

**Region 2 PHEP
Steering Committee Meeting Minutes
August 6, 2015 9:00am
Worcester DPH
25 Meade St. Room 109**

In attendance: Liz Foley, Alissa Errede, Trish Parent, Dottie McNamara, Missy Kakela-Bottoms, Steve Baccari, Lenny Izzo, Philip Leger, Cheryl Rawinski, Kalene Gendron, Alyssa Rusiecki, Barry Lein, Forrest Price

- I. Review of previous minutes: Lenny made a motion to approve the minutes, Cheryl seconded.
- II. Next meeting: September 10 at the Holden Public Safety Complex – 1370 Main St. Holden
- III. Program Coordinator/Host Agency Update:
 - a. Alissa provided an update that a few towns had not returned money from BP3, and was having trouble getting money and/or appropriate documentation returned. Phil made a motion to withhold further funding requests from a town until all outstanding documentation has first been submitted. Dottie seconded the motion, motion passed.
 - b. MDPH/OPEM has released information regarding their plans for National Preparedness Month, including television commercials and bags available at the Massachusetts Clearing House.
 - c. As with last year, the coalition has chosen to reimburse for some Public Health Emergency Preparedness related conferences, as per PHEP grant guidelines. Upcoming conferences that the coalition anticipates providing reimbursement for include MHOA and MAHB. There was a question regarding whether or not reimbursement was available for the Yankee Conference; Alissa will follow up with OPEM.
 - d. The Planner bids are in the process of being reviewed.
 - e. Barry has updated the Region 2 PHEP website for all information related to the regional projects that were completed last grant year.
 - f. A Region 3 PHEP Regional Coordinator has been hired and will be starting within the next few weeks.
 - g. Kerin Milesky has been named Deputy Director of OPEM.
 - h. A discussion was held regarding the WebEOC results. The group felt that the level of participation was less than they'd like, and would like to incorporate the HHAN and WebEOC into the coalition project.
 - i. The quarter four report has been submitted to OPEM.
- IV. Homeland Security – N/A
- V. Regional Mutual Aid – N/A
- VI. LSAC – Steve provided an update on LSAC, and discussed that other regions haven't progressed as far with HMCC, as Region 2 has.
- VII. Region 2 HMCC: Trish discussed that the HMCC met at the end of July and the group decided they would like to hold a conference in the spring around the topic of infectious disease. Although there is still a lot of planning to be done, the HMCC would like to hold speaker(s),

which would be followed by a breakout session between each discipline. After the breakout session, the entire group would come together for a larger discussion.

VIII. MHOA Update

IX. Regional Workgroups:

- a. Personnel – Planner discussions.
- b. EAT- North Brookfield made an EAT request for an AED; Trish made a motion to approve the request, Lenny seconded, motion passed.
- c. MRC – National Preparedness month is September. Library displays will be put up for the month by each MRC leader and division from Worcester Regional and Greater Grafton. We will be holding out second annual Pizza and Preparedness and would like to hold it in both the north part of the region, along with a central location. We also will be holding a speaker in November to discuss Elders, Alzheimer’s and Emergency Preparedness. The summer has also been very busy with community festivals and town events. The MRC has been setting up a table and volunteers have been providing blood pressure screenings. Lastly – we have not received money yet from the State, but after reviewing the budgets from each unit and division, it appears that the MRCs will be requesting approximately \$46,000.
- d. Strategic Planning Workgroup- N/A

X. Old Business

XI. New Business

Steve made a motion to adjourn, Cheryl seconded the motion, motion passed.