

STEERING COMMITTEE MEETING MINUTES
Thursday, November 5 2020
Virtual Meeting

IN ATTENDANCE: James Philbrook (Charlton)(Chairman); Kristin Black (Uxbridge) (Vice Chairman); Katrina Stanziano (WDPH); Alissa Errede (WDPH); Cheryl Rawinski (Sutton); Trish Parent (Upton & Blackstone); Phil Leger (Royalston); Barry Lein (Sterling); Ray Gauthier (Westborough); Jamie Terry (Planner); Ken Lacey (Sturbridge); Cathleen Liberty (Franklin); Jen Sullivan (Webster); Deb Vondal (Athol); Dottie McNamara (Fitchburg); Kalene Gendron (Ashburnham); Agnieszka Podstawka (Douglas); Forrest Price (Planner); Lois Luniewicz (WRMRC); Lisa Daoust (Spencer); Beth Hallal (Medway); Darlene Coyle (Auburn); Connor Robichard (CMRPC); Jeff Paster (Lancaster); Ann Loree (Westminster); Chrissy Florence (West Brookfield); Tom Bonci (Clinton), Lenny Izzo (Milford); Missy Kakela-Boisvert (Mendon), Diane Legere (Uxbridge); Erica Piedade (MDPH)

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

Chairman Announcements: Jim Philbrook reminded the group to stay on after the meeting, if possible, for the open discussion of town issues.

Minutes Review: The minutes from the October 1, 2020, Steering Committee were presented for review and approval.

Lois Luniewicz wanted to clarify that under the MRC Coordinators section of the minutes, the Worcester MRC is up to 600 volunteers. This was updated.

Lenny made a motion that we accept the October 1, 2020 Steering Committee meeting minutes as amended. This was seconded by Tom. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: December 3, 2020- Virtual
- Steering Committee Meeting: January 7, 2020- Virtual

Program Coordinator Update: Katrina Stanziano

- Katrina informed the group that her last day with WDPH will be November 10th. Thank you for your hard work! Alissa will be the point of contact for the time being.

OPEM Updates

- Nothing to report

COVID-19 Update

- Katrina stated that the vaccine information was posted on their website and a link was sent out. There have been no new updates on the vaccine distribution date or which vaccine will be received.

BP 2 Updates

- SNS Drills- Jamie discussed the 30 drills that have been completed so far. She mentioned that regional signage would be a great way to spend money.
- EDS Quick Start App- Katrina, Forrest and Jamie spoke with Avatar and came up with a few different ideas. We will need to vote on the final cost for the app under an EAT request.
- EDS Plans- Forrest discussed the EDS Quick Start Checklist ideas
- CIS Template- Covered by Forrest
- Access and Functional Needs Project- Jamie is working with Sarah to gather community information. The goal is to create a one page flyer with target group statistics similar to the tobacco flyer. Working with MRC and will provide training through their volunteers. She also mentioned they are looking to set up a discussion with faith organizations in Central MA to discuss ways their community can assist them.
- Erica mentioned that Framingham has an interfaith group they work with. Sam Wong is the contact.

Education, Acquisition & Training Workgroup (EAT)

- Northborough- Verizon Hotspot & Service Plan (\$509.87)

Phil Leger made a motion that we approve the town of Northborough's request to purchase a Verizon hotspot and service plan. This was seconded by Tom Bonci. The motion passed unanimously.

- Northborough- Outfitting trailer (\$956.67)

Phil Leger made a motion that we approve the town of Northborough's request to repair their trailer. This was seconded by Dottie McNamara. The motion passed unanimously.

- Westminster- Tents, Signs, & Tables (\$975.96)

Lenny Izzo made a motion that we approve the town of Westminster's request to purchase tents, signs and tables. This was seconded by Cheryl Rawinski. The motion passed unanimously.

- Douglas- Copier & Thermometer (\$616.22)

Phil Leger made a motion that we approve the town of Douglas' request to purchase a copier and thermometers. This was seconded by Cheryl Rawinski. The motion passed unanimously.

- Clinton- iPad & Case for Public Health Nurse (\$928.00)

Phil Leger made a motion that we approve the town of Clinton's request to purchase an iPad and case. This was seconded by Cheryl Rawinski. The motion passed unanimously.

- Sutton- Signage, Vests, Safety Batons, Tape & Tents (\$1,925.75)

Ken Lacey made a motion that we approve the town of Sutton's request to purchase signage, vests, safety batons, tape and tents. This was seconded by Kristin Black. The motion passed unanimously.

- Regional Purchases
 - Avatar app

Phil Leger made a motion that we approve the Regional purchase of the Avatar app. This was seconded by Cheryl Rawinski. The motion passed unanimously.

- Katrina stated that all funding has been allocated.

Phil Leger made a motion to move \$43k from the transportation funding to EDS support. This was seconded by Ken Lacey. The motion passed unanimously.

Host Agency Update- Alissa Errede

BP 1 Wrap Up/Carry Forward

- Katrina covered above.

BP 2 Funding Update

- Money has been allocated.

Regional PPE Cache

- Purchases have been made for the PHEP trailers. Reminder to pick up PPE for your trailer if you have not already. Money is left in this budget to buy PPE for the regional cache. 16 mobile vaccine units have been purchased. These consist of a cooler with a data log and medical organizer with drawers which turn into a table. Each will be labeled with Region 2 HMCC and each with a number. Katrina will send out a link for the product details. These will be allocated to the Public Health Nurses first then the group will discuss where the remaining units will go at the next meeting.

Medical Reserve Corps update-MRC Coordinators

- Lois stated that Worcester has had their first quarter and federal drill, first meeting, first steering meeting. She mentioned that Judie O'Donnell has met with Mass. VOAD Leadership, reviewed deployment protocol, 2/3 senior centers looking for interest in emergency,. Lois has been in touch with Judie O'Donnell and Marianne DeVries with pr and recruitment going forward, meeting with planners, trailer taskforce/ Please reach out if they can help, any ideas MRC volunteers to be involved in

Local & State Advisory Council (LSAC)

- Jim Philbrook discussed the last LSAC meeting. Alissa will talk to OPEM about attending the next LSAC meeting.

Region 2 HMCC- Trish Parent/Dottie McNamara

- Trish Parent stated that the next meeting will be held on November 19th.

Town comments

- Nothing to report

Regional Workgroup Updates

- **Trailer workgroup-** Katrina discussed trailer maintenance. The PPE plan needs to be updated. Work with the group continues.
- **New workgroup-** The EDS Quick Start Checklist workgroup will be led by Forrest Price. Barry Lein, Jeff Paster, and Cheryl Rawinski volunteered to join.

Old Business:

- Nothing to report

New Business-

- Phil Leger announced he is retiring January 8th from the city of Worcester. He will remain as an elected board member and will still work per diem. Congratulations Phil!
- MIIS Public House Nurse Plan-Trish training thru the state. Prepmo will hopefully automatically import to MIIS.

Phil Leger made a motion that we adjourn the meeting, which was seconded by Cheryl Rawinski. The meeting adjourned at 10:20 AM by unanimous consent.