

## STEERING COMMITTEE MEETING MINUTES

March 5, 2015/9:00am

Worcester DPH

25 Meade Street, Room 109

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Steven Baccari (Westborough); Thomas Bonci (Clinton); Darlene Coyle (Auburn); Kalene Gendron (Pepperell)(Alt); Lenny Izzo (Hopedale); Lee Jarvis (Spencer); Sandra Knipe (Gardner); Dorothy McNamara (Fitchburg); Chris Montiverdi (Leicester); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Alyssa Rusiecki (Sturbridge); Rita McConville (Westminster); Colleen Bolen (Worcester DPH); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

The meeting was called to order by Chair Phil Leger at 9:02am.

**Minutes Review:** The minutes from the February 5, 2015 Steering Committee were presented for review and approval.

**Lenny Izzo made a motion that we accept the February 5, 2015 Steering Committee meeting minutes as presented. This was seconded by Sandi Knipe. There was some discussion about which members had proposed and seconded some of the motions. The group reviewed each motion and was able to provide the correct names for each instance. The motion passed unanimously.**

**Next Meetings:** Steering Committee Meeting: April 2, 2015/9:00am/ Worcester DPH, 25 Meade Street, Room 109.  
Concurrence Vote is planned for this meeting.  
Steering Committee Meeting: May 7, 2015/9:00am/Location TBD.

### **Program Coordinator Update: Colleen Bolen**

- Colleen stated that there were a number of handouts for today's meeting. These included a budget update, a Project Proposal from the DRC Group for a Regional Emergency Public Information and Warning Workshop, a proposed outliner of an EDS Finance Section Workshop and Tabletop, and the BP4 Funding Opportunity Announcement (FOA) along with the Application Timeline.
- Colleen reported that Kathy Johnson, the Assistant City Manager will be overseeing the Public Health Department until a new Director is chosen. Phil Leger asked Colleen to invite her to one of our meetings to learn the workings of our group. Colleen will try to get her to attend next month's meeting to observe the Concurrence vote
- The EP programs are going well despite the personnel turnover. Colleen does not yet know what will happen to either Chris Montiverdi or Kerry Clark's positions.
- The City now has a full appointed Board of Health. The new members are busy learning the workings of the various sections within the department.
- Phil asked about the continuation of Region 2 and the HMCC Host Agency application. Chris Montiverdi stated that the latter would be a City decision.
- Seth Peters will fill in for Colleen when she goes on Maternity Leave.
- The Accreditation process is still going on and the DIG grant is also continuing.
- Colleen reported that the Regional Coordinator meeting was held last Monday.
- There will be another WebEOC drill held before the end of the grant year but there were no details on it.
- The Hospital side of WebEOC will be updated to clean up some of the confusion to their boards.
- There will be an informational presentation on the SNS Inventory Management System at some time in the future.
- The RFR for the HMCC will be released shortly with a planned operational date of July 1<sup>st</sup>. The funds allocated for the HMCC this budget period will probably be rolled over to another category.
- Colleen briefly covered the Funding Opportunity Announcement for BP4.

- The state will conduct a Communications Protocol Drill on Mar 17-19. The eleven MPHN communities will be the Region 2 participants.
- At the Region Coordinators the state announced a \$97,000.00 federal funding for Ebola monitoring and some of the hospital assessment facilities. They have also applied for a \$3.7 million FOA for lab support and more monitoring. Darlene Coyle asked if there was any possibility of getting funding assistance for those communities who also had to provide monitoring of potential Ebola patients.
- Members who are planning on attending the Orlando PERCC Conference were reminded to provide documentation as soon as possible after their return in order to receive reimbursement.
- Colleen also briefed on the upcoming Infectious Disease Conference on Tuesday, March 31<sup>st</sup> at the Beechwood Hotel.

**Host Agency Update: Colleen Bolen**

- Quarter 3 budget reports are due the end of March. Colleen will be working on those. They will also be preparing the Quarter 4 payment voucher for our funds.
- Colleen stated that the budget report looks a little different because she added a column to report encumbered funds. She has also highlighted the three capabilities in which we need to spend more money. Some balances are a little higher than they should be since not all planned expenditures have been encumbered. We can move line items around if necessary. We discussed the amounts left in the various categories.

**Homeland Security Council: Chris Montiverdi**

- Chris reported that the Council had met this past Tuesday. The Town of Sutton has a 20Kw pad-mounted generator available if someone deeds and wants it. The CMRPC will advertise this.
- Sandi Knipe asked if the Homeland Security funding situation would affect the Homeland Security Council.

**Regional Mutual Aid: Darlene Coyle**

- Darlene stated that we are holding at 67 towns signed on to the MOA.

**Local and State Advisory Committee: Sandi Knipe/Steve Baccari**

- The LSAC will be meeting on March 16<sup>th</sup>. The FOA will be an item of discussion.

**Region 2 HMCC: Phil Leger/Sandi Knipe**

- The HMCC group has not met recently. They will probably meet in April.

**MHOA: Jamie Terry**

- The quarterly meeting will be on March 19th. There will be a discussion on Suicide and its Effect on PH and the Community.
- There will be a DEP Winter Seminar at Devens on April 7<sup>th</sup>.

**Personnel Workgroup: Lenny Izzo**

- Lenny reported that a total of 38 Planner Evaluations had been received. They are waiting on 2 more. The Personnel Workgroup should meet in the next week or two to review these. Colleen will send out an email to help coordinate this meeting.
- The Planner contracts will probably have to go out for bid again this year. Colleen reviewed the process which the new Purchasing Director explained to her. The Director seems very easy to work with but the current contracts seem to be for one year only since they contain no option for renewal. We may be able to add such language this year. We can also try to include Barry's position in the Planner bid package. Phil Leger stated that we should start this process sooner rather than later. One of the problems is that the Law Office wants the actual DPH deliverables to be included in the bid. All of this is dependent upon Worcester becoming the Host Agent for the HMCC.

**Education, Acquisition & Training (EAT) Workgroup: Sandy Knipe**

- The Westborough BOH is requesting \$399.98 to purchase two storage racks for their EDS equipment and supplies.

**Cheryl Rawinski made a motion that we approve this request which was seconded by Lee Jarvis. This purchase supports Capability 8. The motion passed unanimously.**

- The Douglas BOH is requesting \$629.44 to purchase various EDS supplies from W. B. Mason.

**Cheryl Rawinski made a motion that we approve this request which was seconded by Lee Jarvis. This purchase supports Capability 8. The motion passed unanimously.**

- The Sutton BOH is requesting \$2,067.00 to purchase a Windows 7 laptop computer with software and warranty.

**Lee Jarvis made a motion that we approve this request which was seconded by Tom Bonci. This purchase supports Capability 6. The motion passed unanimously.**

- The Spencer BOH is requesting \$449.98 to purchase 2 High Visibility 5.11 safety jackets.

**Tom Bonci made a motion that we approve this request which was seconded by Darlene Coyle. This purchase supports Capability 14. During the discussion Lee Jarvis stated that they had two extra-large jackets still in the bag which they would give to any Region BOH who could use them. The motion passed unanimously.**

- The WRMRC is requesting funding in the amount of \$3,242.00 to support a training exercise to be held on June 13<sup>th</sup> at the Botanical Gardens. The training is for a functional Mass Casualty Incident exercise. The training will be conducted by Cathy Martin who does a lot of training for the Wachusett MRC.

**Cheryl Rawinski made a motion that we approve this request which was seconded by Dottie McNamara. This supports capability 7. Colleen advised everyone that the money for this training would have to be taken from another capability. The motion passed unanimously.**

- The WRMRC is requesting funding in the amount of \$425.00 to purchase Emergency Go-Kits to be given to MRC volunteers at a Volunteer Appreciation Event to be hosted by the Greater Grafton and Worcester MRCs and held on April 23<sup>rd</sup>.

**Lee Jarvis made a motion that we approve this request which was seconded by Cheryl Rawinski. This purchase supports Capability 15. The motion passed unanimously.**

**MRC Workgroup: Liz Foley**

- Colleen reported that the MRCs will be participating in the Statewide Communication Protocol to be held on March 17<sup>th</sup>.
- The Greater Grafton MRC held a Healthy Cooking class in February.
- There will be a CPR class in May.
- Orientation classes will be held in March, April, and May.
- There was a WRMRC shelter training held in February.
- There will be a Region 2 MRC Advisor Committee meeting on April 1.
- There will be a Volunteer Appreciation Event at Worcester DPH on April 23 from 6:30-8:30pm. Volunteers will be asked to bring their favorite health dish. The statewide coordinator will be speaking. Volunteers will be asked to bring a friend as a recruitment effort.
- There will be a Mass Casualty Incident on June 13<sup>th</sup> at Tower Hill.

**Strategic Planning Workgroup: Colleen Bolen**

- Colleen presented information on the previously approved Public Information and Warning workshop and the proposal she received from the Disaster Resistant Communities Group. They quoted \$9,525.00 for a tabletop meeting our specifications. They also feel that they have plenty of time to be able to accomplish this in this budget period.
- We still need to do the EDS drill tabletop project and our Regional Asset training. She asked if we felt that we might be adding too much on our schedule. People felt that it was a lot but that we should try.
- Jamie Terry asked if we needed to concentrate on social media with this training since we have already concentrated on other communications avenues. Trish Parent stated that since social media was mentioned in the original proposal that we don't need to issue a new proposal but that we should instruct DRG to emphasize social media as they develop the training.

**Trish Parent made a motion that we accept the DRG proposal to perform the Regional Emergency Public Information and Warning Workshop/Campaign at the cost of \$9,525.00. This was seconded by Dottie McNamara. Darlene Coyle asked for clarification on just which of the six activities listed in the proposal we were doing. Colleen explained that all of the activities were being accomplished for the stated price and that we had to hold the tabletop before June 30<sup>th</sup>. Several people pointed out that we had a lot to schedule for the remainder of the grant year but that we can open attendance to other groups if necessary. The motion passed unanimously.**

- Colleen talked about our other project, the EDS Finance Section workshop/tabletop and referred to the outline developed by Alissa. The outline identifies what we want this training to accomplish. Since this is a separate project we should be able to put it out for bid the same way we did the Public Information and Warning project.

**Cheryl Rawinski made a motion that we approve and move forward with this project. Tom Bonci seconded the motion. During the discussion Barry Lein point out that section 3.a.iii. - Blueprint of the city or town's corresponding EDS site(s) might take a long time to obtain and in any case was not really relevant to the training or the reimbursement process.**

- Colleen will talk to DRG about this and see if we can get it for the May Steering Committee meeting. If that date cannot be met we can try to move the date of the meeting to accommodate the training.
- That leaves the Regional Asset training to be scheduled. Since it requires us to be outside we need to try to find a date where we might reasonably find good weather. Wednesday, April 22<sup>nd</sup> seems to be the best choice.

**Old Business:**

- Cheryl Rawinski stated that several people have received 1099's from Worcester for reimbursements for conference attendance. This puts these funds in the tax category of income for the recipient. The City says that this is how they have to report these payments. Colleen will ask the City again about this.

**New Business:**

- Cathleen Liberty has left the Webster Health Department for a position in Marlborough.

**The meeting adjourned at 11:05am by unanimous consent.**

**Minutes approved at the April 2, 2015 Steering Committee meeting.**

**Respectfully submitted: \_\_\_\_\_ Philip Leger, Chair, Region 2 PHEP Coalition**