

## STEERING COMMITTEE MEETING MINUTES

March 1, 2018/9:00 am

WDPH

25 Meade St, Worcester, MA

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Beth Hallal (Medway); James Philbrook (Charlton)(Vice Chair); Barry Lein (Sterling); Lenny Izzo (Milford, Mendon, Millville); Alissa Errede (WDPH/CMRPHA); Lois Luniewicz(Hardwick WRMRC); Trish Parent (Upton); Terri Gough (Charlton); Forrest Price (Consultant); Missy Kakela-Boisvert (Mendon); Philip Leger (Worcester, Royston, Grafton); Katrina Stanziano (WDPH); Lisa Daoust (Spencer); Bri Eichstaedt (Sturbridge); Mike Borowiec (Consultant); Mary Watson (MRC); Lisa Tamagni (Milford); Kristin Black (Uxbridge); Deb Vondal (Athol); Louise Bonnette (MRC); Jen Sullivan (Webster); Danyel Guiou (Webster); Erica Pudade (OLRH MDPH); Andy Pelletier (Southbridge); Dottie McNamara (Fitchburg); Rita McConville (Westminster); Thomas Philippou (Harvard); Wibby Swedberg (Westminster)

The meeting was called to order by Chair Stephen Baccari at 9:00am.

**Minutes Review:** The minutes from the February 1, 2018 Steering Committee meeting were presented for review and approval.

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

### Next Meetings:

- Steering Committee Meeting: April 5, 2018/9:00am/Location- Southbridge
- Steering Committee Meeting: May 3, 2018/9:00am/Location TBD.

### Program Coordinator & Host Agency: Katrina Stanziano

- OPEM Update:
  - The group was informed that the concurrence vote will be happening at the next PHEP (April 5<sup>th</sup>). It is important you send your voting representative to this meeting. The group will be voting on the process of how the state gets to work plan and budget for next grant year.
- BP 1 Funding Update:
  - The Quarter 2 QER was approved by the state.
  - Budget Modification #4 is due to the state on April 27<sup>th</sup>. All EAT Request are due to Katrina on Friday, March 16<sup>th</sup>. Katrina informed the group the date has changed due to a meeting with the state to discuss the last payment for this grant year.
- Deliverables BP1:
  - Northborough is hosting an Emergency Dispensing Tabletop on March 22<sup>nd</sup> at Algonquin Regional High School from 8:30 AM to 12:00 PM. Please let Katrina know by Friday, March 16<sup>th</sup> if you wish to attend.
  - The social media training will be held after this meeting from 9:30 AM to 1:30 PM. Pre-registration was required.
  - Katrina will be reaching out to update the 24/7 Call Down List and ICS/NIMS for communities.
  - Katrina reminded the group that there are two more WebEOC drills left for this grant year. She also reminded the group one will take place on a weekend. She also said that communities, who take service plans, need to take part in at least three of the four drills to be eligible for service plans next grant year.
  - Katrina told the group she is working on getting in person MAVEN training here in the spring either in May or June.
  - Katrina informed the group there will be equipment training this spring as well, more to come on the specifics of that training.
- Rep Letters:

- Katrina reminded the group she is still accepting rep letters from communities.
- Sat. Phone Results for February:
  - Mike presented the satellite phone results to the group this month was the highest rate of participation this grant year. He reminded the group the next drill will be Wednesday, March 21<sup>st</sup>. He also encouraged anyone to reach out if they are encountering any issues.
- NACCHO Conference:
  - Katrina informed the group this conference was approved by the state.

**Andy Pelletier made a motion to increase the cost of the conference from \$2,000 to \$2,500 per a person due to the fact that it may cost each person more this year to attend the conference. This was second by Lenny Izzo. The motion passed unanimously.**

- Regional Trailers:
  - Katrina asked the group if anyone knew if the trailers in Boylston and Hardwick were purchased with PHEP funds. Lois and Sara informed Katrina that these trailers were indeed purchases with PHEP funds and that they have sent her email with an invoice.

**Local & State Advisory Council (LSAC) – Steve Baccari/Steph Bacon**

- Steve informed the group that the next meeting will be on March 19, 2018. The group will be discussing the timeline for concurrence and the work plan/budget for next year. He informed the group that the cutes for next year were negligible.
- Alissa informed the group that CDC and ASPR will be parting ways, so instead of next year being called BP 2 it will be called BP 1 Supplemented. Alissa also informed the group that we will be starting a new cooperative agreement July 1, 2019, so that means we will start a whole new five year agreement. Katrina also informed the group that PHEP will be getting new capabilities that will come out in quarter 2 of next year and will be implemented during the new cooperative agreement.

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

- The group is focusing on planning the annual conference for the spring. This year Region 2 will be partnering with Region 1 to host the conference, there is more to come.
- **Old Business:**  
None
- **New Business:**  
None

**Phil Leger made a motion that we adjourn the meeting which was seconded by Lenny Izzo. The meeting adjourned at 9:17 am by unanimous consent.**

**Minutes Approved at the April 5, 2018 Steering Committee meeting.**

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