

COMBINED COMMITTEE MEETING MINUTES

June 12, 2014/9:30am

Spencer Rescue

6 Bixby Rd, Spencer, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Kalene Gendron (Pepperell)(Alt); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Dottie McNamara (Fitchburg); Andy Pelletier (Southbridge)(Vice-Chair); Trish Parent (Upton); Cheryl Rawinski (Sutton); Steven Baccari (Westborough); Wibby Swedberg (Westminster); Missy Kakela-Bottoms (Menden); Alyssa Rusiecki (Sturbridge); Colleen Bolen (Worcester DPH); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Liz Foley (WRMRC).

The meeting was called to order by Chair Phil Leger at 9:40am.

The May 22, 2014 steering committee minutes will be reviewed and approved at the June 23, 2014 wrap up meeting following the table top exercise.

Next Meetings:

Regional Table Top Exercise/End of Year Wrap Up: June 23, 2014/9:00am/Beechwood Hotel, Worcester

Executive Committee Meeting: July 10, 2014/9:00am/ Worcester DPH, 25 Meade St, Worcester.

Steering Committee Meeting: July 24, 2014/9:00am/Location TBD

Program Coordinator Update: Kerry Clark/Colleen Bolen

- Colleen reminded everyone to register for table top exercise and invite community partners. Current registration is low.
- Copy of deliverables for next budget period (BP3) provided to the group along with example of new budget reporting template. New budget template is capability based. All spending needs to fall within at least one of the capabilities.
- Signed contract, proposed budget and copy of reviewed deliverables due to MDPH by June 20th. Process has already begun.
- Colleen asked for group to discuss priorities for next year. Focus on trainings, exercises and projects. Incorporate gaps identified in Regional HVA conducted in the fall, MYTEP.
- Deliverables require 2 coalition level projects and 2 coalition level trainings. Need to be submitted for approval to MDPH by September 30, 2014. Ideas from group included redundant communications training, psychological first aid training, Arbovirus workshop/campaign, MCM Project.

Host Agency Update: Derek Brindisi/Colleen Turpin

- Colleen stated Megan emailed everyone who has not yet provided the City of Worcester with a proof of purchase letter. Please submit to City ASAP.
- All spending needs to be done by June 30th. EAT committee met prior to this meeting and spent down remaining funds.

Homeland Security Council: Chris Montiverdi

- There was no report.

Regional Mutual Aid: Darlene Coyle

- There was no report.

Local and State Advisory Committee: Phil Leger/Sandi Knipe

- Next meeting June 16, 2014

Personnel Workgroup: Lenny Izzo

- Lenny stated bid discussion/negotiations will occur at end of this meeting in executive session.

Education, Acquisition & Training (EAT) Workgroup: Sandi Knipe

- Cheryl reported that an EAT meeting occurred prior to this meeting. There was a starting amount of \$22,955.28 to spend. Requests from Sterling, Blackstone, Spencer, Sutton, Worcester, Hubbardston, Southbridge, Brimfield, mileage, group purchase of mobile printers and extension cords. Extension cords will be an attendance prize at future meetings. All money spent.

MRC Workgroup: Liz Foley

- Liz stated there was a statewide steering committee meeting and Region 2 MRC advisory committee meeting last week. Received guidance for Budget Period 3. Not many changes to guidance. Looking for more data collection this year regarding volunteer hours and associated saved costs. 16% decrease in funding at federal level. NACCHO CBA award competitive grants may decrease. Looking for funds to help support MA Medical Society MRC training next grant year.
- Advisory committee looking to see needs of PHEP coalitions to better engage the 2 groups throughout the region with projects.
- Awaiting budgets from each division for end of year reporting.
- MRC Coordinator will become a City of Worcester position, no longer a contracted position. Position will be posted within next couple weeks.
- Liz will remind leaders to include admin supplies within their budgets.
- MRC invited to June 23, 2014 table top exercise.

Strategic Planning Workgroup: Kerry Clark

- No report.

Old Business:

- Colleen stated there was an HMCC Rep 2 discipline representative meeting to discuss expectations, objectives, and organizational structure. Looking for best practice documents from other coalitions throughout the country. Positive input.
- Statewide HMCC meeting June 26, 2014 for discipline reps at Tower Hill in West Boylston.
- RMCC activated for President Obama visit to Worcester June 11, 2014. Focused on bed capacity and operational status of region 2 hospitals. HHAN alert sent to LBOH for situational awareness.
- Cheryl stated Statewide Table Top Exercise with Harvard School of Public Health was well attended and beneficial.

New Business:

There being no further business the meeting went into closed session at 10:45am.

Minutes approved at the July 24, 2014 Steering Committee meeting.

Respectfully submitted: _____ Philip Leger, Chair, Region 2 PHEP Coalition