

STEERING COMMITTEE MEETING MINUTES
Thursday, October 1, 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); Andy Pelletier (Southbridge); Forrest Price (Planner); Lois Luniewicz (WRMRC); Lisa Daoust (Spencer); Beth Hallal (Medway); Jeanne Gniadek (Northbridge); Darlene Coyle (Auburn); Connor Robichard (CMRPC); David Escobar (Oxford); Jeff Paster (Lancaster); Michelle Buck (Leicester); Ann Loree (Westminster)

The meeting was called to order by Chairman Jim Philbrook at 9:02 AM.

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

Minutes Review: The minutes from the September 3, 2020, Steering Committee were presented for review and approval.

Cheryl Rawinski made a motion that we accept the September 3, 2020 Steering Committee meeting minutes as presented. This was seconded by Ray Gauthier. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: November 5, 2020- Virtual
- Steering Committee Meeting: December 3, 2020- Virtual

Program Coordinator Update: Katrina Stanziano

OPEM Updates

- Katrina informed the group that the contracts for Lois Luniewicz, Jamie Terry and Forrest Price were approved.
- Katrina provided the changes OPEM made to PHEP deliverables. SNS Drill deadlines will be shortened to February 1st. EDS plans will be amended.
- Alissa stated that a call is scheduled with the planners to kick off the year.

COVID-19 Update

- Katrina reminded the group that there are still many unknowns about the vaccine. She suggested getting an estimate of the critical populations in your towns and planning how the vaccine will be distributed.

BP 2 Updates

- SNS Drills & flu clinics- mentioned above
- EDS Quick Start App- Katrina is having conversations with Avatar to design an app to store EDS plan parts that can be used on a device. Katrina needs to talk to the planners about this and discuss the cost with Avatar.
- The MHOA Conference is being held virtually starting on October 14th. You must attend the full conference in order to be reimbursed. \$2,000 is set aside for the reimbursement. Anne Loree, Darlene Coyle and Eileen Dyson-Alexander are currently on the list. Katrina stated that today is the last day to be added as she is submitting the request to the state today. Ken Lacey, John Farnsworth, Kristin Black, Cathleen Liberty, Dave Esobar, Jen Sullivan, and Deb Vondal will be added. Reminder that everyone is responsible for registering and paying for the conference upfront.

Cheryl Rawinski made a motion to accept the MHOA Conference registrations and reimbursement. This was seconded by Andy Pelletier. The motion passed unanimously.

Principles of Operation Review

- Katrina informed the group that she added virtual meetings and virtual voting to the Principles of Operation.

Phil Leger made a motion to approve the amended Principles of Operation. This was seconded by Andy Pelletier. The motion passed unanimously.

Education, Acquisition & Training Workgroup (EAT)

- No request

Host Agency Update- Alissa Errede

BP 1 Wrap Up/Carry Forward

- Katrina stated that all supplies has been ordered for the PPE cache and she is hoping to receive it before December 31st.

BP 2 Funding Update

- Nothing to report

Contractors Update

- Planner contracts mentioned above

Regional PPE Cache

- HMCC met last week and voted on a draft PPE plan for the regional cache. The plan has been submitted to the state and is awaiting approval in order to move forward. Metrics need to be determined to evaluate requests that come in. Katrina stated that a meeting should be held for all stakeholders to discuss emergency dispensing sites once more

information is available. Alissa stated that once the products come in, an email will be sent to all stakeholders. Also, the mobile vaccine unit should be coming in, more to come once that happens. Items can be requested through the OPEM form.

- Cheryl Rawinski and Jamie Terry provided information about Sutton's drive through flu clinic that was used as an EDS drill.
- Katrina reminded those who are planning to use a flu clinic as an EDS drill to first check WebEOC to confirm the EDS site information is up to date. Also, two people on the 24/7 call down list must attend. Katrina will send out an email with the planner's information and a drill overview. She will also distribute a flow chart for drive through clinics. Connect with Forrest Price if you plan to have a drive through clinic to make sure it is in your EDS plan.
- Kristin Black informed the group that the APHVC volunteers put together a presentation on drive through clinics. She will send it to Katrina to distribute to the group.

Medical Reserve Corps update-MRC Coordinators

- Lois Luniewicz stated that she, Judie O'Donnell and Marianne DeVries have been in constant contact with each other. The MRC is up to 600 volunteers. They are actively looking for ways to get the volunteers involved, so please do not hesitate to reach out if you need assistance.
- Kristin Black stated that the Greater Grafton MRC purchased flu clinic supplies and for members to reach out to Marianne DeVries for pick up.
- Barry Lein stated that the Wachusett MRC is continuing to have Zoom meetings and several trainings a month. They are staying in touch and continuing connections with the Local Boards of Health.

Local & State Advisory Council (LSAC)

- Nothing to report

Region 2 HMCC- Trish Parent/Dottie McNamara

- Dottie McNamara informed the group that test kits are coming in the cache. Alissa thanked Trish and Dottie for stepping up and being a strong voice for public health.

Town comments

- Community supplies discussion.

Regional Workgroup Updates

- **Trailer workgroup-** Katrina sent an email to trailer owners inquiring about any necessary trailer maintenance that PHEP funds could cover. This will ensure trailers are deployable.

- Regional Trailer Maintenance and PPE Plan- The plan was sent to the state for review. Jim Philbrook stated that towns should get any necessary trailer maintenance completed before PPE requests are submitted.
 - Katrina does not believe the state will give funding for additional trailers.
 - Alissa reminded the group that supplies can be picked up from a trailer in your community; you do not necessarily need the whole trailer.
 - Katrina will send out the policy and maintenance request.

Old Business:

- Nothing to report

New Business-

- Nothing to report

Dave Esobar made a motion that we adjourn the meeting, which was seconded by Jen Sullivan. The meeting adjourned at 10:22 AM by unanimous consent.

DRAFT