



**REGION 2 PHEP**  
**Steering Committee Meeting**  
**AGENDA**  
**Thursday, October 5, 2017 / 9:00 AM**  
**Red Apple Farm**  
**455 Highland Ave**  
**Phillipston, MA 01331**

- Review minutes of the following meetings: (5 min.)
  - September 7, 2017
- Next Meeting(s)
  - November 2, 2017 Location Worcester
  - December 7, 2017 Location Sutton
- Town Highlight (10 min)
- Program Coordinator Update – Katrina Stanziano (35 min)
  - OPEM Updates
    - WebEOC Reminders
    - JRA Meeting – Oct 26<sup>th</sup> Beechwood
    - EDS Guidance is going to be release in October
  - BP 1 Updates
    - Deliverables
      - Wrap up for Quarter 1:
        - 24/7 Contact list submitted to the state
      - Coming up for Quarter 2
        - Social Media Training
        - Vendor led table top exercise; testing EDS plan and utilizing ICS (Northborough and community TBD)
        - 24/7 Contact list quarterly update
        - ICS/NISM annual update
        - WebEOC Drill
    - Rep Letters
    - Updating the HHAN
    - Sat. Phone Results for September
    - Conference Update
      - MHOA Conference- How to be eligible to use PHEP funds for conference reimbursement?
  - Inventory & Tagging of PHEP Supplies Update
  - PHEP Supplies available to the region
  - Forrest- presentation on the Regional EDS Project for BP1

- Host Agency Update –Alissa Errede (15 min)
  - BP 5 Wrap Up
  - BP 1 Funding Update
  - Planner Update
  
- Local & State Advisory Council (LSAC) - Steve Baccari/ Steph Bacon (10 min)
  
- Region 2 HMCC –Trish Parent/Dottie McNamara (10 min)
  
- Regional Workgroups (25 min)
  - Personnel Workgroup
  - Education, Acquisition & Training Workgroup (EAT)
    - MHOA (approved up to 10 to spend up to \$900 each)
  - MRC Workgroup
  - Strategic Planning Workgroup
  
- Old Business
  
- New Business