

STEERING COMMITTEE MEETING MINUTES

June 7, 2018/9:00 AM

Charlton Library

40 Main St, Charlton, MA 01507

IN ATTENDANCE: Steve Baccari (Westborough)(Chair); Philip Leger (Worcester/Royalston/Holden); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Alissa Errede (Worcester DPH/CMRPHA); Barry Lein (Sterling); Forrest Price (Planner); Joann Lindenmayer (Uxbridge); Lois Luniewicz (WRMRC, Hardwick); Erica Piedade (MDPH); Lisa Daoust (Spencer); James Philbrook (Charlton); Lenny Izzo (Milford); Katrina Stanziano (WDPH); Heather Kulickowski (Intern Charlton); Andy Pelletier (Southbridge); Trish Parent (Upton); Debra Vescera (Holland/Brimfield/Wales/West Brookfield); Deborah Vondal (Athol); Lisa Tamagni (Milford); Lindsey Fox (Grafton/MRC); Cheryl Rawinski (Sutton); Jeanne Gniadek (Northbridge); Jamie Terry (Planner); Michael Borowiec (Planner)

The meeting was called to order by Chair Steve Baccari at 9:13 am.

Minutes Review: The minutes from the May 10, 2018 Steering Committee was presented for review and approval.

Lenny Izzo made a motion that we accept the May 10, 2018 Steering Committee meeting minutes as presented. This was seconded by James Philbrook. The motion passed with one abstention.

Next Meetings:

- Steering Committee Meeting: August 2, 2018/9:00am/Location – Hardwick
- Steering Committee Meeting: September 6, 2018/9:00am/Location – Worcester

PHEP Update: Katrina Stanziano

- HHAN now has a texting option you can sign up for; instructions were passed out to the group.
- If you are on your community's 24/7 call down list you will now have to be signed up for the HHAN. The state is working with the regional coordinators to gather information on the people who are not on the HHAN, so they can sign them up on the back in.
- Workplan & Budget have been submitted to the state for BP 1 X
 - We added the Yankee Conference to the budget for next year, since there is a chance it could be eligible for reimbursement.
 - We added signage from last year to the budget for BP 1 X because some items were on back ordered.

MRC Funding Requests:

Lois explained the funding formula that the MRC will be using moving forward. Each community will receive \$1,249 in MRC funds.

The Worcester MRC has a base funding of \$44,964. The Worcester MRC is requesting \$7,316 in PHEP funds to cover the cost of badging supplies (\$200), printed materials (\$1,500), new map design (\$500), Outreach Specialist (\$4,186), outreach supplies (\$430), and food for Psychological First Aid Training (\$500).

Lenny Izzo made a motion to approve \$7,316 of PHEP funds to be used towards the Worcester MRC for badging supplies, printed materials, new map design, Outreach Specialist, outreach supplies, and food for the Psychological First Aid Training. This was second by Jim Philbrook. The motion passed unanimously.

The Greater Grafton MRC is requesting \$31,016 in PHEP funds to cover the cost of the Division Leader's salary. Greater Grafton MRC base funding is \$19,984. Lindsey provided some information on why she

would need the extra money in salary for next year. She explained how she will be adding the Worcester South East Division to the Greater Grafton MRC next year, giving them a total of 16 communities.

Jim Philbrook made a motion to approve \$19,984 of PHEP funds to be used towards the Greater Grafton MRC Division leader's salary. This was second by Lenny Izzo. The motion passed with two abstentions.

Phil Leger made a motion that we adjourn the meeting which was seconded by Lenny Izzo. The meeting adjourned at 10:25am by unanimous consent.

DRAFT