

## STEERING COMMITTEE MEETING MINUTES

September 1, 2016

Hopedale Community Center

43 Hope Street, Hopedale MA 01747

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Tom Bonci (Clinton); Lenny Izzo (Milford); Lee Jarvis (Spencer); Philip Leger (Worcester/Royalston); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Andy Pelletier (Southbridge)(Vice-Chair); Cheryl Rawinski (Sutton); Debra Vescera (PH Nurse); Kalene Gendron (Pepperell)(Alt); Wibby Swedberg (Westminster); Colleen Bolen (HMCC Sponsoring Org); Alissa Errede (HMCC Sponsoring Org); Barry Lein (IT Consultant); Forrest Price (Program Planner); Jamie Terry (Program Planner).

The meeting was called to order by Chair Steven Baccari at 9:04am.

**Minutes Review:** The minutes from the August 4, 2016 Steering Committee were presented for review and approval.

**Lenny Izzo made a motion that we accept the meeting minutes as presented. This was seconded by Phil Leger. The motion passed unanimously.**

### Next Meetings:

- Steering Committee Meeting: October 6, 2016/9:00am/Worcester DPH, 25 Meade Street, Worcester.
- Steering Committee Meeting: November 3, 2016/9:00am/Location TBD (Spencer proposed).

### Program Coordinator Update: Collen/Alissa

- OPEM updates:
- WebEOC has been updated with a new look. Alissa stated that it should be more user friendly and more intuitive to users. There is a new Users Guide in the handouts.
- The EDS Plan Gap Analysis results should be released soon. It will contain the top five concerns for our region. Communities should choose between one and three of these concerns to add to their plan.
- The state has issued new Project ID and Training and Conference Request forms. The region will continue to use the Region 2 forms and the staff will use the state form to submit everyone's name to the state.
- There is a new Purchase Request form. All items requested this year will be submitted to the state for review (unless it was on the approved budget) and approval since the state is going to be audited on this.
- Due to other considerations there will be no CPG required at the end of this year.
- If anyone has any new Public Health concerns please send them to the Region and they will forward them to OPEM.
- September is Preparedness Month. BOHs can order items from the Massachusetts Health Promotion Clearinghouse although there is a 50 bag on the Tote bags.
- The HPP capabilities are being reviewed. They may be aligned more closely with PHEP capabilities to make future planning and joint projects easier.
- They are working on a new Ebola plan FEMA Region 1 (New England) and the State.
- The state will be revising the statewide Infectious Disease Plan.
- BP5 updates:
- We have scheduled Hazmat for Public Health trainings as one of our projects for this year. We are looking at holding one during our Oct 6<sup>th</sup> Steering Committee meeting. We could do a 1 hour meeting followed by a 2 hour class. However this training has to be approved by the state and they are behind on their reviewing right now. We are asking the state to try to get this review done earlier so that we do not have to cancel the training.
- We received only about 5-6 responses to our survey on ICS/NIMS Training classes and only about 2 positive responses. In response to a question from Wibby Swedburg Alissa stated that NIMS 800 is not required for Public Health but several people have recommended it. We will have to determine how we want to proceed.

- We have received some conference attendance requests. We only have two for the MEHA (Yankee) conference, about a dozen for the MHOA, one for MAHB, and three for the MAPHN. Colleen named off the people who have so far indicated their attendance. Everyone else who wishes to attend any of these conferences will need to submit their request paperwork. There was some discussion about how to proceed with approving funds for attendance.

**Phil Leger made a motion that we approve funding for attending the local conferences contingent upon people submitting their paperwork. Trish Parent seconded this motion. The motion passed unanimously.**

- Colleen stated that we would now need to discuss and set spending caps for each conference based upon the anticipated costs.

**Phil Leger made a motion that we set up a \$900 cap for reimbursement for the MHOA conference which was seconded by Tom Bonci. The motion passed with one vote against.**

- The Yankee Conference is being held in Mystic, CT on September 21 & 22. The cost is \$279 for the full conference and the hotel room rate is \$169 plus taxes. They appear to have an EP track for PHEP reimbursement. Colleen strongly recommended that all attendees carefully read the State guidance on conference attendance and reimbursement requirements, especially for overnight accommodations.

**Phil Leger made a motion that we set up a \$900 cap for reimbursement for the MEHA (Yankee) conference which was seconded by Lee Jarvis. The motion passed unanimously.**

- Steve Baccari advised the group that the MHOA has not yet finalized an EP track for the Wednesday of the conference.
- The MHAB conference costs were discussed. The conference cost is \$109 for one day and is being held both in Marlborough and Taunton.

**Cheryl Rawinski made a motion that we set a cap of \$250 for reimbursement for this conference which was seconded by Tom Bonci. The motion passed unanimously.**

- The MAPHN conference was then discussed.

**Cheryl Rawinski made a motion that we set a cap of \$600 for reimbursement for this conference which was seconded by Tom Bonci. The motion passed unanimously.**

- Colleen stated that at the next meeting they would have PO's set up for all attendees, and brief on how much funding was set aside and how much remained for future use. In response to a question from Cheryl Rawinski Colleen stated that we did not use all of our assigned funding from conferences because a few people ended up not attending the conferences they had requested. She asked that if anyone would not be able to attend a conference that they let the staff know as soon as possible.
- Colleen briefed on the representative letters which they had received. She stressed that Executive Committee members need to get their letters in also.
- Colleen stated that there was some discussion of the duties of the planners at the last meeting. If there are any questions in the future these questions will go to the state for guidance.

**Host Agency Update: Collen Bolen/Alissa Errede**

- We are still missing proof of purchase letters from Hopedale, Royalston, and Templeton. Lenny Izzo stated that they may need to go to the Town Accountant since the Hopedale BOH office has shut down.
- Colleen stated that spending last year was the most challenging yet since we had so many last-minute requests. Unfortunately by the time they got to order the requested items, many were no longer in stock. Also some communities who sent in request letters did not realize what was actually being ordered and

really did not want or need all of the items. There were also some problems with vendors who were not actual companies but appeared to be home-based businesses which caused some problems. We must be careful about spending. Steve Baccari stated that part of the problem was that we set spending deadlines but always pushed them back farther and farther.

- Alissa suggested that we set April as the last month for normal purchase requests and that we set a time limit of two weeks after a conference to submit reimbursement requests. She further suggested that we meet on May 1<sup>st</sup> to prioritize what we want to purchase. There was an extensive discussion on this.

**Phil Leger made a motion that we set a time limit of two weeks after a conference to submit reimbursement requests. He further added that is anyone cannot meet this time limit that they advise the Region staff of the reason why within that time limit. This was seconded by Tom Bonci. The motion passed unanimously.**

- Wibby Swedburg asked if there was a form to help with the process. Colleen replied that as long as everyone listed their expenses that would be okay.
- Colleen briefed that there was a potential for carry-over money this year. But it has to be for items which were approved for purchase but for which we were unable to complete the purchase process. She used the cameras and printers for the badging process which we could not obtain. We will have to request from the state these funds. This is the last year we will be able to do this because it is the last last year of the cooperative agreement.
- The Grants Manual should be out in the next week or two. Colleen and Alissa will brief us if there are any changes which we will need to comply with.
- They have chosen a Regional Coordinator. She is Katrina Stanziano who is currently working for the American Lung Association. She has also been doing some work with the Region 2 MRC. She should on board by September 19<sup>th</sup>.
- The advertisement for the HPP position closed last Friday. This position and the MRC position had previously been filled by Liz Foley but Worcester wants to separate them into two different positions because of the needs of the hospital program. They are in process of looking into whether the MRC position should be a staff position of a contracted job.
- Worcester is looking for a Host for the Northeast Division of the WRMRC. Nashoba has declined to continue filling this position. They are looking for a town in the area to take this on. Northborough looked at this but decided not to take this responsibility. They may look at absorbing the Northeast Division into the Central Division but this could take away from the localized leadership we hoped to maintain.
- Colleen discussed the issue of printing and who's responsibility it is to print what. Colleen stated that printing agendas and other documentation for meetings is the responsibility of the sponsoring organization. Printing costs for plans, emergency preparedness booklets and other similar items for our communities are not. If we did these for PHEP we would have to do them for all of the other HMCC disciplines.
- Wibby Swedburg asked what items were ordered and received at the end of the previous grant year. Colleen replied that they are still working through what items had been received and what other items they would still be able to order. As soon as this is sorted out we will distribute them.

**Homeland Security Council: Chris Montiverdi**

- No report.

**Regional Mutual Aid: Darlene Coyle**

- Holland has signed the Mutual Aid Agreement.

**Local and State Advisory Committee: Sandi Knipe/Steve Baccari**

- The next meeting will be Sept 19<sup>th</sup>.
- Stephanie Bacon has volunteered to be our new LSAC rep replacing Sandy Knipe.

**Phil Leger made a motion that we appoint Stephanie Bacon as our new LSAC representative which was seconded by Cheryl Rawinski. The motion passed unanimously.**

- Steve Baccari wanted to thank Sandy Knipe for all her work for the Region. She was present at the very start of our organization.

**Region 2 HMCC: Trish Parent/Dottie McNamara**

- Trish reminded the group of our discussion at the last meeting about appointing an alternate. This is only if the Region wants an alternate. Cheryl Rawinski volunteered for this position.
- The group is looking at who is still involved after the departure of the EMS representative.
- They are currently looking at the work plans.
- The group is also looking at a marketing firm to better advertise and educate the region about the HMCC's purpose and objectives.

**MHOA Update: Stephanie Bacon**

- The West Nile virus is active in the Auburn, Westborough, Boylston, and Millbury areas.
- The next quarterly meeting will be Dec 15<sup>th</sup> at Devens and will feature a presentation on "Urban Rodents and Public Health".

**Personnel Workgroup: Lenny Izzo**

- No report.

**Education, Acquisition & Training (EAT) Workgroup:**

- Steve Baccari asked if we need to appoint a new leader for this workgroup to replace Sandy Knipe. Colleen Bolen stated that it was up to the group but that it was not necessary since the requests were coming to the Region to handle. The group concurred with this.
- The Westminster BOH is requesting \$1,559.64 for service for Verizon Wireless service for two iPads (total of \$959.76) and cell phone service for the Assistant Health Agent (\$599.88).

**Cheryl Rawinski made a motion that we approve this request which was seconded by Lenny Izzo. The motion passed with one vote against.**

- The Oxford BOH is requesting \$2,464.50 to print 2,000 Emergency Preparedness booklets for their community.

**Andy Pelletier made a motion that we approve this request which was seconded by Lee Jarvis. The motion passed unanimously.**

- The Westborough BOH has requested \$2,051.52 for Verizon cell phone service (\$611.88), service for 2 tablets (\$959.76), and one air card \$479.88).

**Phil Leger made a motion that we approve this request which was seconded by Lenny Izzo. The motion passed with one vote against.**

- The Groton BOH is requesting \$614.88 for iPhone service.

**Phil Leger made a motion that we approve this request which was seconded by Lenny Izzo. The motion passed with one vote against.**

- The Region is requesting \$61.99 for an Area 4 purchase of 110 copies of an EDS flow chart for their communities.

**Lenny Izzo made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion passed unanimously.**

- Colleen received a request from Sara Darlagiannis to see if the Steering Committee would consider a request to print out new WebEOC guides for her communities. There was no action taken on this request.
- Alissa stated that under the new WebEOC program that she and Colleen can reset passwords for those communities who are having password problems.
- The Region received a letter from the Town of Sturbridge which requested \$1,094.76 for service for one tablet and one cell phone. They did not include either a purchase request form or a quote.

Lenny Izzo made a motion that we approve this request which was seconded by Cheryl Rawinski. During the discussion Alissa made the suggestion that we follow the requirement to submit a purchase form and a quote with a request for funds. She pointed out that sometimes they have to wait for this paperwork to be submitted before they can act on the request and requires them to monitor and sometimes make additional requests for the paperwork. There was some discussion on this topic which ended up requiring a person by person count of the communities which each voting member represented. The motion failed with 9 votes for and 13 votes against.

- Jamie Terry requested that the Region staff send out an email which reminded all communities of the requirement to send in all paperwork needed for a purchase request.

**MRC Workgroup:**

- No report.

**Strategic Planning Workgroup:**

- No report.

**Old Business:**

- There was no Old Business to discuss.

**New Business:**

- There was no New Business to discuss.

**Phil Leger made a motion that we adjourn the meeting which was seconded by Lenny Izzo. The meeting adjourned at 11:13am by unanimous consent.**

**Minutes approved at the October 6, 2016 Steering Committee meeting.**

**Respectfully submitted: \_\_\_\_\_ Steven Baccari, Chair, Region 2 PHEP Coalition**