

Steering Committee

Minutes

Thursday, July 13, 2006 / 10:00 AM
Worcester Department of Health & Human Services
25 Meade Street
Room 109

In attendance: Karyn Card, Kerry Clark, Walt DePaolo, Steve Saravara, Barry Lein, Derek Brindisi (*Worcester / Millbury*), Lois Luniewicz (*Grafton*), Ed Wirtanen (*Pepperell*), Joyce Crouse (*Holden*), Howard Ziff (*New Braintree*), Paul McNulty (*Westborough*), Phil Leger (*Athol*), Roger Mallet (*Orange*), Christopher Montiverdi (*Leicester*), Jana Ferguson, Jane Anderson, Judy Hatstat (*Paxton*), Jennifer Logan Coyle (*Catalyst Consulting / Presenter*), David Hurlbut (*Sterling Fire*), Bill Fisher (*Medway / Blackstone*), Barbara Mard (*West Boylston*), Lee Jarvis (*Spencer*), Trisha Parent (*Upton*), Ted Wysocki (*Wales / Holland / Brimfield*), Andy Pelletier (*Auburn*)

Absent: *Jim Garreffa (NABH), Nancy Allen (Shrewsbury), Sandi Knipe (Hubbardston), all other Region II representatives / towns not listed above.*

**denotes executive committee members*

- **Review & approve minutes of May 18, 2006 m/s/a**
- **Next standing Steering Committee meeting: August 10, 2006 at 10:00 AM / Worcester**
- **Jennifer Logan Coyle, Catalyst Consulting:** Coordinating the MA Pandemic Public Participation Project. Intro to project / national and local level initiatives. Phil – next steps? Jennifer – contact her re: setting up a time and moving forward. Phil – how would you cope with this region being so large? Jennifer – it would be a larger event, focus on one area as a pilot, expand to entire coalition. What are your priorities? How close do the 74 towns work together? Should it be broken into smaller groups? Jane – could you do more than one? Jennifer – yes, continued support or independent? Howard – small town, would like everyone to have an emergency plan and inventory, and to know what to do during a pandemic that effects them personally. Can't seem to get folks interested to pick up emergency planning info or inventory. What can you do for my little town along those lines? Jennifer – other towns are indicating this. Could get a sub sample from community and what are barriers to getting them involved? Do they want info via the internet vs. snail mail? Lowell will have a packet and we will get a copy. Derek – will meet w/ crime watch groups and neighborhood groups by August. This program might supplement what Worcester is doing. Phil – hook up with Jane, educator, to get this info to Region II. Roger – public trust

issues. Jennifer – trust went up because they felt respected that they received information. Jennifer – mental health representation.

- **Kerry Clark / Coalition Updates:** introduced himself at new Program Manager.
 - **Staff Updates:** Kerry on board as of June 1st, Peter has taken another job. Met most of everyone, worked with Quabbin last year. Please let me know if you need help with your town. Steve Saravara is also new, has contacted most of his towns and gave some information on his background. Kerry – looking to hire another person, late fall, to replace Kerry’s old part time position. Reviewed new territory map, now on the Region II website.
 - **Personnel:** surplus, as of June 28th on personnel line item of over \$58,000.
 - **Deliverables:** based on percentage rate based on items submitted. Kerry reviewed his list. Phil – does not think list is accurate, consultants should keep good, accurate information. Kerry – working on cross referencing with state. ***Derek – motion that all items should be sent to the consultants to be checked off on scoreboard and then on to Jana. m/s/a*** Jana – 24/7 contact lists (need updated info, if any). Is looking for what the policy is on utilizing this list, will have this info in the next day or so. Still missing some communities who need to submit the 24/7 contact list. Will start testing those phone trees. Written EDS plans were due 2 years ago. Phil – local BOH’s have not gotten any new staff to help this. Low number submitted does not reflect the hard work going into this. Work continues in between regular duties and responsibilities. Jana – understands but higher level ups are looking at the numbers and they use this info to determine if the funding is being used wisely and effectively. Howard – as a coalition, we could ask Kerry to spend his time only on the low percentage categories, the most important thing (EDS written plans). Joyce – could consultants set up a workshop for Region II where Kerry could go through and point out what needs to be done. Kerry – this was entertained but the same folks in this room are the ones who would attend the workshop. In some cases it is better to go to each community. Kerry – some towns have brand new boards and are very overwhelmed with this amount of work. Walt – some are further along in the work than what the numbers on the scoreboard reflect. Andy – wants an outline to fill in. Jana – that is what the template is. Andy – would like a workshop. Howard – the dog ate the meat, he got the check mark for New Braintree. Would sharing my EDS plan help? Derek – we have money to have a workshop but it is evident that people are not attending. Jana – it sounds like it isn’t so much a workshop but time set aside to get into the plan. Contact the consultants with what you need for resources. Howard – utilize an accepted EDS plan via Jana and then distribute it to Region II as an example with all the attachments. Derek – CDC came up to do EDS operations training, how many signed up? Jana – two trainings, two days and there were people who got locked out. Roger – there are really two

plans 1) EDS overall plan and 2) Coop. Howard – send me and email and I will help you.

- **Training:** surplus, as of June 28th of over \$57,000 (MHOA coming out of this). This includes items that have gone out to bid. \$60,000 has either been committed or spent. Kerry – reviewed training that took place this year (Risk Communication, ICS, NIMS) reviewed deadlines. Coordinating more classes in the region. Jana – if you are a supervisor in command structure, you need 200. Supervisor: take 200 on line now, take it in the classroom later. How far you go depends on the role you / others play during an incident. Kerry – People Forever computer classes via 175 virtual coupons. Also conducted PDA training. Lois – the handhelds the coalition has is not what the class was prepared for, others it was a review for. Howard – a credit is due in part back to us for that class.
- **Equipment:** surplus, as of June 28th slightly over \$500.00. Kerry – ordering items for Go Kit Part B (i.e. leathermans, back up batteries, N95 masks, gloves). AED's: (50) still working on policies prior to distribution. Paul – surveys will be sent out again. Jana – gave a form out listing who got a Go Kit and where it was going.

Total remaining funds of \$116,363.33 (Does not include addition \$74,000 remaining from initial grant funding.

MHOA / MAHB: \$25,000 approx.

Consultant Coverage from Sept – Oct: \$35,000

Generator (Orange): \$20,000 proposed

Cases for Go Kit Part B: \$16,000 approx.

Balance: \$20,363

Phil – let's figure out what to do with remaining funds. If we spend the remaining funds on equipment because it is easier and quicker. If Paul sends out survey, there would have to be a quick turn around time. We should order empty Go Kit Boxes to put other items in, honor individual requests, or divide up funding amongst towns. Kerry – sent out an email re: town that have grant / revolving accounts or could set one up so it does not go into general funds. How do you maintain and track folks who don't come to these meetings? Joyce – Verizon wireless air cards? Paul – put this on the survey. Kerry – Warren can't use this technology, no services. Phil – up to each town to decide. Bernie – Kerry's email should have encouraged folks to respond with a no, worded to respond if you had a revolving account or could get an account. Warned that some communities revolving account still don't get control of the money. Resend the email to get a negative response or what control they would have to encumber. Howard – cadre of 6 people to accompany Kerry to the town and have them stay and help with the EDS plans, most effective expenditure of funds. Especially the towns that are not here.

- **Jana Ferguson – updates / CDC application:** July 15th deadline. Trying to get more input during this process from local level. Gone through budget process. MA DPH 13 percent budget cut from CDC, within that cut is earmarked money for certain

things or more money for existing things. Lost staff at state level and cut some of contracts and eliminated funding for various programs, cut risk communication and training contracts. MA given Pan Flu Supplemental funding. 15 percent cut to all Coalitions. HHAN licensing remains, getting more expensive. Will consider funding special projects (e.g. Western MA usually gets less due to lower population. Asked for a different allocation, hire staff people to do additional work, etc.) If this Coalition has specific projects, let Jana know. Will be meeting with local health and program coalition staff to discuss deliverables for next year.

- **New / Old Business:** KC provided information on MRC funding, creation of the Worcester Regional MRC and how the funding will strengthen infrastructure to include staff, volunteer recruitment to focus primarily on medical volunteers for all 74 communities, training for the volunteers, credentialing, CORI checks, alerting system, website development, and database management. Local Boards of Health will recruit and maintain a database of non-medical volunteers. This list will be entered into a template that will be sent to WRMRC to be uploaded into the database.
- **Adjourn *m/s/a***