

STEERING COMMITTEE MEETING MINUTES
Thursday, September 3, 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); John Sullivan (West Boylston); Tom Bonci (Clinton); Kalene Gendron (Ashburnham); Tex Sarabia (Hardwick); Terri Gough (Charlton); Jim Abare (Winchendon); Agnieszka Podstawka (Douglas); Eileen Dyson-Alexander (Auburn); Lauren Ward (Region 5)

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

Chairman Announcements: Jim Philbrook discussed the new meeting workflow and the open discussion that will be held after the meeting formally closes.

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

Cheryl Rawinski made a motion that we accept the August 6, 2020 Steering Committee meeting minutes as presented. This was seconded by Jen Sullivan. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: October 1, 2020- Virtual
- Steering Committee Meeting: November 4, 2020- Virtual

Program Coordinator Update: Katrina Stanziano

OPEM Updates

- Katrina let the group know the MHOA conference is being held virtually this year.

COVID-19 Update

- Katrina told the group about two vaccines and three planning scenarios. Scenario 1: Vaccine A (must be held at -73 degrees Celsius), Scenario 2: Vaccine B (similar to the flu vaccine), Scenario 3: both vaccines A and B come out in small doses at the end of October, then availability increases at the end of December-January.
- Flu clinics set up by LBOH can be utilized as EDS Drills. Katrina suggested working with another town (in a non-formalized manner). Reminder that the regional site must be updated on WebEOC.

BP 2 Updates

- Deliverables
 - The EDS plan is being updated in BP 2. A quick start plan will also be created.
- Rep Letters
 - Katrina will send out an updated list of the rep letters she has received.
- SNS Drills- Nothing to report
- Sat. Phone Policy Enforcement- Nothing to report
- Service Plan and WebEOC Drills
 - There will be no first quarter WebEOC drill. Those who have service plans will need to complete the second, third and fourth quarter drills.

PHEP Welcome Book for New BOH Members

- Katrina has hard copies and a digital copy available for new members.

Principles of Operation Review

- Virtual meetings need to be added. Jim will confirm with Cheryl Sbarra, Senior Staff Attorney from the Mass. Association of Health Boards, if the virtual meeting language in regards to the Governor's Order must be read during the PHEP Steering Committee meetings.

Education, Acquisition & Training Workgroup (EAT)

- The town of Douglas submitted an emergency request for a replacement laptop.

Trish Parent made a motion that we approve the town of Douglas' request to purchase a new laptop. This was seconded by Ray Gauthier. The motion passed unanimously.

- MRC funds- Katrina suggested an advertising push for all three MRCs in Region 2 and \$25,000 to be put aside for a regional campaign. Additional funding will still remain.

Trish Parent made a motion that we approve \$25,000 to be put aside for a regional campaign. This was seconded by Cheryl Rawinski. The motion passed unanimously.

Host Agency Update- Alissa Errede

BP 1 Wrap Up/Carry Forward

- Alissa informed the group that a PO request for PPE, cleaning supplies and hand sanitizer has been submitted. The supplies will be put into the regional cache. Stakeholders will be alerted once the items come in.

BP 2 Funding Update

- Received Quarter 1 funding.

HMCC Subcommittees

- Katrina is looking for 3 people to join a HMCC committee. 9/18 is the deadline.

Contractors Update

- Bids for the Planners have closed.

Regional PPE Cache

- Need to come up with a plan for cycling through. A draft plan will be sent in the near future.

Local & State Advisory Council (LSAC)

- Nothing to report

Region 2 HMCC- Trish Parent/Dottie McNamara

- Nothing to report

Town comments

- A discussion for Non-PHEP matters will occur after the meeting is formally closed.
- MHOA conference dates
- Westborough's refrigerator is currently empty. There will be some storage space once the flu vaccine is available.

Regional Workgroup Updates

- **Trailer workgroup-** This is a new group being added. It currently consists of Katrina, Jim, Darlene and Phil.
- **Personnel workgroup-** Will keep as large group.
- **MRC workgroup-** Will change to an agenda item-MRC Update.
- **Strategic planning workgroup-** Will be removed.

Jamie suggested a smaller group discussion if communities want to partner and report back to the group.

Old Business:

- Nothing to report

New Business-

- MHOA meeting fee

Phil Leger made a motion to set aside \$2,000 for MHOA meeting fees which was seconded by Ken Lacey. The motion passed unanimously.

Phil Leger made a motion that we adjourn the meeting, which was seconded by Ray Gauthier. The meeting adjourned at 9:59 AM by unanimous consent.