

STEERING COMMITTEE MEETING MINUTES

Thursday, December 5, 2019

Manchaug Mills

9 Main Street,

Sutton, MA

IN ATTENDANCE: Barry Lein (Sterling); Steve Baccari (Westborough); Missy Kakela-Boisvert (Mendon); Lenny Izzo (Milford); Alicia McCartin (Southbridge); James Philbrook (Charlton); Thomas Bonci (Clinton); Kenneth Lacey Jr (Sturbridge); Jamie Terry (Planner); Phil Leger (Royalston); Casey Mellin (Northborough); Cheryl Rawinski (Sutton); Andrew Pelletier (Southbridge); Tricia Valiton (Sturbridge); Beth Hallal (Medway); Daniel Finn (Grafton); Kristin Black (Uxbridge); Erica Piedade (MDPH/OLRH-Northampton); Forrest Price (Region 2); Thomas Purcell (Dudley, Oxford); Dottie McNamara (Fitchburg)

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

Minutes Review: The minutes from October 3, 2019, Steering Committee were presented for review and approval.

Lenny Izzo made a motion that we accept the October 3, 2019, Steering Committee meeting minutes. This was seconded by Cheryl Rawinski. The motion passed unanimously. Jim Philbrook abstained.

Next Meetings:

- Steering Committee Meeting: January 2, 2020- Worcester Department of Public Health
- Steering Committee Meeting: December 5, 2019 Location – Milford Fire

Office of Local and Regional Health: Erica Piedade

- **Local Public Health Advisory Committee** – 25 members including representation from across the regions, rural, small towns, cities, BOH, LPH professionals, academia, shared services and non-shared services, and from CLPH stakeholder organizations (MEHA, MAHB, MHOA, MPHA, MPHNA and WMPHA).
- **Shared Services RFR** – 6 applicants – about ½ planning and ½ enhancing or expanding existing health district services.
- **Community Health Inclusion Index mini-grants \$5,000 1st** – 6 awardees for the following communities and their partners: Worcester /YWCA, Taunton/Old Colony, Pittsfield /BRPC, City of Northampton, Town of Belchertown, and West Springfield/PVPC
CHII - <https://www.nchpad.org/1273/6358/Community~Health~Inclusion~Index>
- **January 22 DPH Commissioner's Webinar** on LPH Hot Topics – 2-3pm
- **DPH Ounce of Prevention Conference – March 31, 2019, Worcester** - a handout was available for attendees. Abstracts are also wanted.
- Handouts were also available on the Environmental Public Health Tracking Tool and Population Health Tracking Tool.
- A reminder was given about **LPHI trainings, especially on-line free trainings accessible any time.**

Program Coordinator Update: Steven Baccari

OPEM Updates

- The EDS Guidance Survey results will be distributed by Katrina at a later date.
- The link for the Access and Functional Needs Toolkit has been shared with Region 2.
- Budget Modification #2 has been submitted. The next budget modification will be in February. EAT requests will be due towards the end of December.
- Emails went out recently requesting confirmation of contacts on the HHAN. Any edits have been sent to the State.

BP 1 PHEP Updates

Deliverables

- Jamie Terry gave an update on the SNS drills. Many communities have completed the drills. There are about 15 communities that still need to schedule their drill.
- Katrina is still working on the details of the Emerging Infectious Disease Table Top Exercise and closed EDS materials.
- 72% of the region participated in the last quarterly Satellite phone drill. Satellite phones in Uxbridge, Sturbridge, & Milford are having issues. The satellite phones in Milford and Uxbridge will be replaced once the budget modification that was submitted on 11/29 is approved.
- Katrina will be sending out email to communities to confirm their inventory records over the next few weeks.
- Katrina is still accepting rep letters.

MAHB & MAPHN Conferences: There was a discussion about moving funding for these conferences to fund attendance at the NAACHO conference.

Tom Bonci made a motion to move the funds from the MAHB & MAPHN Conferences to the NAACHO conference. This was seconded by Phil Leger. The motion passed unanimously.

Twelve members of Region 2 submitted their names to attend the NAACHO Conference before the deadline of Tuesday, December 3rd:

- Cheryl Rawinski (Sutton)
- Kristin Black (Uxbridge)
- Eileen Alexander (Auburn)
- Lenny Izzo (Milford)
- Tom Bonci (Clinton)
- Steve Lipka (Clinton)
- Shawn Moran (Clinton)
- Andy Pelletier (Southbridge)
- Agnieszka Podstawka (Douglas)
- Alicia McCartin (Southbridge)
- Elizabeth Stephens (Southbridge)
- Kenneth Lacey Jr. (Sturbridge)

Andy Pelletier made a motion to submit the above 12 names to the State for approval to attend the NAACHO Conference. This was seconded by Tom Bonci. The motion passed unanimously.

There was discussion concerning how much extra money might be available to send additional people to the conference by moving the money from the MAHB & MAPHN conferences. The specific amount was not known at the time of the meeting.

Lenny Izzo made a motion to submit Jim Philbrook's name (Charlton) to the State for approval to attend the NAACHO Conference if more money is available. This was seconded by Tom Bonci. The motion passed unanimously.

Host agency update (ARCHE) - Alissa Errede

- Nothing to report

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

- LSAC has not met recently. There has been some discussion among community members on how LSAC should function in the future. Attendance from local communities has been poor.

Region 2 HMCC – Trish Parent/Dottie McNamara

- The 5th Annual Region 2 ARCHE Coalition Preparedness conference was held in November. The conference on Risk Communications was well attended.

Regional Workgroup

Personnel Workgroup:

- Nothing to report.

Education, Acquisition & Training (EAT) Workgroup:

- No requests were presented at this meeting.

MRC Workgroup:

- Barry Lein gave an update on recent trainings of the Wachusett MRC.
 - Oct: Stop the Bleed Train-the-trainer
 - Oct: Psychological First Aid
 - Nov: Addictions, incl. Narcan (3-person panel). WMRC has had two sessions of Narcan training and possibly more at the community level.
 - Dec: community surveillance for infectious diseases

All trainings have been attended by 18-22 participants.

Strategic Planning Workgroup:

- Nothing to report.

Old Business:

- Nothing to report

New Business:

- Cheryl Rawinski commented that it is difficult running reports on Tb cases through MAVEN after the recent update to the software.
- Barry Lein reported that the Retired Fire Chief in Holden mentioned that he has contacted API (Associated Press International) with urgent announcements. They post them and local news picks them up to distribute them locally.
- Barry Lein also reported that the Leominster EOC built a new auditorium-style training venue that we might be able to use in the Northern area.

Jim Philbrook made a motion that we adjourn the meeting which was seconded by Phil Leger. The meeting adjourned at 10:36 AM by unanimous consent.