

STEERING COMMITTEE MEETING MINUTES
Thursday, December 3rd 2020
Virtual Meeting

IN ATTENDANCE: James Philbrook (Charlton)(Chairman); Kristin Black (Uxbridge) (Vice Chairman); Alissa Errede (WDPH); Cheryl Rawinski (Sutton); Trish Parent (Upton & Blackstone); Phil Leger (Royalston); Barry Lein (Sterling); Ray Gauthier (Westborough); Jamie Terry (Planner); Jen Sullivan (Webster); Deb Vondal (Athol); Dottie McNamara (Fitchburg); Forrest Price (Planner); Lois Luniewicz (WRMRC); Lisa Daoust (Spencer); Darlene Coyle (Auburn); Connor Robichaud (CMRPC); Tom Bonci (Clinton), Diane Legere (Uxbridge); Jeanne Gniadek (Northbridge); Francis Dagle (Leicester)

The meeting was called to order by Chairman Jim Philbrook at 9:01 AM.

Chairman Announcements: Jim Philbrook announced that he and Kristin Black are setting up a meeting with Alissa Errede and the Host Agency to discuss ongoing issues as well as the next steps in replacing Katrina Stanziano's position.

Minutes Review: The minutes from the November 5th, 2020, Steering Committee were presented for review and approval.

Lois Luniewicz mentioned a few changes under MRC Coordinator update. The revisions were made.

Cheryl Rawinski made a motion that we accept the November 5, 2020 Steering Committee meeting minutes as amended. This was seconded by Lisa Daoust. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: January 7, 2020- Virtual
- Steering Committee Meeting: February 4, 2020-Virtual

Program Coordinator Update: Alissa Errede

OPEM Updates

- Alissa Errede stated that she has been meeting with the hospitals and MDPH to discuss the current surge. There is no new vaccine information at this time. She also mentioned that the planners have been busy working on their projects.
- Forrest Price mentioned that he is in the process of sending out emails to obtain the number of critical staff in each community who will need vaccinations. Once received, he will add the figures into the EDS Plans. Please provide this information to Forrest within the first quarter of 2021.

- Jamie Terri stated that approximately 50 drills have been completed. Also, Sarah and her are working on two different database systems and trainings. A webinar for MRC volunteer training will be held in January. Another will be held in February or March for houses of worship to discuss involvement with the Local Board of Health.

COVID-19 Update

- Jamie Terri stated that the Pfizer vaccine will be released and distributed as early as next week. It will be given to hospitals and private pharmacies first. The long-term health care facilities have been asked to sign up with private pharmacies in order to get the vaccines.
- Alissa Errede confirmed that the federal government bypassed the state and directly contacted long-term health care facilities to sign up with private pharmacies.
- Phil Leger reminded the group that tomorrow's DPH call is dedicated to vaccine discussion. Send your questions to Ron O'Connor before the meeting.
- Jamie Terri stated that the Pfizer vaccine will ship in doses of 975. It needs to be held at -60 to -80 degrees. The thermal shipping containers can be held for 10 days. The expiration date is 6 months out if kept in a freezer. It will come with packaging directions about re-icing and refrigeration details. The vaccine will be two doses. People should be signing up for the second clinic while leaving the first clinic. Also, alcohol prep pads will be sent with Pfizer's kit.
- Jamie also stated that the Moderna vaccine needs to be held at -25 to -15 Celsius. There will be 10 doses per vial in a carton, 10 vials per carton, 100 doses, 12 per case, 1200 doses. No shipping information is available at this point. It may need to be reconstituted.
- Jim Philbrook mentioned that the group will need to discuss about how Local Boards of Health will distribute the vaccine.
- Discussion about the questionnaire some towns received regarding the vaccine. Please let Alissa know if you have questions about this questionnaire and she will forward them to the state.

Host Agency Update- Alissa Errede

- **BP 1 Wrap Up/Carry Forward**

Alissa stated that purchases are coming in.

- **BP 2 Funding Update**

- The budget modification has been submitted. Once it is approved, Alissa will let the group know.
- 16 mobile vaccine units were ordered. These are being distributed to the Public Health Nurses first. 4 have been picked up. Discussion on the distribution of the remaining units. Alissa stated that Worcester will be able to store 2 units for communities to borrow. Also, the communities with trailers should think about keeping one.

- **Regional PPE Cache**
 - **Electrostatic Sprayers-** Sprayers have been purchased and are available to borrow.
 - **Fit Testing Kits-** Reach out to Alissa if you need to borrow kits.

Medical Reserve Corps update-MRC Coordinators

- Lois Luniewicz stated that the trailer taskforce assisted Clinton with reorganizing and completing an inventory of their trailer. The taskforce is available to assist other towns with these types of tasks.
- The Worcester Regional MRC is doing a couple orientations for new volunteers. The Pediatric training that was postponed from last year will be presented in the first quarter of 2021.
- The MRC statewide Steering Committee will be sending out a volunteer survey soon.
- Lois received an invitation to work on the Harrington Hospital Covid-19 vaccine distribution team.
- MHOA sent out information that will allow the MRC volunteers to participate in trainings to help assist communities with contact tracing efforts. Over 50 volunteers are eager to assist with contact tracing.
- MRC volunteers are open to any suggestions for assistance you may need. Please reach out to Lois, Marianne and Judie.
- Kristin Black stated that sending in the MRC volunteers to assist with contact tracing will be good because the CTC is not getting to close contacts at this time.

Local & State Advisory Council (LSAC)

- No updates

Region 2 HMCC- Trish Parent/Dottie McNamara

- Trish Parent spoke about the mobile vaccine unit. She also stated that the hospitals were approached about vaccines coming to them first. The hospitals are ramping up again to deal with the current surge of cases.

Town comments

- Jim Philbrook stated that he is a member on the SAPHE 2.0 Committee. It doesn't appear that the larger funding has the support to pass.
- Discussion about purchasing heaters to use during outdoor clinics.

Regional Workgroup Updates

- **Trailer workgroup-** Jim Philbrook stated the group has not met.
- **Regional Trailer Maintenance and PPE Plan-**The plan was sent out. Reminder about picking up PPE from Worcester.
- **Emerging Infectious Disease-** Alissa had to leave the meeting.

Old Business: None

New Business- Jim Philbrook reminded the group to stay on after the meeting closes to discuss Non-PHEP issues.

Cheryl Rawinski made a motion that we adjourn the meeting, which was seconded by Jen Sullivan. The meeting adjourned at 9:53 AM by unanimous consent.