

STEERING COMMITTEE MEETING MINUTES

Tuesday, June 4, 2019

Beechwood Hotel

363 Plantation St

Worcester, MA

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Dorothy McNamara (Fitchburg); Barry Lein (Sterling); Andy Pelletier (Southbridge);Alissa Errede (HMCC Sponsoring Org); Katrina Stanziano (PHEP Regional Coordinator); Air Winograd (WDPH); Lisa Daoust (Spencer);Trish parent (Upton); Cheryl Rawinski (Sutton); Kalene Gendron (Nashoba); Eileen Alexander (Auburn); Forrest Price (Planner); Lenny Izzo (Milford); Missy Kakala-Boisvert (Mendon); Tom Bonci (Clinton); Terri Gough (Charlton); Dan Finn (Grafton); Kenneth Lacey (Sturbridge/Warren); Phil Leger (Royalston); Casey Mellin (Northborough); Jamie Terry (Planner); Rita McConville (Westminster); Deb Vondal (Athol); Lois Luniewicz (WRMRC); Elizabeth Stephens (Southbridge); Tex Sarabia (Hardwick)

The meeting was called to order by Chair Steve Baccari at 8:36 am.

Minutes Review: The minutes from the May 2, 2019 Steering Committee was presented for review and approval.

Cheryl Rawinski made a motion that we accept the April 18, 2019 Steering Committee meeting minutes. This was seconded by Trish Parent. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: August 1, 2019/9:00am/Location- WDPH
- Steering Committee Meeting: September 5, 2019/9:00am/Location- TBD

Program Coordinator & ARCHE (HMCC) Update: Katrina Stanziano

BP 1 X PHEP Updates

- Deliverables for Quarter 4
 - 24/7 Call Down Updates
 - MDPH/OPEM Quarterly WebEOC drill
 - NIMS/ICS Updates
- Regional Purchases update- there was a second round of supplies order (Cones, Easels & Privacy Screens); Katrina will send email to all communities to coordinator times to pick up the supplies.
- Wrap up fund letters for service plans- Katrina informed the group the emails were sent out last week. Katrina reminded the group if you have a service plan you need to complete 2 out of the 3 drills this year to remain eligible for a service plan next year.
- Planner evaluations & SNS feedback survey- Katrina let the group know those surveys will be sent out soon.
- Alissa provided an update on the HMCC; the group has not received any deliverables for next year yet. The hospitals over received their deliverables last week.

OPEM Updates

- Katrina reviewed the new work plan and budget with the group for BP 1.

Phil Leger made a motion we accept the proposed budget for BP 1. This was second by Trish Parent. The motion passed unanimously.

Regional Workgroup

Personnel Workgroup:

- Nothing to report.

Education, Acquisition & Training (EAT) Workgroup:

- WRMC asked the PHPE Coalition for \$7, 414 to support programmatic elements of their work plan and to support the salary for the Outreach Specialist. This motion was passed during the review of the work plan and budget under OPEM updates.

MRC Workgroup:

- Nothing to report.

Strategic Planning Workgroup:

- Nothing to report.

Old Business:

- None.

New Business:

- None

Trish Parent made a motion that we adjourn the meeting which was seconded by Cheryl Rawinski. The meeting adjourned at 9:45 AM by unanimous consent.

Minutes approved at the August 1, 2019 Steering Committee meeting.

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