

EXECUTIVE COMMITTEE MEETING MINUTES

July 11, 2013/9:00am

Worcester DPH

25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Lois Luniewicz (Grafton); Dottie McNamara (Fitchburg); Paul McNulty (Westborough)(Vice-Chair); Chris Montiverdi (Leicester); Jim Morin (Southbridge)(Alt); Cheryl Rawinski (Sutton); Kerry Clark (Region Coordinator); Rebecca Evanoff (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Kate Pollender (Program Planner); Forrest Price (Program Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Phil Leger at 9:10am.

The minutes from the June 13, 2013 Executive Committee meeting were presented for review and approval. Cheryl Rawinski made a motion that we accept the minutes as presented. This was seconded by Lee Jarvis. The motion passed unanimously.

Next Meetings:

Steering Committee Meeting: July 25, 2013/9:00am/25 Meade St, Worcester, MA.

Executive Committee Meeting: August 8, 2013/9:00am/Location TBD.

LSAC: Phil Leger

- Phil stated that there will be an LSAC meeting next Monday with a full slate of guest speakers. They include Scott Troppy, Kerin Milesky, Mike Coughlin, Chase Hunter, and Katie Kemen. They will also have an update from the CDC meeting about the Health & Medical Coalitions.
- Lenny Izzo asked why the MAVEN program is down so much. Some people seem to attribute this to the number of users on the system and lack of user space. Phil will ask at the LSAC.
- We have the PHEP funding template and will talk about it in regards to the MHOA conference.
- There is going to be a separate section on the HHAN for best practices and various EP templates.
- There will be a work plan for the Health/Medical coalitions.
- They will also have an update on the MEMA Shelter plan. July 19th is the end of that contract.
- Chris Besse from MEMA attended the last LSAC meeting to talk about messaging.
- There is now a Citizens Corp Coordinator at MEMA. He is David Cramer and will be working with the MRC. This will also include the messaging for Preparedness Month.
- The LSAC is not meeting in August.
- Nika Boyce is unable to participate as our alternate region representative to the LSAC. Sandi Knipe has volunteered for this.

Cheryl Rawinski made a motion that we appoint Sandi Knipe as our region alternate to the LSAC. Paul McNulty seconded the motion. The motion passed unanimously.

Program Coordinator Update: Kerry Clark/Colleen Turpin

- Kerry stated that there will be a Region Coordinator's conference call tomorrow. Subjects to be discussed will include the Healthcare Coalition, WebEOC rollout. He stated that he had met with the Planners yesterday and one of the deliverables concerned the Healthcare Coalition workgroup. We had previously named Sandi Knipe but Kerry thought that we should re-visit the vote so that Kerry could submit a letter on this deliverable.

Cheryl Rawinski made a motion that we re-appoint Sandi Knipe as our region representative to the Healthcare Coalition. Lee Jarvis seconded the motion. The motion passed unanimously.

Paul McNulty made a motion that we appoint Phil Leger as our region alternate to the Healthcare Coalition. Cheryl Rawinski seconded the motion. The motion passed unanimously.

Host Agency Update: Derek Brindisi/Colleen Turpin

- Colleen discussed our proposed budget for the coming grant year. It was based on last year's budget as a place-holder to be able to submit a plan to the state. We have had a reduction in funding. We do not have an executed contract from the state yet. If we do not hear about this by Monday Phil will ask about it at Monday's LSAC.
- Lois asked if there were funds for the MRC leaders in the budget. Kerry stated that we had given money from last year's PHEP budget as seed money for these positions. He said that if the Committee decided, we could shift money from the EAT Committee to the MRC. Colleen thinks that there is money set aside in the MRC budget for this purpose.
- Colleen reported on a meeting with the state where they discussed the JSI-provided HVA training scheduled for this grant year. JSI would like to conduct their first meeting with our region on August 14th. They would like to have members of our Executive Committee, the Homeland Security Council, Hospitals, and other regional partners. This is not yet a firm schedule though. Phil suggested that if they want good representation that the meeting should be put off until September when the vacation season is over.
- Kerry also stated that letters will be going out to towns that received PHEP funds to either return any unused funds or submit verification that the funds were used. Phil emphasized the need for towns to comply with this request.
- Phil wanted to discuss the EP Travel Policy and the MHOA conference. A notice about the conference went out this week. In order to comply with the EP policy the MHOA will offer full-day EP tracks on both Wednesday and Thursday. Phil pointed out some conflicts between the EP track and other presentations of interest. Worcester would prefer that individuals attend by either self-pay or have their town pay. Then if the individual meets the EP attendance requirements for PHEP funding they should submit for reimbursement from the region. Individuals should comply with their town's existing travel policy as it pertains to accommodations/hotel and meal reimbursement. If the town does not have a travel policy then individuals may stay overnight if their one-way travel distance to the conference is 60 miles or greater from their office. People who meet this requirement and attend the full Wednesday EP track may stay overnight both Tuesday and Wednesday. For BP2 only overnight hotel stays are permitted for the evening of the final day of the conference.
- Note: Both the Conference schedule and the DPH Policy for use of PHEP Funds may be found on the MHOA website.
- Kerry explained that the reason to pursue reimbursement versus funding up front was that it is easier to reimburse for expenses earned rather than seek to re-coup funds from those who decide not to adhere to the requirements necessary to be reimbursed. Kerry asked that anyone who knows that they will attend and seek reimbursement to let his office know ahead of time so that they can start the necessary purchase order paperwork in advance.

Homeland Security Council: Chris Montiverdi

- Chris reported that the council had purchased a bomb-sniffing dog to include a vehicle and training for the Worcester Police Department. This is a regional asset and will be available to other cities and towns.
- Funding for this year has gone up slightly from what had been projected. Chris also stated that the FY10 funds have been spent and the FY11 funds are in the process of being spent.
- Phil asked if Chris could try to arrange for the Ambu-bus to be at our July 25th meeting.

Regional Mutual Aid: Andy Pelletier

- Kate Pollender reported that the Town of Charlton has signed the Region Mutual Aid Agreement.

Personnel Workgroup: Lenny Izzo

- Lenny had nothing to brief.

Education, Acquisition & Training (EAT) Workgroup: Paul McNulty

- Paul reported that all of our EAT funds from last year had been expended.
- We will be having our next EAT Workgroup meeting on July 18th.

MRC Workgroup: Liz Foley

- Liz stated that they need new budgets for all of the MRCs.
- Liz and Colleen also reminded everyone that any unused MRC funds must be returned to Worcester by July 30th in the same way that unused PHEP funds had to be returned. She has a budget template which MRCs can use if they need. Checks should be made out to the City of Worcester.
- The MRC is running a promotional spot on NECN.
- The state and the MRC conducted a train-the-trainer Shelter course and we had 4 individuals complete this training.
- The dinner and showing of the movie "Contagion" went very well.
- Lois reported that the Grafton MRC made a presentation at the Westborough Senior Center. They handed out emergency preparedness bags to people. Their membership is growing as more CORIs are returned.
- The Wachusett MRC made an educational presentation in Fitchburg where they handed out numerous booklets and other information. They have gained a few new members. Fitchburg State is supposed to be putting a Community Service program in the Nursing curriculum that may attract a large number of nursing students.

Strategic Planning Workgroup: Jim Morin

- Jim Morin stated that this is his last day as he is leaving his Public Health position in Southbridge and going back to the private sector.

Old Business:

- There was no Old Business to discuss.

New Business:

- Phil stated that still needed to vote on a Host Agency Designation for this year. We will vote here and at the next Steering Committee meeting.

Chris Montiverdi made a motion that we keep Worcester as our Host agency which was seconded by Lenny Izzo. The motion passed unanimously.

Cheryl Rawinski made a motion that we adjourn which was seconded by Lenny Izzo. The meeting adjourned at 10:35am by unanimous consent.