

Executive Committee Minutes  
Thursday, October 18, 2007  
25 Meade St., Worcester

In attendance: Chris Montiverdi, Chairman (Leicester); Walter DePaolo, Vice-Chairman (Bellingham); Trisha Parent (Upton); Roger Mallet (Orange); Cheryl Rawinski (Sutton); Andrew Pelletier (Auburn); Lenny Izzo (Hopedale); Howard Ziff (New Braintree); Lois Luniewicz (Grafton); Karyn Card (Worcester/Host Agency); Nancy Allen (Shrewsbury); Paul McNulty (Shrewsbury); Jana Ferguson (MDPH/Sr. Regional Coordinator); Kerry Clark (Program Manager); Derek Brindisi (City of Worcester, Director DPH); Ken Gikas (Region 2 Consultant); Mike Dunne (Region 2 Consultant); Sara Delisio (Region 2 Consultant)

The meeting was called to Order by Chairman Chris Montiverdi at 9:03 AM.

**Minutes:**

The minutes of the October 4, 2007 were presented for adoption. There was a quick discussion that these being joint minutes the final vote for adoption should wait until the next joint meeting. It was agreed to make any changes as noted and to vote at the joint meeting on November 1, 2007.

- Lois Luniewicz noted she had three changes.
  - Page 1: the name of Phil Leger in bullet 2 line 8 was incorrectly spelled.
  - Page 5: the website noted in bullet 6 should be: [www.flu.masspro.org](http://www.flu.masspro.org) and this is not a DPH website.
  - Last page, third bullet from end, the sentence regarding comment by Howard Ziff appeared to be missing part of the last sentence.  
The minute taker checked his records and this bullet should read in its entirety as follows:  
“Howard Ziff commented “now that I’m no longer czar” (round of laughter), that he wished to advise and remind all present of the two-day meeting held at his residence on behalf of the coalition where a 2 page document on ‘where we need to go in the future’ was prepared, and he hoped that we would follow the recommendations in that document to set our future agenda.”

**Next Meeting:**

- The next meeting of the Executive Committee will be November 1, 2007 at 9:00 AM at 25 Meade St., Worcester.
- The next meeting of the Steering Committee will be November 1, 1007 at 10:00 AM at 25 Meade St., Worcester.
- Chris Montiverdi noted the following meeting schedule: Executive Committee, November 15<sup>th</sup>.
- Walt DePaolo noted he had tried to secure the Fidelity Bank in Leominster for the next joint meeting but it was unavailable. There was a short discussion on

locations and it was determined the next joint meeting should be in Worcester as the last meeting was in south county; return to Worcester; and the following meeting would be in north county.

#### **CDC Guidance – Concurrence Letter:**

- Derek Brindisi gave a re-cap of the conference call that had occurred on October 15, 2007. Derek reported that Step 9 on the time line requires the coalition to vote on the application going from DPH to CDC. The grant application will list the priority projects of DPH. It will not reflect what local Boards of Health will be doing. Local Boards of Health will have input on the new deliverables. This is because of the CDC requirements/guidelines for submission.
- Derek noted that there is a 5 page summary document that was sent out to all Steering Committee members.
- Derek recommends an affirmative vote on the application.
- Chris Montiverdi noted that the new proposal is an 11% cut in funding, however, the state will fund the coalitions at last years' level by shifting some state employees and by a change in MRC funding. Derek opined that this was a leveraged move with accounting on the states part.
- Lois Luniewicz and Lenny Izzo both noted they had read the summary and it appeared to be ok with them. Kerry Clark noted that he had not received any negative feedback from Steering Committee members.
- Chris Montiverdi reminded the members that the Steering Committee had voted at the October 18<sup>th</sup> meeting to allow the Executive Board to vote on the application for the entire body due to the time constraints.
- **Motion by Lenny Izzo to vote concurrence with the application being submitted by DPH to the CDC for the 2008 funding application. 2<sup>nd</sup> by Lois Luniewicz. Unanimously Voted.**

#### **MA Regional Coordinator Updates – Jana Ferguson:**

- Jana Ferguson was just coming in to the meeting at this time and Chris asked that we give her a few minutes and get a report from Karyn Card regarding city and FY07 budget. Karyn reported that she has been emailing with Ray Richard from the state regarding the final FY07 expenditures and the requested Carry Forward items. She reported that the state money for FY08 has not arrived as promised. The MRC is still working off the \$25,000 moved to its account by Kerry Clark in order to pay its consultants. She also noted the coalition has a "fronting memo" from the city whereby the city has agreed to upfront salary money for MRC should it be needed.
- Jana stated that DPH has been busy on the CDC application and that she had noted our affirmative vote for the concurrence submittal.
- Mary Clark has started work as the new Emergency Preparedness Director for DPH as of Monday, October 15<sup>th</sup>. She comes to them from Region IVB and is getting up to speed on the various projects. She stated that Mary will be involved with the decision on local deliverables and those should be known soon.

- Jana advised us to be aware that some towns have inquired, informally, about switching to Region 2; she said DPH is looking at it. They have required in the past that if a town wants to change coalitions it cannot bring its money along; this requirement has resulted in no changes having ever been made. On inquiry she noted the town was Ware. Andy Pelletier noted that Ware was in a coalition with Belchertown and at least one other community. He questioned if all were asking for a transfer? Jana replied it was all, but urged us to remember this was very preliminary and that the coalition would have a chance to comment. Chris Montiverdi noted that if we did accept these towns then our population totals would surpass one-million. He noted this would bring us into the same population category as Boston yet they receive \$1.9 million and this change would bring us only into the \$1 million range in total. Jana responded that the threat presented in Boston is considered greater and that they do some things on their own that the state provides for the other cities and towns. Andy Pelletier stated that we should look at this very carefully
- Jana noted that she is no longer in a position for planning deliverables, but the CDC guidance is heavy on exercises so she assumes that the deliverables will also be heavily weighted toward exercises.

Nancy Allen arrived at the meeting a little late and asked at this point if she could be brought up to speed on the concurrence vote.

- Chris Montiverdi provided a re-cap and noted the committee voted in the affirmative.
- Nancy inquired whether the local communities had concurred in the majority. Karyn Card noted “those that had been heard from had voted concurrence.” Howard Ziff noted that everyone was sent the multi-page document via email. The Steering Committee had authorized the Executive Committee to vote, and everyone was solicited and told that no response was an affirmative vote, therefore “we can say, that everyone concurred.”
- Andy Pelletier noted that Jana had stated that exercises would be required and noted that he would need some help, and would look to the consultants. He suggested the consultants be trained to give this expertise to their towns. Chris Montiverdi noted that Program Consultant Mike Dunne had attended the HSEEP training and the HSEEP Train-the-Trainer and could train the other consultants. Jana Ferguson noted that there was an HSEEP joint training program being offered November 7-8 in Agawam by MEMA and DPH. Lois Luniewicz stated that she felt all the consultants should be trained in HSEEP. Lois noted that she had conducted a drill and that Jana had been very helpful in doing the AAR. Chris Montiverdi also expressed support for training the consultants as all future exercises must follow HSEEP for funding approval.
- **Motion by Howard Ziff to approve the Program Consultants taking the HSEEP course being offered by MEMA on November 7-8. Walt DePaolo 2<sup>nd</sup> the motion. The motion was passed unanimously.**
- Jana Ferguson offered to have the DPH expert on HSEEP come to a meeting and provide training for all members.

**Host Agency and MRC Updates – Karyn Card:** although separate agenda items they were taken up concurrently.

- Karyn again covered that she is working with Ray Richard of the state on closing out FY07 and submitting carry-forwards for remaining funds.
- She noted that the MRC consultants are doing trainings thru-out the region and will be going to New Braintree, Northboro and Athol in the near future.
- Howard Ziff asked Karyn if she would report on the Community Immunity Exercise held on October 13<sup>th</sup> in Worcester. Karyn reported that the turnout was low for those getting inoculated but the turnout for volunteers had been very good. She felt the low turnout was due in part to “a lack of the sense of urgency” on the part of citizens to get inoculated this year. This partly due to the notices that adequate vaccine is available. There was also the sense that many citizens have come to expect a “free clinic” and this wasn’t being offered. Chris Montiverdi opined that he sensed it was because of a “lack of clamor to get the shot” that contributed to the low turnout. Paul McNulty stated he felt that people don’t like to get shots, so unless they perceive a real problem they won’t opt to get a shot. Chris Montiverdi noted that 2 sites had been set up as EDS and a lot was learned; this was their 1<sup>st</sup> time setting up an EOC and following an ICS structure. Walt DePaolo noted that as a person working the clinic he had a new-found appreciation for ICS; it was obvious to him the persons who had received ICS 100 and 700 and new about a chain-of-command from those who hadn’t. Chris Montiverdi noted that a lot of new volunteers had been attracted and from that point it was a successful exercise. Karyn Card noted the benefit of having the public-private partnership for the event and the success of working with Wal-Mart. Trish Parent noted that she was at ALL School and the low turnout allowed them to work through some issues and problem solve. She also noted they had over 100 Vietnamese attendees and they had to shift gears to process them – but felt this was great experience. Chris Montiverdi noted that some issues that need to be resolved, one being signage, but that overall from an EDS exercise they had gained valuable experience.

**Program Manager Updates – Kerry Clark:**

- Kerry Clark noted that he had sent out via email his update but that copies were available on the side table for anyone who needed a copy.
- He stated that he didn’t include a budget update because the new money hasn’t arrived hence it hasn’t been spent and no action has occurred in the FY08 budget.
- He asked if anyone had questions regarding his written report and no one did.
- Lois Luniewicz asked about the flashlights and how she would receive her allotment. Kerry noted that Mike Dunne had her allotment, and that the consultants would be delivering them. (Note: Mike delivered Lois’ flashlights at the end of the meeting).

- Lois Luniewicz asked if a date had been set to distribute the educational materials? Kerry Clark said no date had been set yet but that the Channing-Bete materials had arrived yesterday. Trish Parent noted she had some of the materials at her house because that was where they had been delivered; both Andy Pelletier and Walt DePaolo offered to meet with Trish and use their pick-up trucks to bring the materials to Worcester. There was a discussion concerning how the materials should be distributed. Howard Ziff proposed sending out a complete package to each community and from there they can make a meaningful decision based on the material in front of them of what and how much they would like to receive. It was agreed that the Education Sub-Committee would follow Howard Ziff's proposal and send one complete package to each community along with a letter on how to place an order. Karyn Card as Chair of the Sub-Committee will work on this.

**New/Old Business:** It was agreed to take this out of order from the agenda.

- Roger Mallet stated he had a question on the PODS and a vote taken at the meeting of August 2, 2007. Roger read the vote as recorded in the minutes of the August 2<sup>nd</sup> meeting regarding purchasing additional PODS. He asked why the PODS hadn't been purchased pursuant to the vote. Chris Montiverdi replied that a sub-committee had been formed to expend the final amounts of money in the FY07 budget and had recommended that the remaining funds be expended on educational materials including the billboards. Roger stated that in voting the excess funds in September he thought the PODS were calculated in the already expended budget per the vote. Chris Montiverdi said it was in the past but we would have a new budget soon and they could be purchased in the future.
- Andy Pelletier discussed mutual aid and noted that some of the towns in South County have signed the agreement. He would like to offer the language of his mutual aid agreement to all members of the Steering Committee. Jana noted that DPH Counsel and Kopelman & Paige are in agreement on mutual aid agreements and inquired if Andy's version differed. He said minimally, he had a "may" instead of "must". Andy felt it was time to move forward on this and he said the communities in South County that had accepted had asked their town counsels to review but not dwell on legalese so that all could reach agreement. Jana will bring the written memo she has from counsel to the next meeting; this document acknowledges agreement on the mutual aid document between DPH and Kopelman & Paige. Any towns interested should work thru Andy as he has been serving as the coordinator for this project.
- Karyn Card noted that the meeting room in Worcester is booked at 11:15 AM so the Executive Committee meeting on that date should start at 9:00 AM and not 9:30 AM as is the usual custom. The members present agreed.
- Walt DePaolo asked Jana Ferguson where DPH stood on the Open Meeting Law as it relates to the coalition. Jana replied that she had asked but had not received an answer.

- Howard Ziff thanked Andy Pelletier for his work on the mutual aid agreement. Howard also noted a problem with the radio batteries going dead after a short use. He suggested having 2 batteries per radio.
- Howard Ziff asked stated he had a concern about staph infections and wondered if DPH was providing guidance to the Health Boards. Jana replied that she would get some handout information on this topic and that Barbara Coughlin of DPH has a good presentation on this subject. Cheryl Rawinski noted that this has been a problem for a few years but is just now getting publicity from the press.
- Kerry Clark noted he is trying to put together agendas for next month and beyond and wanted to clarify who is being invited as guest speakers. He noted that he has down a person from the State House being invited by Walt DePaolo to speak on the budget process; CMDART for an update on how they used our funding; HSEEP 101 with Roberta Clark; Barbara Coughlin for staph infection info; Walt DePaolo to report on a conference he attended. Lois Luniewicz suggested that we have the person from the State House and CMDART for the next meeting and have the DPH speakers in December. This was approved by consensus and Jana Ferguson will ask Roberta Clark and Barbara Coughlin to attend.
- Paul McNulty reported on the Homeland Security Council where he serves as the coalition representative. He reported that at the last meeting they had a presentation by DEP on Disaster Debris removal and if a community has an approved plan they are eligible for 80% reimbursement; if they don't have a plan they would be eligible for 75%. They are looking for 7 or 8 towns to pilot a program on debris removal. Paul was asked where information could be found on this and he directed the members to the DEP website. Nancy Allen stated that Shrewsbury would be interested in being a pilot community. Paul gave her the name of the person at DEP she should confer with.
- Roger Mallet noted all the work being put on the local Boards of Health and stated he can't find the time to get everything done. He stated he was trying to figure out how some towns handled it all and was looking for some direction. Nancy Allen noted that at a conference she just attended this subject was brought up and the attendees felt one way was to regionalize. Andy Pelletier noted that many towns aren't keeping up and that many responsibilities aren't being met. He noted that he tries to set priorities but that some projects just keep getting moved "around the desk". Howard Ziff noted that some towns have stated outright that they aren't going to do emergency plans at the Board of Health level, they believe the Fire Chief, Police Chief and Emergency Management Director have public safety covered.  
Chris Montiverdi opined that the coalition needs to show community leaders "real life" situations. He noted an outbreak of Hep A in one community and they used the EDS system to inoculate many citizens who had been exposed. Also, the water problem in Spencer that was unforeseen.

**Sub-Committees: Personnel, Equipment, Training & Education, and Strategic Planning.- Chris Montiverdi, Chairman.**

- Chris stated that the committee needs sub-committees to operate efficiently. He opined that it is too difficult to meet and consider every proposal in detail as a full committee. He referenced the Homeland Security Council which operates with sub-committees. Proposals go to the designated sub-committee which specializes in that area, they then bring the proposal before the main body with a recommendation to approve or disapprove; he felt this provides for a better use of everyone's time.
- Chris proposed the following Sub-Committees: Personnel, Equipment, Training-Education, and Strategic Planning. He stated upon funding each committee would be allocated a specific amount of funds to control. He said he would like 2-3 Executive Committee members on each sub-committee and the balance to be made up of Steering Committee members. Howard Ziff opined that he thought this was a good idea, and that he would like to add Exercises to the Training-Education sub-committee. He also felt each sub-committee should have a Program Consultant assigned to it. Chris Montiverdi felt that Kerry Clark as the Program Manager should attend the sub-committee meetings and not the consultants, though Kerry as manager, could task the consultants. Andy Pelletier felt Exercises should be a separate sub-committee. Chris asked if Exercises should be part of Strategic Planning? Walt DePaolo stated he felt that Exercises belonged with T & E but he felt the MRC should be a separate sub-committee. Roger Mallet asked if that wasn't Karyn Card's function. Lois Luniewicz noted that the region currently has 3 separate MRC's. She felt those 3 should be a sub-committee. Kerry Clark noted that the state is preparing some direction on bringing the MRC's together and maybe we should wait for that guidance before setting up an MRC sub-committee. Chris Montiverdi as Chairman stated he would set up the sub-committees as originally proposed but task Exercises to the Training and Education Sub-Committee and establish a sub-committee for MRC consisting of representatives of each of the recognized MRC's in the region.
- Lois Luniewicz stated she wanted everyone to understand that the state wants dialogue between the MRC's. The state wants them to work together. Each has its own mission but they must work to complement each other. Howard Ziff stated it works contrary to Wachusett who claims to represent 14 communities but the communities don't know that. Lois opined that was a good reason to have the sub-committee to open dialogue.
- Chris Montiverdi asked for Chair-persons for each committee;
  - Personnel: Nancy Allen
  - Equipment: Walt DePaolo
  - Training & Education: Trisha Parent
  - Strategic Planning: Howard Ziff
  - MRC's: Andy Pelletier
- Andy Pelletier asked that Roger Mallet be the Chair for Strategic Planning. He felt that Roger is fair and open minded and listens to all sides of an issue. Howard Ziff concurred. Roger Mallet stated he was happy with Howard as Chair. It was decided that Howard Ziff would be the Chair-person for now, but the Sub-Committee was free to elect a different Chair when they convened.

- Chris Montiverdi noted that Jana Ferguson has stated we are the lowest council in regards to our community compliance. He stated that he felt this needed correction and one way was to reward communities that participate. He asked the members to think about \$2,500 - \$3,000 per community that has a member on the Executive Committee; a sliding scale for attendance at Steering Committee meeting with those attending all/most receiving a higher amount than those that don't participate. Howard Ziff stated he felt there was a measurement glitch on behalf of Jana Ferguson. He stated he didn't believe we were the worst and wondered what criteria she was following. It was agreed that Kerry Clark would meet with Jana and determine what basis she followed to come to the stated conclusion. Lois Luniewicz opined that it might be that because we are the largest community region that Jana is somehow basing it on percentages. Andy Pelletier said he supported a participation plan. He stated he would like to offer communities funding to hire consultants while the Health Agent is attending our meetings. Chris Montiverdi noted that some community's have not participated in the 5 year existence of the coalition. Lois Luniewicz noted the committee has asked why before, and the consultants were supposed to get answers but she hasn't seen any report. Kerry Clark reported the primary reason given for not attending is "not enough time to attend and do my job". Howard Ziff noted he regularly emails a friend whose town won't allow him to attend. Andy Pelletier stated that was why he was in favor of offering a payment for allowing the Agent to attend, the community could use the funds to hire a person to cover the duties during that time. Program Consultant Ken Gikas noted that in his towns the Health Board members have full-time jobs, and suggested offering some night meetings so they could attend and see first-hand what goes on; they might be more inclined to let the agent participate more. Roger Mallet asked why some members who used to attend, such as Bernie Sullivan, don't attend the meetings? The question was directed to Program Consultant Mike Dunne who replied there were a variety of reasons but the he didn't wish to speak for Bernie. Chris Montiverdi noted that the hour was late and we should consider adjourning.

Motion to Adjourn by Chris Montiverdi was 2<sup>nd</sup> by Trish Parent. Unanimously Voted. The meeting adjourned at 11:20 AM

Minutes prepared by: Michael Dunne with assistance from Sara Delisio and Ken Gikas.