

STEERING COMMITTEE MEETING MINUTES

August 4, 2016

Charlton Public Library

Community Room

40 Main Street, Charlton, MA

IN ATTENDANCE: Darlene Coyle (Auburn); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Philip Leger (Worcester); Dorothy McNamara (Fitchburg); Andy Pelletier (Southbridge)(Vice-Chair); Cheryl Rawinski (Sutton); James Philbrook (Charlton); Debra Vescera (PH Nurse); Alissa Errede (Worcester DPH/CMRPHA); Barry Lein (IT Consultant); Forrest Price (Program Planner); Jamie Terry (Program Planner); Liz Foley (WRMRC).

Guests: Terri Gough (Charlton FD),

The meeting was called to order by Vice-Chair Andy Pelletier at 9:12am.

Minutes Review: The minutes from the June 7, 2016 Steering Committee were presented for review and approval.

Lee Jarvis made a motion that we accept the June 7, 2016 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. Phil Leger suggested a small change in the wording in his motion on page 3 which was accepted by the group. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: September 1, 2016/9:00am/Hopedale Community Center, Hopedale.
- Steering Committee Meeting: October 6, 2016/9:00am/Location TBD (Alissa will check on Worcester).

Program Coordinator Update: Colleen Bolen/Alissa Errede

- Alissa briefed the meeting members on Liz Foley's new position as State Volunteer Coordinator at OPEM.
- Alissa and Colleen attended a training session on the new WebEOC format. The functionality has not changed, just the visual appearance. The Region Coordinators will have their own accounts. The roll-out should be soon.
- Region 4A/B has a sponsoring organization, the Cambridge Health Alliance. Colleen and Alissa were asked to attend their HMCC meeting and give a presentation on our experiences.
- The Yankee Conference has been approved by OPEM for reimbursement from PHEP funds as long as we stay within the EP guidelines. Alissa asked if we wanted to approve funding for people to attend. She also read the OPEM email which outlined the guidance for reimbursement which is consistent with MDPH and Region 2 policy. Lenny Izzo suggested that we should vote to approve attendance to all in-state conferences in one motion.

Phil Leger made a motion that we approve reimbursement for attendance to the Massachusetts Health Officers Association conference, Massachusetts Association of Health Boards conference, the Massachusetts Association of Public Health Nurses conference, and the Yankee Conference, within the guidelines established by MDPH. This motion was seconded by Darlene Coyle. This motion is dependent on our receiving our PHEP funding. The motion passed unanimously. Alissa will send out an email reminding people of what can be reimbursed.

- All BP4 deliverables are complete. The office is still waiting for some proofs of PHEP funds expenditures.
- All BP5 Region 2 (PHEP, Hospitals, HMCC, and MRC) work plans and budgets have been completed and approved by the state. We still need the City/Town representative letters for this year; we have received only three so far.
- Alissa listed some of the items which we talked about on the workplan for the first half of the grant year. These include 2 SNS drills before December 31st, the WebEOC drills which are standard with OPEM, and the HAZMAT for Public Health trainings. We are looking at doing two of these by December 31st and will need venues and dates for each. Andy Pelletier volunteered to hold one at his conference center for the

southeast area. The second could be held at Worcester DPH, possibly with the October or November Steering Committee meeting. Sutton was also mentioned as a location. If Worcester can host this training in October Andy thought that he could host a session in November.

- The other project involves developing a Closed EDS toolkit based upon the documents contained in the Promising Practices section on the HHAN. After much discussion the group decided to have the Planners work on this project with the Region Coordinator.
- The issue of ICS/NIMS training is back in our work plan. We will be collecting an updated listing of what ICS/NIMS course our personnel have completed and presenting classroom training for ICS100 and NIMS 700 for those personnel who need this training. After some discussion Alissa stated that she would send out a survey looking to see what venue and timing would appeal to personnel who need this training.
- Our Principles of Operations have to be submitted to the HMCC by September 30th so Colleen and Alissa are proposing that we review them at the next meeting. They will send them out to the group for their review and to solicit any proposed changes.
- We will be looking at taking an inventory of all equipment for PHEP, hospitals, and MRC. Since the HMCC will be serving as the Regional ESF-8 we will need to know what resources are available in the event that we need to coordinate them in case they are needed. We will develop a form for the planners to use to inventory each community. This will need to be accomplished by December 31st because there will be an HMCC-level workshop on Resources in the January or February timeframe.

Host Agency Update: Collen Bolen/Alissa Errede

- The Quarter 4 report has been sent to OPEM. They are finalizing the end-of-year report to be sent in the next week or so. We will have some carry-over funds allowed to complete the purchase of some items which were to be ordered during BP4 but were not available due to supplier problems. We will be allowed to move forward on these purchases. Andy Pelletier asked if we had any funds left which had to be returned to the state. Alissa stated that she did not think so, that the EAT Workgroup had been able to encumber all funds.
- We have not yet received our BP5 funding. We should be receiving it shortly. The hospitals and the planners have received their contracts.
- The Region Coordinator position has not yet been filled; they expect this to be completed next week. The HPP position has been advertised and they have just started to review applications. They are also looking at the MRC position which Liz had also filled. They are trying to determine how they are going to handle this position, either through sharing amongst the four people they will have or in a separate position. Any questions about any of these areas should be sent to both Colleen and Alissa.

Homeland Security Council: Chris Montiverdi

- No report.

Regional Mutual Aid: Darlene Coyle

- Holland has finally signed the Regional Mutual Aid agreement and submitted its signed copy. Andy asked if we could get a listing of all the communities who have signed the agreement.

Local and State Advisory Committee: Sandi Knipe/Steve Baccari

- The minutes from the last LSAC meeting were made available for people to review.
- Sandi Knipe is stepping down from the HMCC and LSAC. We will need replacements for both positions. Steve will be remaining as an LSAC rep. Alissa explained some of the requirements of this position.
- Alissa will send an email to the Region seeking volunteers for the LSAC position.

Region 2 HMCC: Trish Parent/Sandi Knipe

- Alissa told the group that she had asked Dottie if she would be willing to fill Sandy's position which Dottie agreed to.

Cheryl Rawinski made a motion that we appoint Dottie McNamara to fill the vacated HMCC position (she is currently the alternate). Lenny Izzo seconded the motion. The motion passed unanimously.

- Alissa will also send an email seeking volunteers for the position of alternate HMCC representative.
- The next HMCC meeting will be later this month.

MHOA Update: Stephanie Bacon

- The MHOA Conference will be Oct 26-28 at the Cape Codder Resort and Spa, Hyannis. People are urged to register and make their room reservations early.

Personnel Workgroup: Lenny Izzo

- No report.

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

- The Town of Groton has submitted a request for funds. However, since they have not yet submitted their documentation for their BP4 purchase the group put a hold on their request until this is received.
- The Town of Orange has submitted a request in the amount of \$614.88 to cell phone coverage for the Health Agent's cellphone. Alissa stated that we should not assign a capability to any purchases since OPEM has changed its guidance. She will work with OPEM to determine the correct capability to assign to approved purchases.

Phil Leger made a motion that we approve this request which was seconded by Dottie McNamara. The motion passed unanimously.

- Sara Darigiannis has requested \$61.99 to purchase 110 copies of a flowchart from AlphaGraphics to provide to her communities.

Lee Jarvis made a motion that we approve this request which was seconded by Darlene Coyle. During the discussion several individuals questioned why this was not being copied in-house. Alissa stated that the planners were not allowed to use the copier in the office for projects like this. After more discussion Lee Jarvis made a motion that we move the question which was seconded by Cheryl Rawinski and approved by the group. The original motion did not pass.

- The Town of Spencer requested \$690.00 for the annual service contract for their regional ID maker.

Phil Leger made a motion that we approve this request which was seconded by Cheryl Rawinski. During the discussion Lee Jarvis reminded people that other communities could use this ID maker but that they would have to come to Spencer since the unit was too big to move. The motion passed unanimously.

- The Town of Spencer has requested \$936.00 for cell phone and iPad service.

Phil Leger made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion passed unanimously.

- The Town of Spencer requested \$679.93 to purchase 6 bariatric cots.

Cheryl Rawinski made a motion that we approve this request which was seconded by Dottie McNamara. This would be a regional asset. The motion passed unanimously.

- The Town of Dudley is requesting \$1,386.79 to purchase an additional laptop computer to store PHEP plans and be available to use in an emergency situation.

Phil Leger made a motion that we approve this request which was seconded by Dottie McNamara. The motion passed unanimously.

MRC Workgroup:

- Nashoba has declined to continue to host the Northeast Division of the MRC for BP5. The Town of Northborough is considering taking over this responsibility.

Strategic Planning Workgroup:

- No report.

Old Business:

- There was no Old Business to discuss.

New Business:

- Executive Committee Vote. Alissa read off the names of those people who had expressed an interest in being on the Executive Committee. During this several other people were nominated. The final list of nominees were:

Primary Members: Phil Leger, Lennie Izzo Dottie McNamara, Steve Baccari, Chris Montiverdi, Trish Parent, Cheryl Rawinski, Darlene Coyle, Lee Jarvis, Andy Pelletier, Deb Vescera, Tom Bonci, and Jim Philbrick.

Alternate members: Missy Kakela-Boisvert and Kalene Gendron.

Phil Leger made a motion that we approve the slate of Executive Committee members as presented. This was seconded by Darlene Coyle. The motion passed unanimously.

- Alissa stated that Steve Baccari had said that he would be willing to serve as the Chair again.

Phil Leger made a motion that we select Steve Baccari to be Executive Committee Chair which was seconded by Lee Jarvis. The motion passed unanimously.

Lee Jarvis made a motion that we select Andy Pelletier to be Vice-Chair which was seconded by Dottie McNamara. The motion passed unanimously.

The meeting adjourned at 10:40am by unanimous consent.

Minutes approved at the September 1, 2016 Steering Committee meeting.

Respectfully submitted: _____ Steven Baccari, Chair, Region 2 PHEP Coalition