

STEERING COMMITTEE MEETING MINUTES

Thursday, April 18, 2019

Webster Library

2 Lake St

Webster, MA

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Philip Leger (Worcester/Royalston); Dorothy McNamara (Fitchburg); James Philbrook (Vice Chair/Charlton); Barry Lein (Sterling); Andy Pelletier (Southbridge); Deborah Vondal (Athol); Alissa Errede (HMCC Sponsoring Org); Katrina Stanziano (PHEP Regional Coordinator); Air Winograd (WDPH); Tex Sarabia (Hardwick); Casey Mellin (Northborough); Jennifer Sullivan (Webster)

**At this time Steve Baccari announced that the public portion of the meeting was concluded and asked for a motion that we go into Executive Session to discuss the deliverables for next year.**

**Phil Leger made a motion that we adjourn the public portion of the meeting to go into Executive Session which was seconded by Jim Philbrook. This was confirmed by a roll call vote of the Steering Committee members.**

**Phil Leger made a motion we accept the executive committee meeting minutes from June 7, 2018 meeting. This was second by Deb Vondal. The motion passed unanimously.**

**Executive session was called to discussion the deliverables for next year, since they could impact planner contracts. Katrina presented the different options for next year-**

- 1. Conduct EDS tabletop**
- 2. Conduct the three SNS drills, but the facility setup would require more than previous years**

**The group discussed the different options and decided they wanted to wait to make a decision until they have some clarification from the state about the tabletops and from the City about the impact of having more requirements for the facility setup drill.**

**Minutes approved at the May 2, 2019 Steering Committee meeting.**

**Respectfully submitted: Steve Baccari, Chair, Region 2 PHEP Coalition**