

STEERING COMMITTEE MEETING MINUTES

November 21, 2013/9:00am

Sturbridge Town Hall

308 Main Street, Sturbridge, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Derek Brindisi (Worcester); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Dottie McNamara (Fitchburg); Paul McNulty (Westborough)(Vice-Chair); Chris Montiverdi (Leicester); Andy Pelletier (Southbridge); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Darlene Coyle (Auburn); Alyssa Rusiecki (Sturbridge); Missy Kakela-Bottoms (Mendon); Kerry Clark (Region Coordinator); Colleen Bolen (Worcester DPH); Megan DeNubila (Worcester DPH); Rebecca Evanoff (Program Planner); Kate Pollender (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner).

Guests: Janet Pierce and Mark Widner (CRMPC) and Louise Bonnette (MRC Southwest Division Recruiter).

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

Sandy Knipe made a motion that we approve the October 10, 2013 Steering Committee meeting minutes as presented. This was seconded by Lenny Izzo. The minutes were approved with Lee Jarvis, Derek Brindisi, and Darlene Coyle adstaining.

Next Meetings:

Combined Executive/Steering Committee Meeting/December 12, 2013/9:00am/Sutton BOH, 4 Uxbridge Rd, Sutton, MA.

Executive Committee Meeting: January 9, 2014/9:00am/Worcester DPH.

Program Coordinator/Host Agency Update: Kerry Clark/Colleen Turpin

- Kerry briefed that the CDC would be holding a class in the RealOpt program at the Worcester DPH on December 4, 2013, 1-4:00pm.
- Kerry then talked about the Partnership for the Enhancement for Regional Preparedness (PERP). This group is composed of representative from 10 medical and healthcare disciplines. He said that our group should have a member to represent Public Health on the PERP Executive Committee to replace Seth Peters. The group meets on a quarterly basis. Because both the PERP and PHEP groups in Region 2 work so well, the MDPH is looking at us as a model for the Health and Medical Coalitions for the State.
- Andy Pelletier asked what the purpose was for the PERP. Kerry answered that it facilitated coordination and mutual aid among the disciplines, much like we do for Public Health. Andy then asked if the grant monies were going to be combined in a Health and Medical Coalition and Kerry replied that this was the case.
- Phil Leger reminded the group that this month was the tenth anniversary of the founding of our group.
- Kerry again reiterated that the state is planning on working more with the other regions who have not worked together as we have and the state anticipates no problems in our region.
- Andy Pelletier asked if the Strategic Planning Workgroup should take on the responsibility for handling this potential merging of the two groups. Phil said that he and Sandy Knipe would be attending a meeting on this on December 2nd and would be able to report back to us at the next meeting. He further stated that "We do not want to lose what we have done here". An extensive discussion of the issue then ensued with most people stating the same idea of us remaining as an active and viable group.
- Colleen reminded everyone that they need to submit their paperwork if they are requesting financial reimbursement for attendance at the MHOA Conference. Phil Leger state that Mary Clark has approved attendance at some Environmental Health presentations to qualify for reimbursement.
- The Emergency Preparedness Bureau is not the Office of Preparedness and Emergency Management.
- Kerry reminded the audience that now would be a good time to review shelter responsibilities with your Emergency Management Director to insure readiness for any storms and power outages.

Host Agency: Derek Brindisi/Colleen Turpin

- Phil Leger announced that Derek Brindisi has been named to the 14-member State Public Health Council. He makes the fourth member on the council from our area.
- The Worcester City Manager, Michael O'Brien is leaving. Derek stated that Mr. O'Brien had always been a major supporter of the Health Department and will be missed.

Homeland Security Council: Chris Montiverdi

- Chris stated that he is working on obtaining a briefing on the statewide sheltering plan for our group. Sandi Knipe added that the LSAC is soliciting feedback on the plan. The plan is currently in the final draft from the vendor.
- The Regional Evacuation Plan has not yet been completed.
- Chris then introduced two members of the Central Massachusetts Regional Planning Committee, Janet Pierce and Mark Widner. They gave a presentation about a grant project to develop a group buying capability for pre-medical supplies to Region 2 agencies. Mr. Widner talked about his experience in Kansas with the Kansas Emergency Management Agency and a similar program that saved money for the participants. In response to some questions about adding other types of purchases they said this was possible but they wanted to concentrate on one area first to get the program organized and working. They were asking for our support of this program.

Chris Montiverdi made a motion that Region 2 expresses their support the purpose of this program. Cheryl Rawinski seconded the motion which passed unanimously.

Regional Mutual Aid: Andy Pelletier

- Andy reported that Darlene Coyle, his successor in Auburn, will be taking over the Mutual Aid program.

Local and State Advisory Committee: Phil Leger

- Phil talked about some of the issues discussed at the last LSAC meeting. They had a presentation about the Boston Marathon and some of the factors which lead to the successful response to the bombing.
- They talked about some of the Joint Actions Processes which were going on, one of which was on mental health. One of the problems is that we tend to plan for the event which just happened instead of planning forward. We want to learn lessons from what just happened but we still want to go forward.
- They are looking for feedback on the sheltering process.
- They also talked about the breakout sessions they are going to have on the Health and Medical Coalitions.
- There will be a follow-up on the Together We Are Ready program. They are looking to see how and where the message was received to improve the process next year. The state wants to get the message out on Personal Preparedness. People who can take care of themselves usually do while those who cannot usually don't and need help.
- Sandi reported that the state recruited about 220 MRC volunteers through this program.
- Phil also reported that FEMA may provide some reimbursement for personal care assistants in shelters.
- Phil talked about the second quarter PHEP deliverables and said that each region was supposed to identify two functional needs areas of concern. They can come from any source.
- Phil reported that Donna Lazorik will be retiring soon.
- The LSAC has a Best Practices page on the HHAN under the Public Health Group.
- Don Snider was Region 1 is retiring in December.
- Phil also talked about the quarterly Planners Summit. The LSAC voted to support Planner attendance at these meetings and sharing their experiences.

Personnel Workgroup: Lenny Izzo

- Lenny reported that the Contractor evaluations which were returned have been reviewed and summaries have been given to the planners.

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

- Paul stated that the EAT Workgroup was scheduled to meet after this meeting. However since there was nothing to discuss the meeting has been rescheduled to after the next Steering Committee meeting
- Jamie Terry asked about the status of the MRC request for additional funding from the Region. Forrest Price reviewed the minutes from the October meeting and stated that the request for funding had been tabled. The current request is for \$56,703.00.

Jamie Terry made a motion that we approve the MRC request for an additional \$56,703.00 in funding. Lenny Izzo seconded the motion. The motion passed unanimously.

- Paul reported that he will be retiring on February 19, 2014.

MRC Workgroup: Liz Foley

- Alyssa Rusiecki intriducced the new Southwest Division Recruiter, Louise Bonnette.
- Lois Luniewicz will be the Northeast Division Leader.

Strategic Planning Workgroup:

- Kerry reminded the meeting of the draft Training Attendance Policy which he circulated at the last meeting. He asked for people to review it for a vote at the next meeting. Phil stated that this should be placed on the agenda for the next meeting.
- The next project will be development of a Multi-Year Training and Exercise Plan.

Old Business:

- There was no Old Business to discuss.

New Business:

- Lenny Izzo asked in New England Disposal Technologies could come to our December meeting and give an update on their programs. There was some concern that we already had a lot on the program for that meeting. Phil said that they could come with a handout and a short presentation (5 minutes). If they want to come to our January meeting instead they are welcome. Lenny will follow-up on this.

The meeting adjourned at 11:01am by unanimous consent.

Minutes approved at the December 12, 2013 Steering Committee meeting.

Respectfully submitted: _____ Phillip Leger, Chair, Region 2 PHEP Coalition