



**REGION 2 PHEP  
Steering Committee Meeting  
AGENDA**

**Thursday, November 9, 2017 / 9:00 AM  
Town of Southbridge  
41 Elm Street  
Southbridge, MA 01550**

- Review minutes of the following meetings: (5 min.)
  - October 5, 2017
- Next Meeting(s)
  - December 7, 2017 Location Sutton
  - January 4, 2017 Location TBD
- Town Highlight (10 min)
- Program Coordinator Update – Katrina Stanziano (35 min)
  - OPEM Updates
    - WebEOC Reminders
  - BP 1 Updates
    - Deliverables
      - Coming up for Quarter 2
        - Social Media Training
        - Vendor led table top exercise; testing EDS plan and utilizing ICS (Northborough)
        - 24/7 Contact list quarterly update
        - ICS/NISM annual update
        - WebEOC Drill
      - Rep Letters
      - Sat. Phone Results for October
      - Travel Policy for Conferences
        - MHOA Conference- How to be eligible to use PHEP funds for conference reimbursement?
  - Inventory & Tagging of PHEP Supplies Update
  - Planner Update
- Host Agency Update –Alissa Errede (15 min)
  - BP 5 Wrap Up
  - BP 1 Funding 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)
    - Oxford
    - Westborough
    - Clinton
    - Fitchburg
    - Townsend
  
  - MRC Workgroup
  - Strategic Planning Workgroup
  
- Old Business
  
- New Business