

## STEERING COMMITTEE MEETING MINUTES

Thursday, May 2, 2019

WDPH, Room 109

25 Meade St

Worcester, MA

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Dorothy McNamara (Fitchburg); James Philbrook (Vice Chair/Charlton); Barry Lein (Sterling); Andy Pelletier (Southbridge);Alissa Errede (HMCC Sponsoring Org); Katrina Stanziano (PHEP Regional Coordinator); Air Winograd (WDPH); Lisa Daoust (Spencer); Joan Lindenmayer (Uxbridge); Trish parent (Upton); Cheryl Rawinski (Sutton); Kalene Gendron (Nashoba); Eileen Alexander (Auburn); Forrest Price (Planner)

The meeting was called to order by Chair Steve Baccari at 9:06 am.

**Minutes Review:** The minutes from the April 18, 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 Jim Philbrook. The motion passed unanimously.**

### Next Meetings:

- Steering Committee Meeting: June 4, 2019/8:30am/Location- Beechwood
- Steering Committee Meeting: August 1, 2019/9:00am/Location- TBD

### Host Agency & Program Coordinator: Katrina Stanziano

#### OPEM Updates

- The next budget modification is due May 17<sup>th</sup>.

#### BP 1 X PHEP Updates

- Deliverables for Quarter 4
  - 24/7 Call Down Updates
  - MDPH/OPEM Quarterly WebEOC drill
  - NIMS/ICS Updates
- Closed POD Training- JJ Burke will be conducting Closed POD training at our next PHEP meeting for local health and long term care facilities. Breakfast and lunch will be provided. Katrina will send out an invite.
- EID Workshop- the small group met on Tuesday to discuss this deliverable. The meeting went well and Forrest has enough information to put together a draft annex for the group.
- Regional Purchase update- Katrina let the group know that we are in the process of receiving various regional purchases over the next few months.
- Regional Trailer Policy- the group wanted to hold off on discussing this until the policy had all the necessary paperwork.

#### BP 1 X ARCHE Funding Update

- Nothing to report.

#### BP 1 X ARCHE Programmatic update

- Nothing to report.

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

- Nothing to report.

### Region 2 HMCC – Trish Parent/Dottie McNamara

- The Executive Committee has to attend a leadership conference on May 23<sup>rd</sup> and as part of the conference they have to create a poster presentation. The group decided to do a poster presentation about the HVA project.

## **Regional Workgroup**

### **Personnel Workgroup:**

- Nothing to report.

### **Education, Acquisition & Training (EAT) Workgroup:**

Town of Harvard has submitted a request in the amount of \$1,577.29 to replace their old laptop and software so they have a functional laptop to respond to WebEOC drills and operate EDS location.

**Jim Philbrook made a motion that we approve the request for the Town of Harvard. This was second by Cheryl Rawinski. The motion passed unanimously.**

Town of Southbridge has submitted a request in the amount of \$1,036.92 to purchase a Surface Pro, mouse, case and cover so they are able to provide 24/7 coverage for WebEOC drills and MAVEN.

**Jim Philbrook made a motion that we approve the request for the Town of Southbridge. This was second by Trish Parent. The motion passed unanimously.**

The coalition presented a request to have JJ Burke conduct Closed POD training for local health and long term care in the amount of \$2,850.

**Andrew Pelletier made a motion that we approve the request for the Closed POD training. This was second by Cheryl Rawinski. The motion passed unanimously.**

The coalition presented a request to have the Closed POD training at the Beechwood and breakfast/lunch will be provided in the amount of \$5,500.

**Andrew Pelletier made a motion that we approve the request for the training to be at the Beechwood. This was second by Cheryl Rawinski. The motion passed unanimously.**

### **MRC Workgroup:**

Alissa let the group know that workplans and budgets for the MRC are due to the HMCC on May 31<sup>st</sup>. As in previous years the MRC group requests supplemental PHEP funds to help with their programs. Since the turnaround time is quick this year the group decided that Jim Philbrook and Steve Baccari could decide on what expenses the group will approve. The group also decided that each MRC unit must submit a letter explaining why they need the supplemental funds from PHEP.

### **Strategic Planning Workgroup:**

- Nothing to report.

### **Old Business:**

- None.

### **New Business:**

- AM Transmitter letter- there was a letter sent to us by the FFC explaining they are exploring the possibility of changing the format that our AM transmitter is broadcasted on. This letter doesn't require any action from us at this time.

**Jim Philbrook made a motion that we adjourn the meeting which was seconded by Cheryl Rawinski. The meeting adjourned at 10:02 AM by unanimous consent.**

**Minutes approved at the June 4, 2019 Steering Committee meeting.**

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