

STEERING COMMITTEE MEETING MINUTES

Thursday, January 2, 2020

25 Meade St

Worcester, MA 01610

IN ATTENDANCE: Steve Baccari (Westborough); Alicia McCartin (Southbridge); Kenneth Lacey Jr (Sturbridge); Casey Mellin (Northborough); Cheryl Rawinski (Sutton); Andrew Pelletier (Southbridge); Beth Hallal (Medway); Kristin Black (Uxbridge); Forrest Price (Region 2); Dottie McNamara (Fitchburg); Katrina Stanziano (WDPH); Alissa Errede (WDPH); Colleen Bolen (WDPH); Kalene Gendron (Pepperell)

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

Minutes Review: The minutes from December 5, 2019, Steering Committee were presented for review and approval.

Cheryl Rawinski made a motion that we accept the December 5, 2019, Steering Committee meeting minutes. This was seconded by Beth Hallal. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: February 6, 2020 Location – Milford Fire
- Steering Committee Meeting: March 5, 2020 Location- WDPH

Program Coordinator Update: Steven Baccari

OPEM Updates

- **Katrina passed around the results from the EDS Guidance Survey the state conducted.**
- **The 2nd budget modification was submitted, and the last budget modification for the year is on February 28th. Katrina will accept requests until the end of January.**

BP 1 PHEP Updates

Deliverables

- SNS drills are moving along, and we are on track to complete all by the March deadline.
- Katrina is going to talk to Harvard next week to see if they can combine the EID PPE training with our EID TTX.
- Katrina is still accepting rep letters.
- Katrina would like the region to consider approaching Community Health Centers to be potential EDS locations. Katrina will reach out to Region 4C to see how they accomplished this initiative.
- Katrina will invite the hospital EP Coordinator to the next meeting to discuss how they can all collaborate.
- Katrina and Alissa invited Colleen to talk about radios that were purchased for communities a while ago because there was discussion at setups that towns needed radios or needed their radio re-banded. Colleen informed the group that the last time radios were re-banded that the planners at the picked up the radios and brought them to WDPH. Then it was WDPH responsible to take the radios to WoRAD and distribute them back out to the communities. Colleen proposed that if towns want to get radios re-banded that we open a blanket PO with WoRAD, and it will be the communities responsible to work with WoRAD to get their Public Health radios re-banded.

- Katrina informed the group that the number of communities who participated in the state quarterly WebEOC drill went up in Q2. Also, she told the group two communities have not completed any drills this year so far, and they have a service plan through PHEP. At this time, those communities are not eligible to submit for a service plan in FY 20. I want the group to discuss the option of letting those communities submit for a service plan in Q2 of BP 2 if they complete the last two drills of this grant year and the first drill of BP 2.

Cheryl Rawinski made a motion we let those communities submit for a service plan in Q2 of BP2 if they complete the last two drills of this year and the first drill of BP2. This was second by Dottie McNamara. The motion passed unanimously.

- Katrina informed the group that Jackie Murphy from the Town of Milford submitted a request form for the NACCHO Conference. She also told the group there is room to send 1-2 more people to the conference.

Ken Lacey made a motion we accept the Jackie Murphy to attend the NACCHO Conference this year. This was second by Cheryl Rawinski. The motion passed unanimously.

Host agency update (ARCHE) - Alissa Errede

- **Ari has taken a new position in the City.**

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

- There was a quick conference call a few weeks ago to discuss the future plan of LSAC. The group will still meet, but there will be options for conference calls.

Region 2 HMCC – Trish Parent/Dottie McNamara

- The group reviewed their Principles of Operations and made some minor changes. The group also discussed the recent CodeRED drill. The next meeting is on January 30th.

Regional Workgroup

Personnel Workgroup:

- Nothing to report.

Education, Acquisition & Training (EAT) Workgroup:

- **No requests were presented at this meeting.**

MRC Workgroup:

Nothing to report.

Strategic Planning Workgroup:

- Nothing to report.

Old Business:

- Nothing to report

New Business:

- Katrina informed the group of a new initiative she is working on to track flu data in the region. She is working with the Public Health Nurses in the region to gather the data.
- The group discussed they would like to have an in-person MAVEN Training since there has been a lot of changes to the system.

Cheryl Rawinski made a motion that we adjourn the meeting, which was seconded by Ken Lacey. The meeting adjourned at 9:56 AM by unanimous consent.

DRAFT