

STEERING COMMITTEE MEETING MINUTES
Thursday, September 1, 2022
Virtual Meeting

IN ATTENDANCE: Kristin Black (Northborough)(Vice-Chairman); Michael Nelson (MDPH); Pam Masters (WDPH); Shane Keville-Wagner (WDPH); Barry Lein (Sterling); Agnieszka Podstawka (Douglas); Kristin Harris (Douglas); Connor Robichaud (CMRPC); Julie VansArsdalen (Grafton); Jamie Terry (Planner); Michelle Blanchard (Wales); Erin Hightower (Uxbridge); Eileen Alexander (Auburn); Darlene Coyle (Auburn); Jack McLellan (Mendon); Trevor Brusco (N. Brookfield); Jeff Paster (Lancaster); Jennifer Sullivan (Westborough); Cheryl Rawinski (Sutton+); Lisa Daoust (Spencer); Trish Parent (Upton); Derek Kwok (Medway)

The meeting was called to order by Vice-Chairman Kristin Black at 9:02 AM.

Roll Call: A verbal roll call was done.

Chairman Announcements: none

Minutes Review: The minutes from the August 4, 2022, Steering Committee were presented for review and approval.

Trish Parent made a motion that we accept the August 4, 2022, Steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed.

EDS Vaccination Updates from the Region-

- Kristin Black stated that Northborough will be running limited clinics through end of September and early October.

Program Coordinator and Sponsoring Organization: HMCC Team & Michael Nelson

- Contractor Updates- Shane Keville-Wagner stated they are waiting for funds to drop from the federal government to the state. Also, the SNS contract for Jamie Terry has been approved. The Local EDS contract received 1 bidder. The Admin. Coordinator contract is out to bid. The Regional EDS Planner contract has not received any bids.
- Discussion about Regional EDS Planner position. A group consisting of Michael, Shane, Pam, Kristin, Erin and Jennifer will review the scope then will bring a revised plan back to the group at the October meeting. Shane will put together the meeting and send out the invite.
- Discussion about the possibility of the SNS deliverable being affected by the delay of funds. Please reach out if you have a clinic and contracts haven't been awarded yet.

Mike, Shane, and Pam will come up with a plan to address this. Shane will send out a survey to see what people have for clinic dates.

- Shane stated funding was previously set aside for pediatric vaccination clinics. Please reach out to Shane if you need pediatric supplies.
- Use of Funding for MHOA Conference-Shane stated \$45k was allocated for travel for PHEP members to attend conferences. The MHOA Conference is October 27th -29th. The estimated max reimbursement is \$1,200 per person.

Cheryl Rawinski made a motion to approve MHOA funding not to exceed \$1,200 per person. This was seconded by Jennifer Sullivan. The motion passed.

- Shane will send an email about attending the conference.

Planner and Committee Updates

- Updates from the MRCs
 - Barry Lein stated the Wachusett MRC leadership team has met. They are working on a NACCHO grant. A Community Assessment Report is being completed. The MRC will be holding health fairs at senior centers and outdoor fairs. Trainings are being coordinated for the Fall. They are also working on plans for 2023.
 - Shane stated a FEMA Donations Management course will be available.
- Local & State Advisory Council (LSAC) – Kristin Black
 - Moment of silence for Jeff Stephens.
 - Cheryl Rawinski nominated Jennifer Sullivan to be the 2nd member of LSAC.

A hand vote was done. This passed unanimously.

- Region 2 HMCC: Rike Sterrett/Cathleen Liberty
 - Shane stated EMS is still having trouble finding parts. The hospitals are seeing pop up cases of Covid. MEMA is working on CMPs. They discussed the National Coalition Conference. Please reach out to join the committee to help update the ARCHE website.

Any Additional Business- Barry stated that towns with AEDs should request replacement batteries and pads if needed. Also, he suggested having the Admin. Coordinator position help update the website.

Next Meeting- October 6th, 2022-Red Apple Farm in Phillipston

Trish Parent made motion that we adjourn the meeting. This was seconded by Jennifer Sullivan. The meeting adjourned at 9:50 AM by unanimous consent.

DRAFT