

STEERING COMMITTEE MEETING MINUTES

Sept 26, 2013/9:00am

Worcester RTA

287 Grove St., Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Kalene Gendron (NABH); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Dottie McNamara (Fitchburg); Paul McNulty (Westborough)(Vice-Chair); Chris Montiverdi (Leicester); Trish Parent (Upton); Andy Pelletier (Southbridge); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Roger Mallet (Orange); Bernie Sullivan (Gardner); Barbara Mard (CMRPHA); Elizabeth Swedberg (Westminster); Kerry Clark (Region Coordinator); Colleen Turpin (Worcester DPH); Sara Darlagiannis (Program Planner); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Phil Leger at 9:08am.

Cheryl Rawinski made a motion that we approve the July 25, 2013 Steering Committee meeting minutes as presented. This was seconded by Roger Mallet. The minutes were approved unanimously.

Cheryl Rawinski made a motion that we approve the September 12, 2013 Executive Committee meeting minutes as presented. This was seconded by Lee Jarvis. The minutes were approved unanimously.

Next Meetings:

Combined Executive/Steering Committee Meeting/October 10, 2013/9:00am/Red Apple Farm, Phillipston, MA.
Combined Executive/Steering Committee Meeting/November 14, 2013/9:00am/Worcester DPH, Worcester, MA.
Combined Executive/Steering Committee Meeting/December 12, 2013/9:00am/Location TBD.

Program Coordinator/Host Agency Update: Kerry Clark/Colleen Turpin

- Kerry briefed the meeting on the new format for the CDC required drills. The drills are the Staff Notification Drill, the Site Activation Drill, the Facility Setup Drill, and a new drill, the Dispensing Throughput Drill. According to the state we need at least 50 people to do the Throughput Drill. In reply to a question from Forrest Price, Kerry stated that only three of the four drills were required to be performed. Kerry also said that the planners would help their towns with these drills. There was an extensive discussion of throughput to include measuring at different times and lessons learned from past clinics.
- Colleen attended a recent meeting of the SNS group. She stated that this year's Technical Assistance Review (TAR) was going to be more of a progress report. We will be required to address those items which received a score less than a full point and on which we have made progress in addressing and correcting.

Host Agency: Derek Brindisi

- Colleen stated the second quarter payment vouchers for both PHEP and the MRCs have been submitted.
- During the recent audit the state said that they want Worcester to have written proof of anything which they have ordered with PHEP funds. It should be a copy of something like the packing slip or bill of lading which shows what was sent.
- The audit tone was positive and indicated an improvement over the past.
- In the future when we need to recover funds from our towns, the Worcester financial people will talk to the town financial people if necessary to recover funds.
- We briefed the audit team on the letters which will be going out with PHEP checks to our towns outlining the 45-day requirement to document that the funds were spent or return any unused funds. The audit team seemed pleased with this process.

- Colleen stated that so far only about 8 people have indicated that they would be seeking reimbursement for the MHOA Conference.

Homeland Security Council: Chris Montiverdi

- Chris stated that the council has not met the September 12th Executive Committee meeting.
- The statewide sheltering plan and toolkit has been completed and we should hear something about the regional plan later this fall.
- Chris met with the ARC and Brenda Brouillette who oversees the western and central chapters. The plan for this region is to determine how many shelters we would need in this area and identify potential locations.
- Phil spoke briefly on the statewide shelter plan and how locations and needs could be chosen.
- Chris stated that the council will be meeting next week and that he is still looking for ideas and projects for funding. He is looking at asking for money for sheltering exercises.

Regional Mutual Aid: Andy Pelletier

- Andy stated that nothing has changed since the last meeting and he has still not seen the Charlton agreement. He will look for it.

At this point the meeting took a break to tour the Ambu-Bus which was housed by the Worcester Regional Transit Authority.

Local and State Advisory Committee: Phil Leger

- Phil said that the LSAC is trying to push out the minutes quickly because some attendees had not been reporting what happened at the meeting accurately. See attached document for these minutes.
- There was an HMCC presentation but it was the same as all of the ones we have been hearing. We are very well positioned since our region had not split up into sub-regions. They are looking at dedicated staffing to support coalition operations. We do not know where this staff will be housed so this is up for discussion. Sandi Knipe will be our representative in this process. The HMCC will have to be in place by June 30, 2017, the end of our 5 year cycle.
- The HVA process for our region is starting on Monday. It is being done on a regional level.
- This month is National Preparedness Month. We are in the last week which is "Get your flu vaccine".
- The MEMA Statewide Sheltering Plan and Toolkit has been released. The deliverable associated with this plan has been moved to the last quarter of the grant year. Feedback is being sought on the plan.
- Citizen Corps Grants have been announced.
- There will be an LSAC folder on the HHAN for Best Practices. Each region will have a month to put documents in this. Our month will be March.
- BU was there to give an update on the Local Public Health Institute. Over 1,000 people have accessed training either through the Foundations Course or online trainings. There are 14 new modules online and 4 more coming. To meet TAR requirements there will be some EDS training soon as well as a new PIO training.

Personnel Workgroup: Lenny Izzo

- Kerry stated that the contractor evaluations have gone out and are due by October 15.

Education, Acquisition & Training (EAT) Workgroup: Paul McNulty

- Paul briefed that he had very little to brief since he had been busy with an office move for the past month.
- Kerry stated that he received a phone call from John Grieb and Katie Kemen that they had approved the AM Radio Transmitter for Brimfield.
- Kerry reminded the meeting that the EAT Workgroup and the Executive Committee had previously approve Worcester's request for \$6,782.82 for 11 months of service for 9 cell phones at \$50.74 per month and 4 iPads at \$39.99 per month.

Sandi Knipe made the motion that we approved Worcester's request for \$6,782.82 for cell phone and iPad service. This motion was seconded by Cheryl Rawinski. During the discussion Andy Pelletier stated that he would be voting against this motion only because in future years, with declining budgets, we would probably be unable to support this sort of request and communities must start including these amounts in their town budgets. Several other members agreed with this statement. Sandi Knipe stated that this should probably be addressed by the Strategic Planning Workgroup. Phil Leger pointed out that cell phones and iPads are very critical to Public Health being able to respond and do their work in the field. The motion passed with one vote against.

- Colleen brought up the previous request by the MRC for additional funds from the PHEP budget in the amount of \$55,000.00. This was previously approved by the Executive Committee but Liz Foley stated that the necessary amount was \$56,703.00.

Jamie Terry made the motion that we approve transferring \$56,703.00 from the PHEP budget to the MRC budget. This was seconded by Lee Jarvis. During the discussion on this motion there was extensive discussion of where this money would come from and just how much unencumbered funds were left. There was some uncertainty about how much actual equipment purchases totaled and what money would be left from conference allocations. Andy Pelletier asked if this vote was critical to MRC operations right now or if we could delay the vote until we had a better idea of what the current budget figures were. Liz Foley and Kerry Clark both felt that we could wait for another month. In view of this Jamie Terry withdrew her motion.

- Kerry asked if the group could address the Rutland BOH request for \$877.00 for flu clinic supplies. Paul read off the items which Rutland had listed. There were some concerns about requesting funds for a flu clinic versus emergency preparedness training. Several members offered to provide some of the supplies to reduce the amount of the request. Paul stated that we would discuss this further at the EAT Workgroup meeting which would follow this meeting.
- The Westminster BOH requested \$479.88 for 12 months of cell phone coverage.

Cheryl Rawinski made the motion to approve this request which was seconded by Sandi Knipe. The motion passed with one vote against.

- The Grafton BOH requested \$959.76 for coverage for 2 tablets.

Cheryl Rawinski made the motion to approve this request which was seconded by Jamie Terry. The motion passed with one vote against.

MRC Workgroup: Liz Foley

- Liz stated that Alyssa had told her that her MRC division leader is trying to reach out to Health Agents to meet with them; otherwise she will continue to schedule outreach meetings.
- She met with Mary from Hopedale on Tuesday who will be meeting with the Lions Club.
- There will be MRC volunteer-specific Shelter training at the end of October to let volunteers know what they could be expected to do when called to a shelter.
- There will be an Advisory Committee meeting with all division leaders on October 3rd.
- Phil asked if there was any update from Greater Grafton. Trish Parent stated that they are restructuring and should be offering a flu clinic within the next three weeks.
- They are working with various towns who may be interested in a local flu clinic.

Strategic Planning Workgroup:

- Kerry Clark said that he would reach out at the next meeting to those members who have shown an interest in participating in this workgroup.
- They will be looking at the Principles of Operation, the Multi-Year Training and Exercise Plan (MYTEP) and a policy on reimbursement procedures for personnel attending conferences.

Old Business:

- Trish Parent asked about whether the Region would provide financial support to people who attend the MAHB conference. The conference is a one-day meeting, costs \$99.00 and does have an Emergency Preparedness (EP) track. The committee determined that any person who attended at least one-half day of the EP track would receive support.

Trish Parent made a motion that we approve a maximum of \$2,000.00 to reimburse any board member who went to this conference and attended at least a half-day of the EP track. This was seconded by Cheryl Rawinski. The motion passed unanimously.

New Business:

- The trailer which had been stored in Pepperell has now been moved to Dunstable.
- Andy Pelletier asked if he need a new letter appointing him the Steering Committee representative from Southbridge since he has been hired there. Phil Leger said that he should get the letter and stated that we should get new letters from all of our cities and towns for the new grant year.

Cheryl Rawinski made a motion that we adjourn which was seconded by Trish Parent. The meeting adjourned at 10:55am by unanimous consent.

LOCAL/STATE ADVISORY COUNCIL
MEETING MINUTES

Date: September 16, 2013

Location: MEMA Headquarters

Present:

Region 1A, Sandra Martin, Laura Kittross
Region 1B, Tracy Rogers
Region 1C, Mary Kersell
Region 1D, Nikki Nixon
Region 2, Philip Leger, Sandra Knipe, Kerry
Clark (Coordinator)
Region 3A, John Coulon, Sheryl Knutsen
Region 3B, Shelly Newhouse
Region 3C, Rich Day, Kate Kokko
Region 3D, Sharon Cameron
Region 3E, Karen Rose
Region 4A, Jim White
Region 4B, Dawn Sibor, Leigh Mansberger
(Coordinator)
Region 4C,
Region 5A,
Region 5B, Amy Palmer
Region 5C, Lisa Cullity
MAPHN, Ruth Mori
MAHB,
MHOA, Thomas Carbone
MEHA, Heidi Porter
MPHA, Frank Singleton
MDPH, Mary Clark, John Grieb, Katie
Kemen, Archana Joshi, David Trout, Diane
Brown Couture, Don Snyder, Grace
Connolly
MEMA, Jennifer Carlson-Benoit

BUSPH – Kathleen MacVarish, Jen Tsoi,
Harold Cox

Sibor called the meeting to order at 11:07AM. Introductions were made.

Approval of Minutes of July 15, 2013 –Leger moved to approve the minutes, seconded by Knipe. Unanimously Approved

Summary of LSAC Meeting

Sibor & Kemen spoke about the need to standardize the message going back to the coalitions by members. There used to be a written summary done, which hasn't been done for some time. Minutes are coming out quickly, but are not necessarily available for meetings that happen soon after LSAC. Sibor identified two options – wait for the minutes or do a 'cheat sheet' based on the notes taken by Carbone. Sibor polled the group, and it was decided to depend on a quick turnaround of minutes and member notes instead of the summary. Sibor asks that we be sure to accurately share the information from LSAC to our coalitions. Sibor will also ask the policies & procedures subcommittee to review some guidance on how LSAC meetings run including meeting attendees and guest policies.

CEMP Information

Sibor shared a letter from MEMA/Paul Hooloway concerning the eCEMP requirements. Sibor will share the link to the state's base plan. Carlson-Benoit is looking for it.

Health & Medical Coordinating Coalitions (HMCC)

Clark shared the slides for the presentation to be made at each coalition (similar to the Webinar).

Highlights are:

- We are at the beginning of the planning process, with stakeholder meetings to be held between now and June 30, 2014
- Need to build a more robust response.
- Need to build a way to coordinate the response at a regional level.
- Plan is to establish 6 HMCC, one in each hospital preparedness region.
- Core disciplines are local health, hospitals, community health centers and large ambulatory centers, EMS, and long term care facilities.
- Others healthcare disciplines or facilities would include pharmacies, VNA, mental and behavioral health, dialysis centers, specialty hospitals, etc.
- Singleton noted the importance of including inspectional services, since those have moved out of the local health departments in many communities.
- Work would also be coordinated with emergency management and public safety.
- There would be dedicated staffing to support the operations of the coalition. Housing entity description not set and may vary from region to region; could be host agent, or 501c3 group, health department, hospital, or other setup.
- HMCC would support greater situational awareness.
- HMCC would enhance the ability to respond and coordinate deployed assets.
- RFR with initial funding anticipated to go out in November of 2015; federal guidance requires HMCC to be in place by June 30, 2017

- See handout for details.

The Hazard Vulnerability Analysis (HVA) and gap analyses being completed for each region will support regional planning efforts.

Series of facilitated discussions in each region will identify assets and gaps, and explore structure best suited to region. Questions still to be answered during regional discussions include roles of regional coordinators and HMCC personnel; role of existing coalitions; impact on Regions 4a and 4b of using boundaries of hospital preparedness Region 4ab.

Several members raised questions about how this will affect existing coalitions and funding moving forward, general concern with where our planning and operations programs are leading and how they work into this project. Clark indicated that the expectation is still that federal funding will continue to decline, and that the discussions during the rest of the year will have to focus on how to most effectively support health and medical needs with less funding from both PHEP and HPP (ASPR).

MDPH Updates/Preparedness Month

Kemen spoke on National Preparedness Month activities. Videos have been released & posted to the MDPH website. Many have seen the Mass DOT boards advertising Preparedness Month on the highways today.

The MEMA Shelter template was released this morning; the Shelter related deliverable has been moved from Quarter 1 to Quarter 4.

MEMA Updates

The Statewide Sheltering Plan has been issued today. Feedback is being sought on the plan in hopes that it will be a good working document. Benoit-Carlson will send it to Sibor who will pass it on to the group.

MEMA has gone through an accrediting process. Preliminary findings are now out and they seem positive. Citizen Corps grants have been announced as well.

Best Practices

Kersell spoke about the Promising Practices work on the HHAN. Documents are being posted onto the HHAN within the LSAC folder. There is a shared folder for documents, and there is a subfolder for each capability. There will be a file naming protocol (Region # Subject Date). Upload access will be given to regional staff and MDPH Regional Planners.

BUSPH-LPHI

Tsoi provided an update on the LPHI. Over 1,000 people have accessed training, although there are probably more who did not complete the evaluations but did go through the training. There was a request to break down the participant database by community to see how they fall among types of personnel.

14 new modules are online, with another 4 coming soon. There are also classroom & blended sessions that occur. To meet TAR requirements, an EDS training will be offered soon, and work is being done on providing a Public Information Official (PIO) training.

See the LPHI website for a full report.

MacVarish requested formation of an Education subcommittee to work with the LPHI on module review, to include members of LSAC or others who have expertise. Right now, modules are sent to all of LSAC, and MacVarish is looking for a small group to bounce ideas and issues off of, including the idea of charging a fee. Coulon, White, Martin, Kersell, Nixon and Sibor will form that small group.

Coalition Updates

Coulon reports that Topsfield scored a 92 on its TAR audit. He is willing to share his plan with anyone interested.

Meeting adjourned at 1:53 PM.