

PHEP Steering Committee Meeting
Holden Public Safety Complex
1370 Main St, Holden MA
September 10, 2015 9:00am

IN ATTENDANCE: Steven Baccari (Westboro) (Chair); Chris Montiverdi (Leicester/Holden); Andrea Crete (Orange); Thomas Bonci (Clinton); Phil Leger (Worcester/Royalston); Darlene Coyle (Auburn); Kalene Gendron (Pepperell); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner/Fitchburg); Lenny Izzo (Milford/Hopedale); Missy Kakela-Bottoms (Mendon); Trish Parent (Upton); Cheryl Rawinski (Sutton); Alissa Errede (Worcester DPH); Colleen Bolen (Worcester DPH); Alyssa Rusiecki (Sturbridge); Barry Lein (IT Consultant); Liz Foley (WRMRC)

The meeting was called to order at 9:07am by Chair Steve Baccari.

Minutes Review: The minutes from the August 6, 2015 Steering Committee were presented for review and approval.

Trish Parent made a motion to accept the minutes as presented and Cheryl Rawinski seconded the motion. Sandy Knipe and Lee Jarvis abstained. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: October 1, 2015, Pending Millbury (Cheryl will confirm)
- There was a discussion as to when this meeting would take place. Phil brought a conflict that Worcester DPH has. Alissa suggested that the group still hold the meeting, although Worcester as a venue would not be available. Sandy suggested October 8, however Alissa mentioned that the fall planners meeting was on the 8th. Sandy then suggested October 15, however Colleen brought up another Worcester DPH conflict. Cheryl suggested we keep the meeting to October 1st as planned. Alissa will provide an update to Steve to report on Host Agent/ Updates.

Program Coordinator Update: Alissa Errede

- MA DPH Office of Preparedness and Emergency Management (OPEM) – The Public Health manage position has not been filled, and although candidates were originally chose, they since have withdrawn. She is not sure the time frame for hire; however Kerin Milesky and Mary Clark will continue to fill that role.
- Region 3 Regional Coordinator has been hired and has started: Pam Masters.
- BP4 deliverables, Alissa has submitted the project abstract to the State on behalf of the coalition for the communications project. She has reached out to Patrick (Simon) to discuss creating our version own HHAN and Web EOC during an exercise.
- There was a HHAN and WebEOC drill done recently; Alissa noted that the State did not indicate prior to the drill when it would be taking place. Steve noted that there was a prior email that went out alerting towns that a drill would be taking place during Emergency Preparedness Month.
- Alissa informed the group that a couple of people had gone into WebEOC and did not respond to the correct event, but Liz tried to alert those people in an attempt to fix the mistake and receive credit for the drill. Results have not been given but will be reported.
- Trish and Sandy admitted they had trouble, and Colleen mentioned that when people do not log in regularly, it's easier to forget. She also mentioned that people get confused about responding

to the specific event for the drill vs. general monthly event and when using the activity log, upon logging in, responders must click region II events, and/or statewide events or no one can see the event except for the specific town and credit will not be given.

- Sandy asked if more than one person from a town logs in, will credit be given for each person. Colleen responded that credit will be given to the town as opposed to the person.

Host Agency Updates: Alissa Errede

- There are still a few towns that have not returned funds or submitted proofs of purchase from BP3 - Hopedale and Webster. Cheryl will follow-up with Webster. Worcester DPH reached out to OPEM that some towns have not submitted everything. The first part of the report was submitted along with extra funds, and a second report, check, and letter will be sent back after all everything from the towns have been received.
- Moving forward, Alissa proposed the idea for Worcester to make purchases on behalf of the town to streamline process. She introduced a new form for EAT requests (cell phone service/ conferences will be exempt). Worcester would order and have control over process to avoid chasing towns for money at the end of the year. Towns are still expected to provide quote and contact information.
- Barry voiced concerned that towns must use Worcester vendor. Alissa said Worcester would be willing to work with town to get W-9 and make the new companies vendors.
- Steve mentioned a new date for spending money at the end of the year and it was agreed that this coming year, towns would be expected to spend money by April meeting and EAT committee would spend remaining on regional purchases by the end of the year.
- Cheryl made motion to move up date from May to April for purchases. Sandy/Tom seconded the motion. Alyssa Rusiecki asked about MRC. Colleen mentioned that MRC is separate. PHEP only. No further discussion. No opposition.
- Steve – towns already requested, when can towns invoice? Alissa said that there are not purchase orders at this time. Worcester is in the process in appropriating accounts. Alissa will be in touch with towns regarding the new policies/ reach out for invoices.
- Alyssa Rusiecki made a motion to approve new equipment policy/forms regarding Worcester making purchases. Sandy seconded the motion with no opposition.
- Alissa and Colleen met with long-term care facilities the previous day and they fund the RMCC (regional medical coordination center). As the HMCC grant unfolds, they are looking for more local public health involvement. PHEP budgeted to contribute toward RMCC as it will be the Regional ESF-8 desk. There will be an exercise in the spring, PHEP is invited to observe how the RMCC works and roles.
- Conferences:
 - Yankee conference, approved this year from OPEM, though it did not meet fed requirement but could use state funding to attend, mileage and reimbursement. No overnight accommodations.
 - MHOA/ MAHB – some PHEP response. OPEM has approved MHOA but not MAHB and nurses conference (MAPHN) officially. Anticipate it will be fine.
 - OPEM in process of updating HMCC grants manual.
 - Reimbursement- PHEP approves allocation to send people on conferences. Must adhere to travel policy.
 - Take Steve off MHOA list – he will be paid for by MHOA.
 - Trish is interested in attending; deadline was Sept. 8, but email Alissa.
 - Currently 10 people have registered and will be reimbursed.

- Alissa introduced new form for conference reimbursement. Name, reimbursement, w-9, PHEP steering approval.
 - OPEM wants to know conference attendees have role in emergency preparedness. This must be included from each town.
- WDPH must be able to provide documentation that the attendees actually attended conference. (sign in sheet, bar code sign in, evaluation, etc.) Accountability, must be able to prove attendance if requested.
- Sandy made motion to approve the conference form, Cheryl seconded with no opposition.
- Alissa reminded the group that she needs formal letters from town letterhead stating who is going to be representing town on PHEP steering. Email is fine, as long as it looks official.

Homeland Security

- Chris – group met last week; will be meeting monthly again; the funding went up to \$756,000 this year. They have allocated a lot of funds toward regional projects for specialized teams (fire tech rescue, special ops). The State police are upgrading radio system; each town has to have a new one purchased (\$180,000). Priority list of project, any leftover money will be moved toward plan b projects.
- \$28,000 set aside for mass evacuation planning to tie in line with MEMA’s regional and state planning. Statewide plan for mass scare is written and is on MEMA website.
- Any funding requests from the PHEP group, talk to Chris. Chris will be starting the fire academy for the next 9 weeks; will share anything by emailing Colleen.

Regional Mutual Aid

- Darlene had nothing to report.

LSAC

- Steve told the group that they did not meet in August. Next meeting is Sept. 21.

HMCC

- Sandy reported that the group is meeting monthly.
- Alissa discussed the Upcoming Project: identify challenge within the region. A challenge that was identified was the response to infectious disease. HMCC sponsoring organization is looking to host conference or workshop for the spring. Each discipline will ask if there is anything in particular that each discipline would like to have addressed at the conference. She asked if there is anything from the perspective of public health. Trish asked about logistics (time, number of speakers). The goal is equal engagement and potential workshop for each discipline.
- Alissa said that the group is looking to implement regional policies in long-term and exercise policies and plans regionally with all disciplines.
- Darlene thought that the Infectious disease was perfect, good time (1/2 day), food, 3 speakers, provided real life perspective.
- Alyssa Rusiecki asked if there was an example. She then discussed her experience and thought it was important to connect the dots between media and information to public health, follow-ups, environmental inspections (food-borne illness investigation difficulties). Using MAVEN as tool for linking emergency preparedness.
- Trish asked how to integrate everyone at the table (ie. Outbreak at nursing home, dialysis center) along with integrating EMS concerned about infection control and training.

- Chris identified that a large concern from the public safety side is PH does not communicate to EMS/Public Safety. Never that link. How do we provide information beforehand? He also mentioned the triggers (i.e. Ebola and flu like symptoms) and the protocols associated. Trish mentioned how important it is to educate EMS.
- Steve – HIPPA concerns makes it difficult to communicate.
- Chris went to a great multidisciplinary conference regarding response, public health impacts, decontamination, hospital response, and media issues. Texas training group.
- Trish said that the HMCC committee wanted to get away from Ebola – more generalized idea, review precautions to have safer response and patient care.
- Alissa reiterated that the ultimate goal is that region II has policies and plans to respond across disciplines. All ideas/ names of speakers should be sent to Alissa or Colleen.
- Chris brought up the idea of past GI illness in colleges. In a past event, public health wasn't notified. Not linked during an event. Could link nursing home or long term care. Everyone could be involved through practicing communication.
- Alissa explained the role of the HMCC in such an event to facilitate communication and keep everyone up to speed.
- Trish said the goal was to hopefully develop real world document. Alissa has sent out emails to gather more ideas and keep everyone updated.

MHOA

- Steve spoke on behalf of the topic and mentioned that BU, MHOA, and NEHA sponsored a Public Health course (managing effective public health), large region II presence that took the course. Weekly 2 hour webinar. 28 CEUS. Looking to offer again next year. Large commitment time-wise, great if you are running a department, but very reasonable priced, \$100.

PERSONNEL

- Lenny deferred to Colleen. Colleen stated that they don't have executed contracts for the planners yet; contracts should be going out soon. Until contracts are presented, there isn't much to share. The process this year was slightly different from the past, as it is a new grant. The City and State both have specific processes to follow. Once anything is definitive and finalized she said that they will let everyone know immediately, but at this point nothing has been finalized.
- Lenny asked about the people that have been hired, and Colleen reported back that no one has been hired at this time. Until contracts have been offered and sent, nothing can be said. There are people in mind, but the City of Worcester is working to provide contracts. No planners are working, nothing has been executed. Once the planners do come on, it is not the Planner's issue that Quarter 1 has passed and no work has been done. The State is well-aware, hiccups statewide. Planners and towns should not be worried – we will work to catch up as year goes on.
- Lenny asked if extra money will be available because of the delay in contract, however Colleen was unsure. The discussion surrounded the notion that they are contracted by a lump sum, not hourly; therefore payment is based on completion of work, not hours worked.
- Trish was concerned about someone from Worcester reaching out to contractors as they may not be able to fit all the work in, in the abbreviated time period because of the late start date. Colleen responded with the assumption that when the contractors look at their contract, it would be up to the individual contractor to decide if they are able to complete all deliverables

by June 30, 2016. Alissa piped in and said that the deliverables from Quarter 1 weren't too demanding.

- Alyssa Rusiecki asked when the contracts will be done and Colleen responded that no date has been provided.

EAT

- Sandy reaffirmed that PHEP money is in, but has not gone into the account yet, so when the money is in the account, PHEP will be getting a breakdown of the budget (ie. How much money the group has to spend). Colleen confirmed that monthly budget reports will be provided as money is spent.
- Sandy reported that the one request provided is from the Town of Groton, requesting a service plan for their iPhone for 12 months at \$49.99/ mos. The total is \$599.88. If approved, the funding would come from Capability 6.
- Lenny asked that if they request is now (September), how this year's funds will pay for 12 months. The group explained that the town could be reimbursed as far back as July 1, 2015.
- Lenny made the motion to accept the EAT request for the Town of Groton's cellphone service plan for this year. Cheryl seconded the motion. No discussion or opposition.

MRC

- Liz reported that the State has not provided funding to MRCs yet. She just attended an MRC steering committee meeting with Donna Quinn, the statewide coordinator, who told the group that hopefully award letters will be sent by Friday or Monday (9/11, 9/12). The host agent then will have to sign and process and the money should be coming within the next two weeks or so.
- She also reported that Greater Grafton and Worcester Regional, along with divisions created National Preparedness Month displays in libraries. It was up to the leader to decide which libraries displays were given to.
- A 2nd Annual Pizza and Preparedness Event has been scheduled for the end of the month. Networking opportunity for volunteers, the MRCs provide something to put in volunteer go-kits.
- Looking to do training in the fall surrounding Elders with Alzheimer's/Dementia and Emergency Preparedness. More information TBD.
- Community events are taking place this fall, (i.e. Lois is going to Northboro for fall fair)
- Trish asked Liz if she had a budget request for PHEP, Liz has all the proposed budgets, but was waiting for the money, recognizing that both MRC and PHEP accounts have not been set up. She estimated that the MRCs would be requesting around \$45,000, she will get final numbers.

STRATEGIC PLANNING

- Sandy reported that group hadn't been meeting and the last training that was done was the Regional Assets training in the Spring, but now with the HMCC, they will be moving forward with those deliverables (conference, tabletop, etc). She thinks the group should keep the strategic planning committee, but nothing is on the table at the moment.
- Colleen reminded everyone that something to think about just in Public Health, to consider doing regional trainings, table tops, or build upon past projects. Funding is available. Last year 4 projects and trainings were completed and all of that funding is still available. What is something within PHEP you would like to focus on?

OLD BUSINESS

- Sandy asked the group if anyone is doing anything for preparedness month and Cheryl responded that she has put information out.
- Sandy also asked how much money was returned to the State this year from the PHEP coalition. Alissa reported that approximately \$45,000, explaining that a large portion was salary from staff leaving in Worcester, with only \$3,000 or \$4,000 of that was from the PHEP Coalition budget.

NEW BUSINESS

- Alissa asked that if anyone has new ideas for the infectious disease conference or HMCC, to please send the information to Sandy and Trish as they are the group's local public health representatives.
- Sandy and Trish discussed that they would develop a survey together for the local public health group to ask about ideas, and opinions for the upcoming HMCC infectious disease conference.
- Barry mentioned that typically at the beginning of the year, the subcommittees are re-formed. The website lists these members. Colleen mentioned last year that she sent out an email explaining the four groups and asked if anyone would like to be on a group to let her know. She will do that again this year. Steve suggested including who is currently on which group to remind people or someone is no longer interested in participating, to let Colleen know.

Sandy made a motion to adjourn, Lee seconded the motion. No opposition.

Minutes approved at the October 1, 2015 Steering Committee meeting.

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