

STEERING COMMITTEE MEETING MINUTES

July 24, 2014/9:00am

Worcester DPH

25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Stephen Baccari (Westborough); Thomas Bonci (Clinton); Darlene Coyle (Auburn); Kalene Gendron (Pepperell); Lenny Izzo (Hopedale); Sandra Knipe (Gardner); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Andrew Pelletier (Southbridge)(Vice-Chair); Elizabeth Swedberg (Westminster); Roger Mallet (Orange); Missy Kakela-Bottom (Mendon); Alyssa Rusiecki (Sturbridge); Kerry Clark (Regional Coordinator); Colleen Bolen (Worcester DPH); Amanda Major (Worcester DPH); 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 9:05am. He reviewed the Executive Committee election results and the selection of himself and Andy Pelletier to continue as the Chair and Vice-Chair

Minutes Review: The minutes from the May 22, 2014 Steering Committee, June 12, 2014 Combined Committee, and the July 10, 2014 Executive Committee meetings were present for review and approval.

Trish Parent made a motion that we accept the May 22 Steering Committee meeting minutes as presented. This was seconded by Darlene Coyle. The motion passed unanimously.

Trish Parent made a motion that we accept the June 12 Combined Committee meeting minutes as presented. This was seconded by Lenny Izzo. The motion passed with one abstention.

Trish Parent made a motion that we accept the July 10 Executive Committee meeting minutes as presented. This was seconded by Stephen Baccari. The motion passed with one abstention.

Next Meetings:

- Phil Leger reviewed a discussion from the last Executive Committee meeting about changing the meeting schedule to one Combined Meeting each month. This would reduce the time demands on committee members yet still allow enough time to discuss and vote on critical PHEP issues. Several members commented on this to include their perceived pros and cons of each meeting schedule. Ken Gikas reminded the meeting of the increased requirements for coalition involvement in PHEP BP3 deliverables.

Sandy Knipe made a motion that we change our meeting schedule to one Combined meeting each month. This was seconded by Andy Pelletier. During the discussion Phil emphasized that the Executive Committee could still meet separately if circumstances dictated a meeting. Several people also asked about changed the day of the meeting but Phil stated that this should be discussed and voted on separately. The motion passed unanimously.

Andy Pelletier made a motion that we change our meeting day to the first Thursday of the month and that our next Combined meeting he held on Thursday, September 4th. This was seconded by Tom Bonci. We will not meet in August. The motion passed unanimously.

Combined Committee Meeting: September 4, 2014/9:00am/ Location TBD (Southbridge?).

Program Coordinator Update: Kerry Clark/Colleen Bolen

- Kerry stated that OPEM will hold a Regional Coordinator meeting next week. He will not be here to attend but Colleen Bolen and Amanda Major will attend in his place.
- Kerry then introduced Amanda Major who will be taking over the position and duties assisting Colleen that Megan DeNubila previously performed.

- Kerry also introduced Patrick Lowe, a medical student who has been visiting and shadowing various people in the Worcester Health Department.
- Kerry reviewed the HMCC status for the Steering Committee members.
- Kerry also mentioned that there had been a conversation regarding some unaccompanied minors possibly being housed in Massachusetts. Sandy stated that Mary Clark has said that Federal personnel will be responsible for staffing any needs involving these children.
- Kerry briefly discussed the proposed Operational Readiness Review (ORR) tool which is being developed to replace the TAR. A draft version is being rolled out and will be tested and reviewed during BP3 with implementation scheduled for BP4.
- September is Preparedness Month. DPH has not been able to produce any updated material but the information from last year is still available and relevant. This will be a deliverable and cities/towns should use these references to promote this event.

Host Agency Update: Derek Brindisi/Colleen Bolen

- Colleen stated that the Office of Labor has asked to attend our September meeting to discuss Public Health job opportunities in the state.
- Kerry stated that the state wants the Regional offices to become more active in working with regional coalitions and that we should be keeping Shelley Yarnie aware of what we are doing..
- CEEPET was not awarded funds from the state to be a training center in Central and Western Mass. The DelValle Institute is expected to be a training site for the State. They seem to be more involved with hospitals and health care. They will be looking to come around and visit with local agencies to see what they can do for us.
- Colleen is passing out extension cords. They were purchased at the end of last year and are being handed out as door prizes for people attending various meetings.
- They are still trying to get letters on BP2 PHEP funds expenditures from a few towns. No city/town will be given any BP3 PHEP funds until any BP2 funds are properly accounted for.
- The executed BP3 PHEP and MRC contracts have been received but we do not expect the funds for about another month. We will be working on preparing Purchase Orders to be ready when the funds do arrive.
- Colleen introduced the new budget form which the state wants us to use. The BP3 PHEP funds are being allocated by Public Health Capabilities. Workgroups will have to keep track of the various capabilities which are supported by various expenditures. There is more to the document that what was passed and which breaks up the funds into the different categories. Colleen and Kerry will be filling these out and emailing them prior to meetings. Workgroups will need to determine which categories are being supported by each request. This is very similar to what the hospitals have been using.

Homeland Security Council: Chris Montiverdi

- Chris was not present but Phil Leger stated that Homeland Security equipment and planning projects are on-going. They also expect a slight increase in the next grant.

Regional Mutual Aid: Darlene Coyle

- Darlene stated that we are still at 67 communities having signed on to the Regional Mutual Aid Agreement.
- She asked if anyone had had any objections to her reaching out directly to those communities who have not signed the agreement. Everyone felt that this was a good idea and would support her efforts.

Local and State Advisory Committee: Phil Leger/Sandi Knipe

- The LSAC had a briefing from the Immunization Program. This is the last year for state provided vaccine except for the uninsured. They are looking for cities and towns to purchase their own vaccine using revolving funds and billing insurance policies. Some towns do this but there are many who do not. An interesting point brought out was about educating the public how to use their insurance for prevention, not just treatment. Sandy thanked those who contacted her with suggestions for this discussion. The

immunization program is in favor of providing vaccines to us and plans to talk to the MMA about reimbursements for revolving funds and the need for these to be returned to the Local BOH.

- Sandy said that the Immunizations department will be producing a webinar of best practices.
- This year's flu vaccine may be given to adults.
- Jana Ferguson from the Office of Local and Public Health reiterated that she is in the Commissioner's Office and is in the chain of command. She also talked about the Regional Offices are being charged to attend our meetings. The Commissioner is scheduled to attend the next LSAC meeting. They are trying to improve the dialogue in Public Health.
- The LPHI is seeking feedback for the next Fellows Course. They are looking for someone to "job shadow". Anyone who is interested should contact Jennifer Tsoi at the LPHI.
- They will be \$50,000 in mini-grants available.
- The HMCCs were discussed as well as the ORR.
- Mary Clark stated that cell phone purchases were approved.
- They also talked about resource limitations and policy realignment.

Region 2 HMCC: Colleen Bolen/Phil Leger/Sandi Knipe

- Colleen stated that they will be having an HMCC meeting at 1pm today. They will be meeting with the two representatives from the various disciplines (Hospitals, Long Term Care, Health Centers, and EMS) .
- The RFI is out and the RFR is expected to be released in the fall. They are looking at defining the governing body structure.

Personnel Workgroup: Lenny Izzo

- Lenny stated that the planner contracts are still at the Worcester Legal Office.
- Kerry reported that he just received an email stating that we will be receiving the first quarter payment voucher tomorrow and the funds should be in our accounts by Monday.

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

- The Orange BOH has requested \$3,355.00 for a copier to be used in their office and their EDS location. This supports capability 8.

Andy Pelletier made a motion that we approve this request which was seconded by Lenny Izzo. The motion passed unanimously.

- The Blackstone BOH has requested that \$413.10 to purchase a vaccine refrigerator. This supports capability 8.

Trish Parent made a motion that we approve this request which was seconded by Lenny Izzo. The motion passed unanimously.

- The Sturbridge BOH has requested \$1,088.76 for cell phone service and a Wifi connection. This supports capability 4.

Andy Pelletier made a motion that we approve this request which was seconded by Trish Parent. The motion passed unanimously.

- The Westminster BOH has requested \$770.88 for one cell phone and for an iPhone service. This supports capability 4.

Trish Parent made a motion that we approve this request which was seconded by Lenny Izzo. The motion passed unanimously.

- The Royalston BOH has requested \$1,200.00 for cell phone service and internet access. This supports capability 4. We need a quote for the service.

Andy Pelletier made a motion that we approve this request which was seconded by Lenny Izzo. The motion passed unanimously but is pending submission of a quote from Royalston for the service costs.

- The City of Worcester has requested \$10,372.00 to pay for the Satellite Phone contract. This supports capability 6.

Trish Parent made a motion that we approve this request which was seconded by Dorothy McNamara. The motion passed unanimously.

- The Sutton BOH requested \$1,297.56 to pay for cell phone and iPad service. This supports capability 4.

Andy Pelletier made a motion that we approve this request which was seconded by Lenny Izzo. The motion passed unanimously.

- The Groton BOH has requested \$608.88 to pay for cell phone service. This supports capability 4.

Trish Parent made a motion that we approve this request which was seconded by Lenny Izzo. The motion passed unanimously

- The Westborough BOH has requested \$2,048.52 for service for one cell phone, two tablets, and one air card. This supports capability 4.

Lenny Izzo made a motion that we approve this request which was seconded by Andy Pelletier. During the discussion Steve Baccari stated that the air card can provide wireless internet access during emergencies of when a local internet connection is not available. The motion passed unanimously

- The Spencer BOH has requested \$2,589.19 to include \$1,919.76 for Verizon service for two iPads (capability 4) and \$670.00 for a service contract for their ID machine (capability 8).

Andy Pelletier made a motion that we approve this request which was seconded by Lenny Izzo. During the discussion Kerry asked if the ID maker was a local or regional asset. Several people stated that it is being used by Spencer and the Brookfield towns and that Lee Jarvis has made repeated offers to allow any town in Region 2 to use this machine. The motion passed unanimously pending submission of a quote for the iPad service plan.

- Sandy stated that she had a request from the Northbridge BOH for \$784.60 for supplies from WB Mason to support their EDS but she did not have any supporting documents. This will be tabled until we can get further information from Northbridge.

Darlene Coyle made a motion that we table this request pending further information. This was seconded by Trish Parent. The motion passed unanimously.

- The City of Worcester is asking for funds to increase the amount of email storage space necessary to support two of the planners. The amount would be \$10 per month per account for a total of \$240.00 for the year. At the same time they are going to review the number of email accounts which we need to maintain with Charter. Colleen and Barry Lein will determine how many accounts they need and delete as

much as they can to save any associated costs. They will report this when they find out how much this will decrease our bill. This supports capability 4.

Sandy Knipe made a motion that we approve the increase in Charter email accounts at a cost not to exceed \$240 per year. This was seconded by Darlene Coyle. There was some discussion about the number of email accounts and how reducing these would affect our Charter bill. The motion passed with one (1) Nay.

- Sandy briefed that the MHOA Conference is coming up in October. Phil Leger said that we need to know who would be asking for reimbursement. Colleen asked that everyone who thought that they would want to be reimbursed should let her know as soon as possible along with projected costs so that she would begin to develop purchase orders. We do not have any information on the EP track for this conference. Colleen will send out some information about the reimbursement policy to remind people.

MRC Workgroup: Liz Foley

- Liz stated that all leftover funds from the divisions have been returned.
- They are waiting on the BP3 funding.
- All of the divisions are reviewing and updating their deployment protocols as necessary.
- They are looking forward to September and participating in any preparedness events.
- They are supporting community events during the summer.
- The MRC has been invited to attend a MEMA EMD meeting in September.
- Trish reported that the Greater Grafton MRC attended a regional emergency planning meeting of five towns who work together as a group.

Strategic Planning Workgroup: Kerry Clark

- Colleen stated that she will be sending out an email about the workgroups to seek additional members. Trish added that this email should solicit replies from all members not just new personnel.
- Project proposals for the BP3 deliverable are needed by September 30. This will be a good project for the Strategic Planning Workgroup.

Old Business:

- None.

New Business:

- All Region 2 cities and towns need to submit a letter naming their BP3 Steering Committee representative to the Region staff.
- Kalene Gendron asked if the letter requesting interested members for our workgroups could contain a brief summary of the groups responsibilities.
- Kerry reminded the meeting that any new requests for BP3 PHEP funds will not be granted if the city/town has not submitted a letter detailing the expenditure of any BP2 funds.
- Wibby Swedberg asked is we thought that there would be funds for things like cell phone service plans next year. Kerry felt that everyone should look at the issue of sustainability since we do not know what our next year's budget would be nor who would be in charge of approving requests for funds.

The meeting adjourned at 11:12am by unanimous consent.

Minutes approved at the (TBD) Committee meeting.

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