

STEERING COMMITTEE MEETING MINUTES
Monday, March 2, 2020
275 Douglas St
Uxbridge, MA 01569

IN ATTENDANCE: Alicia McCartin (Southbridge); Cheryl Rawinski (Sutton); Beth Hallal (Medway); Kristin Black (Uxbridge); Dottie McNamara (Fitchburg); Katrina Stanziano (WDPH); Alissa Errede (WDPH); Jim Philbrook (Charlton); Trish Parent (Upton); Lenny Izzo (Milford); Phil Leger (Royalston); Eileen Alexander (Auburn); Barry Lein (Sterling); Steve Baccari (Westborough); Jeanne Gniadek (Northbridge); Erica Piedade (MDPH-OCRH); Lisa Daoust (Spencer); Joann Lindenmader (Uxbridge); Casey Mellin (Northborough); Kylie M Gibbans (Sutton); Deborah Vondal (Athol); Jamie Terry (Planner); Katrina Couture (Leominster)

The meeting was called to order by chair Steve Baccari at 9:05 AM.

Minutes Review: The minutes from February 6, 2020, Steering Committee were presented for review and approval.

Cheryl Rawinski made a motion that we accept February 6, 2020, Steering Committee meeting minutes. This was seconded by Lenny Izzo. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: Skipping April meeting due to NACCHO
- Steering Committee Meeting: May 7, 2020- Webster Library

Program Coordinator Update: Steven Baccari

OPEM Updates

- The budget modification will be submitted on March 6th.
- The group reviewed the information for concurrence and voted.

BP 1 PHEP Updates

Deliverables

- SNS drills are moving along, and we are on track to complete all by the March deadline.
- The group thought it would be a good idea to move forward with EID TTX, Katrina will reach out to JSI for a quote.
- 24/7 call down updates are due at the end of March
- Katrina is working with some GIS students to do mapping of Access and Functional Needs.
- Katrina is working with Jamie to put together a Closed EDS interest survey.
- Coronavirus- Katrina told the group that they should be following CDC and MDPH guidance around this novel virus.

Host agency update (ARCHE) - Alissa Errede

- Nothing to report

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

- There was a conference call to discuss BP 2.

Region 2 HMCC – Trish Parent/Dottie McNamara

- The group worked on language for updating the resource annex.

Regional Workgroup

Personnel Workgroup:

- Nothing to report.

Education, Acquisition & Training (EAT) Workgroup:

- We had two additional people interested in attending the NACCHO conference in March. **Jim Philbrook made a motion we approved Penny Karambinakis and Cassandra Andersen from WDPH to attend the conference. This was second by Cheryl Rawinski. The motion passed unanimously.**

MRC Workgroup:

- Nothing to report.

Strategic Planning Workgroup:

- Nothing to report.

Old Business:

- Nothing to report

New Business:

- Barry shared with the group that the company who owns the AM Transmitter put together a short PSA for COVID-19. Katrina will share with communities that have an AM Transmitter.

Cheryl Rawinski made a motion that we adjourn the meeting, which was seconded by Jim Philbrook. The meeting adjourned at 9:50 AM by unanimous consent.