

STEERING COMMITTEE MEETING MINUTES
Thursday August 3rd
Southbridge Town Hall, Rice Conference Room
41 Elm Street, Southbridge, MA 01550

IN ATTENDANCE: Steven Baccari (Westborough)(Chair); Philip Leger (Worcester/Royalston/Grafton); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Andy Pelletier (Southbridge)(Vice-Chair); James Philbrook (Charlton); Cheryl Rawinski (Sutton); Debra Vescera (East Brookfield, Brimfield, Holland, Wales); Beth Hallal (Medway);Missy Kakala-Boisvert (Mendon); Alissa Errede (HMCC Sponsoring Org); Katrina Stanziano (PHEP Regional Coordinator); Shaylin Deignan (HPP Coordinator); Barry Lein (Sterling); Lois Luniewicz (Hardwick)

The meeting was called to order by Chair Stephen Baccari at 9:03am.

Minutes Review: The minutes from the June 1, 2017 Steering Committee were presented for review and approval.

Trish Parent made a motion that we accept the June 1, 2017 steering Committee meeting minutes as presented. This was seconded by Cheryl Rawinski. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: September 7, 2017/ 9:00am/Charlton
- Steering Committee Meeting: October 5, 2017/9:00am/Worcester.

Program Coordinator Update: Katrina Stanziano

- OPEM Updates:
 - Staffing update: Kerin Milesky has been appointed officially as the Director of OPEM
 - Jurisdictional Risk Assessment: In-person meeting in fall, date still to be determined.
 - EDS Guidance update: The guidance from should be coming out soon. It will include guidance on Closed EDS. Region 2 EDS plans will be reviewed during BP 1; the MDPH SNS team will be assessing the Job Action Sheets.
- BP 5 Wrap-up:
 - Regional Purchases: We still have pet supplies at our office for one town; we will be reaching out to the town to ensure they pick up their supplies in the near future. With that said, there was discussion around having a policy for regional purchases moving forward. The group decided that Katrina would write up a draft policy for the next meeting in September.
 - WebEOC: The state will no longer let Katrina reset passwords during the quarterly drills. She urged towns to go into their WebEOC account over the next couple of days to make sure they know their username and password. Also moving forward Katrina informed the group that towns who take service plans with PHEP funds will need to complete 3 out of 4 quarterly drills (75%) to be eligible for funding in BP2. Katrina will reach out to towns that didn't complete 3 out of 4 drills during BP5.
- BP 1 updates:
 - Deliverables: Katrina stated the state will let us complete all three drills at once and that we have until March 31, 2018 to submit the drills to the state. Katrina stated that they have put together a social media project with Ashley who works with the Academic Health Collaborative at WDPH; the project will be sent out to the universities and colleges in the area.
 - Rep Letters: Katrina stated that Rep Letters will be accepted on rolling basis.
 - EAT Requests Worksheet: Katrina passed out two samples of charts to be used to help explain the EAT Requests process better to members of the coalition. She gave the group time to read over them and provide feedback. The group feedback consisted of adding a timeline or deadlines to the document so it can better aid the group in when things are due. The group also requested Katrina provide a list of vendors the City approves to the group to help streamline the EAT Requests process.

- EAT Requests Process: Katrina opened the discussion about how the group felt about having the town or town rep present EAT Requests, instead of the Regional Coordinator. The group agreed and asked Katrina to write up a policy regarding the change in the EAT Requests process.
- Conference Reimbursement: Katrina opened the discussion about how to best streamline the conference reimbursement process. Katrina and Alissa will work on a policy for conference reimbursement and provide a check list of what is a reimbursable expense and what isn't. They will also develop an invoice template the group will use for conference reimbursement.
- Inventory & Tagging of PHEP Supplies: Katrina has started to reach out to towns about coming out and conducting an inventory of their supplies and tagging communication equipment & anything over \$500 that was purchased with PHEP funds. Katrina opened the discussion about how to proceed if a town refuses to take part in the inventory; the group felt that Katrina should inform said town that all supplies, equipment, etc. purchased with PHEP funds would then be removed from the town and redistributed throughout the region.

Sponsoring Org Update: Alissa Errede

- Alissa stated that BP 5 QER and work plan have been submitted to the state.
- Alissa stated that funding this year will be pushed out in five payment vouchers instead of two like in previous years.
- Alissa stated that Colleen's position of Chief of Emergency Preparedness has been posted.

Local and State Advisory Committee: Steve Baccari/Stephanie Bacon

- Steve stated that Tom Carbone is stepping down as chair and they are looking for someone to fill the position. They are also thinking of having meetings quarterly instead of monthly.

Region 2 HMCC: Trish Parent/Dottie McNamara

- Nothing to report

Regional Workgroups

Personnel Workgroup: Lenny Izzo

- Nothing to report

Education, Acquisition & Training (EAT) Workgroup:

- Katrina asked the group if everyone agreed with swapping out the tablets we received for Westborough because they came equipped with Wi-Fi and were not 4G capable. The tablets have been sent back and are waiting to be either approved or not approved for store credit. If a store credit isn't received Katrina is requesting the group approve \$1,160.00 to purchase the proper tablets.

Phil Leger made a motion that we approve this request which was second by Cheryl Rawinski. The motion passed unanimously.

- Katrina asked the group if everyone agreed with swapping out the iPad covers we received for Charlton because they came in the wrong size. The iPad covers have been sent back and are waiting to be either approved or not approved for store credit. If a store credit isn't received Katrina is requesting the group approve \$42.00.

Trish Parent made a motion that we approve this request which was second by Cheryl Rawinski. The motion passed unanimously.

- The Town of Charlton has submitted a request in the amount of \$1,919.52 for a Verizon Service plan for two iPads for a 12 month period for their Health Director and Board of Health Chair.

Chery Rawinski made a motion that we approve this request which was second by Dottie McNamara. The motion passed unanimously.

- The Town of Sturbridge has submitted a request in the amount of \$1,094.76 for a service plan for cell phone and tablet for a 12 month period for their Health Agent.

Dottie McNamara made a motion that we approve this request which was second by Jim Philbrook. The motion passed unanimously.

- The Town of Oxford has submitted a request in the amount of \$5,010.85 for various EDS supplies to include storage cabinets, multi-cart, wall easel pad, easels, folding tables, folding chairs, extension cords, surge protectors, clipboards, storage clipboards, dry erase board, clear picture frames, sandwich board, barriers, and batteries.

Phil Leger made a motion to table this request which was second by Dottie McNamara. The motion passed with two "Nay" votes. The group requested that a representative from Oxford attend the next meeting so that they may provide additional information surrounding this request.

- The group requested that we set aside \$2,500 to replacement expiring AED pads. Katrina would reach out to the towns to let them know that we were going to do a regional purchase of AED pads.

Dottie McNamara made a motion that we approve this request which was second by Trish Parent. The motion passed unanimously.

MRC Workgroup:

- Nothing to report.

Strategic Planning Workgroup:

- Nothing to report.

Old Business:

- None.

New Business:

- Executive Committee Vote. Katrina read off the names of those people who had expressed an interest in being on the Executive Committee. During this several other people were nominated. The final list of nominees were:
 - Primary Members: Cheryl Rawinski, Lenny Izzo, Deb Vescera, Dottie McNamara, Lee Jarvis, Tom Bonci, Andy Pelletier, Darlene Coyle, Steve Baccari, Phil Leger, Trish Parent, Jim Philbrook, Beth Hallal.

Phil Leger made a motion that we approve the slate of Executive Committee members as presented. This was second by Cheryl Rawinski. The motion passed unanimously.

- Katrina stated that Steve Baccari had said that he would be willing to serve as the Chair again.

Phil Leger made a motion that we select Steve Baccari to be Executive Committee Chair which was second by Cheryl Rawinski. The motion passed unanimously.

Cheryl Rawinski made a motion that we select Jim Philbrook to be Vice-Chair which was seconded by Deb Vescera. The motion passed unanimously.

Cheryl Rawinski made a motion that we adjourn the meeting which was seconded by Andy Pelletier. The meeting adjourned at 11:05am by unanimous consent.

Minutes approved at the September 7, 2017 Steering Committee meeting.

Respectfully submitted: _____ Steven Baccari, Chair, Region 2 PHEP Coalition