

STEERING COMMITTEE MEETING MINUTES
Thursday, September 6, 2018
WDPH Room 109
25 Meade Street, Worcester, MA 01610

IN ATTENDANCE: Steve Baccari (Westborough)(Chair); Trish Parent (Upton); Alissa Errede (Worcester DPH/CMRPHA); Forrest Price (Planner); Joann Lindenmayer (Uxbridge); James Philbrook (Charlton); Lenny Izzo (Milford); Katrina Stanziano (WDPH); Cheryl Rawinski (Sutton); Eileen Dyson-Alexander (Auburn); Jamie Terry (Planner); Jeanne Gniadek (Northbridge); Tom Bonci (Clinton); Rita McConville (Westminster); Casey Mellin (Northborough); Beth Hallal (Medway)

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

Minutes Review: The minutes from the August 2, 2018 Steering Committee was presented for review and approval.

Lenny Izzo made a motion that we accept the August 2, 2018 Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: October 4, 2018/9:00am/Location – Red Apple Farm
- Steering Committee Meeting: November 1, 2018/9:00am/Location- Milford or Mendon

Program Coordinator: Katrina Stanziano

OPEM Updates

- Katrina let the group know that the HHAN now has a texting option and she will send out the instructions via email to the group.
- Emerging Infectious Disease Framework will not be a template but guidance on what information should be included in the annex. The guidance should be available soon.
- Katrina let the group know that the forms being used for the SNS drills have changed and instead of having three separate forms all the information will be collected on one excel workbook. Katrina will email the group the new form.

BP 1 X Updates

- Deliverables for Quarter 1
 - All that is due in quarter 1 are the 24/7 Call Down updates. Katrina will be reaching out in the next week or two to confirm the information listed is accurate.
- Katrina is still accepting rep letters from communities.
- Katrina told the group they are still working on updating the Principles of Operations.
- Katrina told the group she will be trying to time the internal WebEOC drills so they are after the MDPH Quarterly drills. To avoid any confusion.
- Katrina asked the group if they would be open to hearing someone from Region 1 talk about why they switched to Regional EDS, the group said they would listen to what they had to say.
- Katrina informed the group that no one was interested in attending the Yankee Conference this year. She also let the group know that ten people were interested in attending MHOA this year. Katrina reminded the group that they must attend all EP courses to receive reimbursement and the state still has to approve the conference and attendees. Katrina listed off the names of the people who wished to attend MHOA.

Tom Bonci made a motion we accept the following people to attend the MHOA conference this year- Andrew Pelletier (Southbridge), Anthony Postale (Southbridge), Ann Loree (Westminster), Rita McConville (Westminster), Lisa Daoust (Spencer), Lee Jarvis (East Brookfield), Tex Sarabia (Hardwick), Lenny Izzo

(Milford), Trish Parent (Upton), and Beth Hallal (Medway). This was seconded by Lenny Izzo. The motion passed unanimously.

Host Agency Update: Alissa Errede

BP 1 X Funding Update

- Alissa informed the group we got the funding earlier, which meant the planners could start working earlier as well. Jamie and Sara are doing all the SNS drills for the region. Jamie is also going to continue the work on the Closed PODs this year as well. The Equipment & Training contract bid came in higher than what we had budgeted for, so we had to turn that bid now. Alissa asked the group for their input on how to best cover this service gap this year. The group came to the conclusion that we should have the Regional Coordinator conduct the Sat. Phone testing but quarterly instead of monthly and that we would put a bid together for someone to do a yearly maintenance check on the trailers in the region.

Jim Philbrook made a motion that will put the contract back out to bid for trailer maintenance and report only. This was seconded by Trish Parent. The motion passed unanimously.

- There was discussion about how all the trailers have different supplies in them and how there should be a standardize list or minimum list of items each trailer should have. Katrina told the group she will work on sorting through the inventory done in FY 17 by trailer and share with the group at the next meeting.
- Alissa informed the group we still have two more positions to fill in our office- the Planning & Ops and the new HMCC entry level position. We have conducted interviews for the Planning & Ops; we are hoping our preferred candidate can start by the next meeting. We are still working on building the job description for the HMCC entry level position.
- Alissa informed the group that the state drafted a letter explaining the HMMC and why it is important for stakeholders to attend meetings, trainings, exercises, etc. She wanted to know if the group thought this would be useful letter to share with the PHEP Coalition, the group felt that it would be a good idea to share the letter. It may help bring others to the table who usually can't attend.

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

- The group was informed that there are materials available on the clearing house for Preparedness month.

Region 2 HMCC – Trish Parent/Dottie McNamara

- Trish reported that the group went over the workplan and budget for BP 1 X. She also let the group know the conference held each year could be a little different this year because all the HMCCs seem to be doing conferences now. So there may be a joint conference among all HMCC regions this year, but there is still more to come.
- Trish also mentioned that the HMCC has to do a regional HVA this year and that we as public health should do one together. The group thought that would be a great idea.

Regional Workgroup

Personnel Workgroup:

- Nothing to report

Education, Acquisition & Training (EAT) Workgroup:

- Nothing to report

MRC Workgroup:

- Katrina shared message from Lois Luniewicz with the group about how she is interested in getting back to basic with Worcester MRC. Also how she will be reaching out to the boards of health in Worcester MRC to re-introduce herself and what the MRC is all about. The group was also remind that Lindsey Fox the Greater Grafton MRC leader will be expanding her unit this year to include the communities that were once part of the Southeast region of the Worcester MRC.

Strategic Planning Workgroup:

- Nothing to report.

Old Business:

- None.

New Business:

- Katrina explained that we need a new Executive Committee member to replace Lois Luniewicz.

Jim Philbrook made a motion that we select Beth Hallal to be on Executive Committee which was second by Cheryl Rawinski. The motion passed unanimously.

Lenny Izzo made a motion that we adjourn the meeting which was seconded by Tom Bonci. The meeting adjourned at 10:34 AM by unanimous consent.

Minutes approved at the October 4, 2018 Steering Committee meeting.

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