any of the reimbursement grants for Ebola but Alissa did not know if they had.
- There will be a WebEOC drill sometime before the end of the month.
- The HMCC has no plans at this time to hire any people. Worcester currently plans on having Colleen, Alissa, and Liz doing PHEP work while other plans are being developed. Phil Leger stated that the next Region 2 HMCC meeting is scheduled for July 30<sup>th</sup>. They are expected to vote on their Principles of Operation and possibly a future meeting schedule.
- Alissa recommended that we think about developing some ideas for the HMCC to consider. Phil Leger strongly suggested that both Public Health representatives to the HMCC attend all meetings in order to vote on proposed activities.
- Alissa briefed the meeting on the DPH request that all cities and towns notify DPH about any large activities being held around the July 4<sup>th</sup> holiday.

### **Host Agency Update: Alissa Errede**

- Alissa briefed on the current status of our BP3 budget. We have about \$11,383.86 left to spend. There were several suggestions on how to spend this money to include Just-In-Time type instructional booklets and cots, pillows, and blankets for our trailers.

**Lee Jarvis made a motion that we purchase cots in an amount up the total amount of money left to spend. This was seconded by Tom Bonci. The motion passed unanimously.**

- Alissa also discussed the proposed BP4 budget with a short slideshow. The budget was similar to the one proposed last year and can be adjusted as we determine is appropriate.

**Sandi Knipe made a motion that we accept the budget proposal as presented by Alissa. Lenny Izzo seconded this motion. The motion passed unanimously.**

**Homeland Security Council: Chris Montiverdi**

- No report.

**Regional Mutual Aid: Darlene Coyle**

- No report.

**Local and State Advisory Committee: Sandi Knipe/Steve Baccari**

- Steve mentioned the DPH decision to re-bid for an HMCC to handle Region 4A/B.
- The LSAC is not sure of where they will be going in the future and what their role will be with the establishment of the HMCCs. Also Dawn Sibor will be leaving the LSAC as she is retiring.
- There was some concern over the impact if the HMCC changed the Host Agency for a Region and the potential for a delay in funding and contracts for personnel such as PHEP planners. There was also a concern over the potential for the HMCC to spend PHEP monies in areas other than Public Health.

**Region 2 HMCC: Phil Leger/Sandi Knipe**

- Phil stated that at the last meeting in May the group discussed the Principles of Operation and were waiting on the decision for the Host Agency. They should be voting on the POO and will be waiting to hear more information from DPH on the Host Agency.

**MHOA: Jamie Terry**

- Steve Baccari advised everyone that the Legal Issues training for next Thursday had been changed from Dedham to Framingham.

**Personnel Workgroup: Lenny Izzo**

- Lenny reported that the Personnel Workgroup met and decided to recommend the award of the IT Consultant position to Barry Lein.

**Sandi Knipe made a motion that we approve the award of the IT Consultant position to Barry Lein which was seconded by Cheryl Rawinski. The motion passed unanimously.**

- Lenny also stated that they decided to re-bid the Emergency Planner positions due to a lack of sufficient advertising.

**Sandi Knipe made a motion that we proceed with re-bidding the Emergency Planner positions which was seconded by Dottie McNamara. The motion passed unanimously.**

**Education, Acquisition & Training (EAT) Workgroup: Sandy Knipe**

- No further proposals.

**MRC Workgroup: Liz Foley**

- Liz reported that they had an event in Sturbridge which went very well.
- Liz attended the statewide meeting this week. The MRC deliverables have not come out yet but they anticipate seeing more drills.
- Worcester and Greater Grafton will be hosting a Mass Casualty drill this Saturday at Tower Hills.
- The Wachusett MRC is hosting a training event at the King Phillips Restaurant this evening. It will focus on dealing with children with autism and other sensory disabilities.
- She is working on the State report which is due soon.
- Alyssa Rusecki has put together a generic Power Point presentation on what a Board of Health and a Health agent do which she is offering to anyone who may be interested.

**Strategic Planning Workgroup: Colleen Bolen**

- Sandy Knipe reported on her participation in the recent Public Information training. Gardner hosted a session with herself, Bernie Sullivan, and representatives from Police and Fire. They had some minor internet problems which were quickly solved. The training went very well and was appropriate for Public Health but did not offer much for Police and Fire.
- Some people thought that they missed the sign up but were able to take the training.
- Trish Parent asked if Chris Floyd would be doing the AAR. Alissa said that Chris would be sending it soon.

**Old Business:**

- None.

**New Business:**

- Phil reminded the group that Andy Pelletier was the Vice-Chair and could run the July meeting.
- Several people also suggested that we solicit nominations for the Executive Committee and the HMCC workgroup.
- Sandi asked if any other city or town was considering raising their legal age to smoke. Missy Kakela-Bottoms stated that Mendon already had. Some other jurisdictions had considered such a move but either had not followed up or had rejected it for various reasons.

**The meeting adjourned at 10:23am by unanimous consent.**

**Minutes approved at the July 9, 2015 Steering Committee meeting.**

**Respectfully submitted: \_\_\_\_\_ Steven Baccari, Chair, Region 2 PHEP Coalition**