

STEERING COMMITTEE MEETING MINUTES

Thursday, December 6, 2018

Asa Waters Mansion

123 Elm St, Millbury, MA

IN ATTENDANCE: Steve Baccari (Westborough)(Chair); Trish Parent (Upton);Lenny Izzo (Milford); Katrina Stanziano (WDPH); Cheryl Rawinski (Sutton);Eileen Dyson-Alexander (Auburn); Casey Mellin (Northborough);Barry Lein (Sterling); Philip Leger (Grafton); Andy Pelletier (Southbridge); Missy Kakela-Boisvert (Mendon); Grace Peladeau (Sutton); Ari Winograd (WDPH); Erica Piedade (DPH/Office of Local & Regional Health); Dottie McNamara (Fitchburg); Jamie Terry (Planner); Jim Philbrook (Charlton); Lois Luniewicz (WMRC); Colleen Bolen (WDPH); Alissa Errede (WDPH); Debra Vescera; Rita McConville (Westminster)

The meeting was called to order by Chair Steve Baccari at 9:09 am.

Minutes Review: The minutes from the November 1, 2018 Steering Committee was presented for review and approval.

Lenny Izzo made a motion that we accept the November 1, 2018 Steering Committee meeting minutes as presented. This was seconded by Jim Philbrook. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: January 3, 2019/9:00am/Location- Worcester
- Steering Committee Meeting: February 7, 2019/9:00am/Location- Charlton

Program Coordinator: Katrina Stanziano

OPEM Updates

- The budget modification was submitted to the state last Friday.
- The Emerging Infectious Disease project- the state said it doesn't have to be an annex anymore and that you could update your current plan instead. We will discuss this with Forrest to see what he thinks since he is working on the plans this year.
- There will be another statewide planner meeting in Q3 and it will be held in Region 2.

BP 1 X Updates

- Deliverables for Quarter 2
 - All that is due in quarter 2 are the 24/7 Call Down updates.
- Katrina is still accepting rep letters from communities.
- We will be accepting conference request forms for NACCHO until 12/28. We can send up to 15 people this year to the conference.
- Satellite phone testing went up by 7% from the first drill. Communities were informed that they need to complete the drills to remain eligible to host the phones.
- Katrina asked the group if they would accept a revision to the current Satellite Phone Policy from 60% completion in drills to 50%.

Cheryl Rawinski made a motion we accept this revision to the policy. This was second by Lenny Izzo. The motion passed unanimously.

- Katrina will send information out on the new PHEP capabilities.
- Jamie provided an update on the SNS drills and Closed POD project. She said most of the facility set up drills have been scheduled or completed. She is still working on the site activation and staff notification drills. She is planning to meet with the HMCC Coalition after the holidays to discuss the Closed POD project.

Host Agency Update: Alissa Errede

BP 1 X Funding Update

- We will receive Q3 funding in January.
- Alissa, Ari and two HMCC members attended the Coalition conference last week. They talked about how CDC and ASPR are separating and how there will be two different grant applications this year. That there are some changes coming but they will not have impact on the PHEP side.

Local & State Advisory Council (LSAC) – Steve Baccari/Jim Philbrook

- Nothing to report.

Region 2 HMCC – Trish Parent/Dottie McNamara

- Nothing to report.

Regional Workgroup

Personnel Workgroup:

- The Equipment bid we had to put back out to bid due to the fact it came in significantly higher than before; went back out to bid. We only had one person bid on it again and the bid came back still too high and the state wouldn't approve that amount. We asked the group if they would like to put the bid back out again or wait until next year- that group agreed it would be better to wait until next year.

Education, Acquisition & Training (EAT) Workgroup:

- Nothing to report.

MRC Workgroup:

- Lois gave a brief update on the WMRC. She let the group know we have a new Outreach Specialist that started in October. She let the group know that at the Statewide Steering Committee meeting they discussed the gap analysis results and the discussions will continue at the next meeting. She has been attending LEPC meetings to ensure they know about the MRC and the services they can offer. She will be reaching out to LBOH in the near future to re-introduce the MRC.

Strategic Planning Workgroup:

- Nothing to report.

Old Business:

- None.

New Business:

- None.

Lenny Izzo made a motion that we adjourn the meeting which was seconded by Jim Philbrook. The meeting adjourned at 10:16 AM by unanimous consent.

Minutes approved at the January 3, 2019 Steering Committee meeting.

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