

STEERING COMMITTEE MEETING MINUTES

July 25, 2013/9:00am

Worcester DPH

25 Meade St., Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Derek Brindisi (Worcester); Kalene Gendron (NABH); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Paul McNulty (Westborough)(Vice-Chair); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Cathleen Liberty (Webster); Barbara Mard (CMRPHA); Alyssa Rusiecki (Sturbridge); Kerry Clark (Region Coordinator); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

Guests: Shelly Yarnie (MDPH); Dr Michael P. Hirsch (Worcester DPH).

The meeting was called to order by Chair Phil Leger at 9:10am.

Kalene Gendron made a motion that we approve the May 23, 2013 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The minutes were approved unanimously.

Trish Parent made a motion that we approve the July 11, 2013 Executive Committee meeting minutes as presented. This was seconded by Sandi Knipe. The minutes were approved unanimously.

Next Meetings:

Phil Leger suggested the following meeting schedule for the rest of the calendar year:

Executive Committee Meeting: August 8, 2013/9:00am/25 Meade St., Worcester.

Executive Committee Meeting: September 12, 2013/9:00am/25 Meade St., Worcester

Steering Committee Meeting: September 26, 2013/9:00am/Location TBD.

Combined Executive/Steering Committee Meeting/October 10, 2013/9:00am/Location TBD.

Combined Executive/Steering Committee Meeting/November 14, 2013/9:00am/Location TBD.

Combined Executive/Steering Committee Meeting/December 12, 2013/9:00am/Location TBD.

Paul McNulty made a motion that we accept this meeting schedule for the remainder of the calendar year. This was seconded by Cheryl Rawinski. The motion passed unanimously.

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

- Colleen introduced a new staff member, Megan Denulter, who will be helping out in the office.
- Colleen also reminded the meeting that those individuals attending the MHOA Conference would have to pay individually before the conference and then file for reimbursement from the Region afterwards in their attendance meets the MDPH guidelines.
- Worcester has the executed PHEP contracts and the Budget Office is setting them up now.
- Colleen also reminded everyone of the July 31st deadline for submitting invoices for PHEP funds which were given to cities and towns during the past budget year. This includes the return of any unexpended funds.
- There was a Region Coordinator meeting last Monday. There has been one session of WebEOC training for the RCs and there are plans for one more.
- The state is looking at having an EPB member attend one of our meetings, possibly in September, to talk about coalitions. Phil passed around some handouts from the LSAC which showed some of the proposed partnership relations.
- This year's TAR Review may be somewhat different in format. Instead of the previous format, cities and towns may be asked to look at sections where they received low scores (0 or .5 points) and look for the reasons for these low scores and develop plans to improve them.

- At 10:00am we will take a break for a presentation from the Injury Prevention Coalition.
- The EAT Workgroup has proposed a new procedure to be included with the award of any PHER funds to a community. The community will be asked to provide an invoice documenting the use of these funds within a certain amount of time after they receive these funds. The object of this procedure is to insure that funds are used for the requested purpose in a timely manner to prevent the loss of these funds at the end of the grant year..

Host Agency: Derek Brindisi

- No report.

Homeland Security Council: Chris Montiverdi

- Chris stated that the council has not met during the last few months so he had nothing to report.
- Chris was unable to arrange for the Ambu-Bus to be at this meeting. Phil asked if there were any meeting rooms at the Transit Authority which could be used for a future Steering Committee meeting. Chris will check on this and report back.

Regional Mutual Aid: Andy Pelletier

- Andy stated that he has not yet seen the Charlton agreement. He will look for it.

Local and State Advisory Committee: Phil Leger

- The Regional Sheltering Plan was due the end of last week. We should be seeing something about it soon.
- There was some discussion about the eCEMP and Public Health plans. Apparently the eCEMP platform is obsolete and MEMA is looking at what to do about this. The Public Health piece should be a part of the eCEMP.
- Scott Troppy briefed that the previously identified problem with MAVEN access is not with MAVEN but with the virtual gateway which is used to access MAVEN. They are aware of this problem and are trying to fix it. However even when the program is down, user input changes are being made and will be put into MAVEN when it comes back up. We still have some towns which are not using MAVEN. If these towns are having a problem they can request a waiver. Towns who use MAVEN should log on at least every three months to remain active.
- Mike Coughlin discussed the Public Health Accreditation program. It costs \$12,000 which can be paid over five years. Derek Brindisi stated that going through the accreditation process helps a department function better and at a higher level. He also stated that in the future accredited departments may be the ones who receive grant monies. Many smaller departments expressed a concern about trying take on such a project with a limited staff. Derek outlined the process in general terms but admitted that it was a larger effort than he had thought but that it did provide some good procedures for departments.
- There will be a big rollout in September for the National Preparedness Month. The tagline is "Together we are ready". The LaVoie Group is the contractor. There will be four different themes over the course of four weeks.
- Chase Hunter briefed on the SNS. Phil asked the meeting what they thought the requirement to be set up in 48 hours meant. Most people thought that the 48 hours started when they opened their emergency dispensing site. Phil state that the 48 hours actually starts when the SNS is activated. Kerry stated that all of our plans are based on the worst-case situation which is inhalational anthrax. But the window to get medication to an exposed patient is 48 hours which would be when the patient is exposed. Andy thought that the actual exposure group for this scenario would be relatively small.
- According to Chase, this year's TAR will probably be an analysis of the low scores (0 or .5 points) on previous TARs to determine corrective actions. Kerry stated that the planners deserved some kudos for their work on improving the plans and scores of their towns.
- Phil stated that DPH did not know the status of the BP2 contracts but Colleen said that we had received an executed contract which was being set-up by the Worcester Budget Office.

- Phil stated that of all the regional coalitions we are already set-up because we had not broken up into divisions.

At this point the meeting took a break to visit the Injury-Free Coalition's Mobile Street Safety School Bus and Trailer to learn about this program. The program was introduced by Dr. Michael P. Hirsch, the Worcester DPH Acting Commissioner.

Personnel Workgroup: Lenny Izzo

- There was no report.

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

- Paul briefed on the EAT Workgroup meeting held on July 18th and presented a list of items which were approved by the workgroup for presentation to the Steering Committee for their approval (see attached list). They were presented to the committee for group approval unless someone had a concern about individual items.

Lee Jarvis made a motion that we accept for purchase all items approved by the EAT Workgroup. Cheryl Rawinski seconded the motion. Trish Parent pointed out that the last item, Trailer Tie-Down Straps, were being purchased with the credit owed us. The motion passed unanimously.

- The Town of Templeton presented a request for \$1200.00 to pay for cell phone coverage (\$100.00 per month) for the current grant year. Paul requested that Phil send him a copy of the bill for verification which Phil agreed to do
- The Town of Hopedale has requested \$479.88 for cell phone coverage (\$39.99 per month) for the current grant year.

Cheryl Rawinski made a motion that we approve these purchases. This was seconded by Lenny Izzo. The motion passed with one (1) nay.

- Paul and Ken Gikas then briefed on the Capital Expenditure Form. Items over \$5,000.00 which must be approved by the state require that this form must be filled out. The Region is requesting that the host jurisdiction fill out this form for purchases going forward. The Region had done this previously to help the towns. This change started an extensive discussion between Committee members regarding where the responsibility for accomplishing this form should reside.
- Paul brought up an issue to discuss concerning the requirement for towns to use PHEP funds for purchases which they have requested and send documentation to the Region. Trish Parent suggested that rather than waiting until the end of the grant year that we establish a time period for towns to spend the funds and return the documentation. Money which is not spent and not returned until after the grant year is over cannot be spent by the Region - it is returned to the state.

Trish Parent made a motion that any town or city which receives PHEP funds for an approved purchase be required to spend the funds and send documentation of the expenditure along with any unused funds to the Region within 45 days of receiving these funds. This was seconded by Lee Jarvis. A request to amend the time period to 30 days was denied because some towns may need more time to process the funds through their town processes. The issue of monthly recurring charges such as cell phone service plans was also discussed. Monthly recurring charges and payments would be exempt from this requirement. This motion passed unanimously.

- Kerry brought up the issue of sustainability and the requests for recurring expenses such as cell phone service. As we move to healthcare coalitions and our funds dwindle towns should be budgeting for these expenses if they want to continue using cell phones and tablets.

- Ken Gikas asked if any towns had any of our battery re-conditioners. Paul McNulty stated that he had one and Sandy Knipe said that someone should check with Hubbardston to see if their BOH might have one. Lee Jarvis said that the one he has is one that he had purchased in the past.

MRC Workgroup: Liz Foley

- Liz stated that they had met last week to discuss the MRC budgets. They will have a placeholder budget to send to the state but they are waiting for budgets from Grafton and from the Southeast Division.
- Trish Parent thought that Lois had sent the Grafton budget and will try to get a copy.
- Liz did not know what was going on with the Nashoba division. Jamie Terry stated that she is attending a meeting today to discuss the person who has come forward for the Nashoba position.

Strategic Planning Workgroup:

- Phil turned to Kerry Clark to discuss the current status of this workgroup. Kerry stated that they had talked about this at the last EAT Workgroup and the discussion was whether this group should continue to move forward or fold. He felt that if planned properly and engaged that the Workgroup should continue as an important part of the region was trying to accomplish. He mentioned the Principles of Operation and future exercises as two important areas. He asked the Steering Committee if they want this group to continue and offered to chair it if there was no other volunteer for the position.
- Trish Parent mentioned that one of the most important goals of Strategic Planning was the establishment of a multi-year training plan and that this should continue. She discussed the previous membership and the need for a robust workgroup and someone who was dedicated and passionate about the workgroup.
- Phil suggested that Kerry come up with a framework for the workgroup for the September meeting which Kerry agreed to. Sandi Knipe offered to be part of the group.

Old Business:

- Phil discussed the EPB Travel Policy. He stated that there would be a conference call next week on July 31st to finalize the draft policy. Kerry said that he reached out to the state about other conferences which we attend. Katie Kemen answered that they are working on a policy which will address all conferences. Phil reminded everyone of his support for considering environmental health response as being part of our emergency preparedness and as such eligible for funding. He also recognized that our funding is being reduced. Trish asked if it was possible to get a partial reimbursement based on attendance at some EP sessions.
- Kerry reminded those who are attending MHOA to let him and Colleen know so that they could start the paperwork for reimbursement if it is earned.

New Business:

- Phil wanted to remind everyone that the Prevention and Wellness Trust Fund (\$60,000,000.00) is available for certain programs. They are (1) reduce rates of the most prevalent and preventable health conditions, (2) increase healthy behaviors, (3) increased adoption of workplace-based wellness or health management programs, and (4) address health disparities. There is a planning component and an actual implementation component required. You can go online to the DPH website for more information. Applications are due in the Fall and are awarded in January. Jamie Terry knew a woman who is familiar with some of these programs and might be willing to talk to us about it. She would be willing to try to set up a meeting in Northborough if anyone was interested.

Cheryl Rawinski made a motion that we adjourn which was seconded by Sandi Knipe. The meeting adjourned at 11:38am by unanimous consent.

Oty	Town	Item(s)	Date	Status	Cost
1	Brimfield	AM Transmitter & Signs	7/5/2013	Pending SC	\$ 13,865.00
1	Brookfield	EDS Supplies	7/6/2013	Pending SC	\$ 4,345.88
1	Region 2	Cables for Satellite Phone docking Stations	7/7/2013	Pending SC	\$ 2,000.00
	Sterling	IPAD service	7/14/2013	Pending SC	\$ 959.76
2	Region 2	Fire Extiguishers	7/9/2013	Pending SC	\$ 187.00
1	Sturbridge	Jackets Wi-Fi	7/10/2013	Pending SC	\$ 1,650.74
2	Region 2	Usage Contract for Satellite 9555 phones	7/11/2013	Pending SC	\$ 6,840.00
6	Region 2	Batteries for Trailer Retro fit	7/3/2013	Pending SC	\$ 752.94
3	Region 2	Batteries for 3 new generators	7/11/2013	Pending SC	\$ 140.85
12	Westborough	Phone Ipad service	7/10/2013	Pending SC	\$ 2,048.52
2	Upton	Tablet service	7/14/2013	Pending SC	\$ 959.76
1	Spencer	Phone Ipad service	7/10/2013	Pending SC	\$ 959.76
3	Blackstone	3 Jackets	7/12/2013	Pending SC	\$ 842.97
1	Groton	Phone Ipad service	7/12/2013	Pending SC	\$ 1,697.94
48	Region2 Trailers	Tie Down Straps (using credit of 1562.19)	7/23/2013	Pending EAT	\$ 690.45
			TOTAL	SPENT	\$ 37,941.57