

STEERING COMMITTEE MEETING MINUTES

April 2, 2015/9:00am

Shrewsbury Town Hall

Selectmen's Conference Room

100 Maple Ave, Shrewsbury MA 01545

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Steven Baccari (Westborough); Sandra Knipe (Gardner); Dorothy McNamara (Fitchburg); Chris Montiverdi (Leicester); Andrew Pelletier (Southbridge)(vice-Chair); Trish Parent (Upton); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Alyssa Rusiecki (Sturbridge); Dennis Costello (Boylston); Deborah Karan (Athol); Stephan A. Vigeant (Shrewsbury); Colleen Bolen (Worcester/CMRPHA); Alissa Errede (Worcester/CMRPHA); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

Guests: Kathy Johnson (Worcester Assistant City Manager); Karen Clark (Worcester DPH).

The meeting was called to order by Chair Phil Leger at 9:06am. Phil introduced Kathy Johnson, the Worcester Assistant City Manager who is serving as the interim Health Director until Worcester can hire someone into this position. She spoke to the meeting and assured everyone of the city's commitment to supporting Region 2 and the Health Department's bid to host the HMCC

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

Cheryl Rawinski made a motion that we accept the March 5, 2015 Steering Committee meeting minutes as presented. This was seconded by Trish Parent. The motion passed with two abstentions.

Next Meetings:

- Regional Asset Training and Emergency Public Information and Warning Workshop: April 22, 2015/10:00am/Hopedale Fire Department, 40 Dutcher Street, Hopedale, MA.
- Steering Committee Meeting: May 7, 2015/Location TBD (Weather backup for April 22 training).

Program Coordinator Update: Colleen Bolen

- There was no Regional Coordinator meeting last month. Colleen briefed that OPEM will be holding an all staff meeting in Waltham next Monday.
- There was a Communication Protocol Drill last week that the MPH communities participated in for the Region. The state sent out a Survey Monkey for all participating Boards to respond to. MRC volunteers were also called.
- The state is making a push for all cities and towns to adopt and use MAVEN to track infectious diseases.
- The CDC and ASPR programs made a joint site visit to the state last March.
- The Del Valle Institute will be presenting a training session on "Emergency Planning for the Whole Community in Holyoke on April 14th. There is some concern that Del Valle is not presenting much training in the central and western parts of the state. Part of this may be that they are now taking over from CEEPT and will be looking to see what these areas want and need in the way of training.
- There are some new mini-grant opportunities for up to \$2500. One of the offerings is for sharps collection bins. Applications are due by April 21st.
- OPEM has given the Harvard School of Public Health funding to offer a Medical Countermeasures Dispensing Regional Workshop targeting HMCCs discipline representatives on April 28th at the Hilton Gardens Inn. They are not looking for broad public health attendance.
- The Eunice Kennedy Schriver Center for Emergency Preparedness and Response made a presentation to Dr Hirsch, Colleen, and Alissa last February. There may be some opportunity for them to make similar presentations to local BOHs on preparedness activities targeting our at-risk populations.

Host Agency Update: Colleen Bolen

- Colleen reported that the Quarter 3 Budget Reports for PHEP and MRC are due to the state and she will be working on them with the Budget office. They are also submitting the Quarter 4 Payment Voucher. She did do the budget updates we had discussed at the last meeting.
- OPEM will be paying their yearly site visit to Worcester at the end of the month. They will look through all of our financial paperwork to insure that we are doing it correctly and being fiscally responsible.
- Colleen asked that anyone who has not yet submitted for reimbursement for conference attendance to please do so as soon as possible in order to identify funds which can be used in other areas.
- She is also still looking at the issue of Region members being sent 1099s for conference reimbursements. The answer seems to be that everyone who receives reimbursements is treated as a vendor and vendors are issued 1099s at the end of the year. There was an extensive discussion by various members who related how they handled this issue.
- Colleen identified the need to set a final date for approving PHEP requests to allow for timely processing by the end of the year. The group set May 7th as this date.
- Colleen spoke to the current budget figures. We have several capabilities which we still need to spend down.
- Colleen also briefed the group that the state has been clear that Region Coordinators were not allowed to speak on the subject of the HMCC RFR. They cannot give input nor provide guidance to the locals. She has to be careful that whenever she speaks on the subject it is as the Host Agency or during the HMCC group presentation, not during the Region Coordinator update.

Concurrence Vote: Phil Leger

- Phil reviewed the FOA documents to include the projected funding for each Region. He stated that we are being level-funded for next year.
- Steve Baccari stated that Phil was correct, that we are pretty much level-funded under the draft guidance. He further stated that under the HMCC concept Public Health would vote on how to spend our money, then give it to the HMCC and they have to go by that decision in the first year. After that the HMCC will be involved in how we develop our budget. Nothing should change during BP4.
- Alyssa Rusiecki asked about the Direct and Cross-Cutting Funding and what those items meant. Phil stated that these items were for state positions and those staffs/agencies which provide direct support to local health preparedness activities across the state.
- Colleen stated that the work plan which was included was the state work plan. Once everything is approved, we will develop our regional work plan from this guidance.

Phil Leger called for a roll call vote of all the cities and towns in the region on whether we concur with the BP4 plans as presented. A “Yay” vote signified concurrence, a “Nay” vote signified non-concurrence, while a “Did Not Vote” meant that the city/town did not cast a vote nor did they assign a proxy to vote for them. Forrest Price conducted the Roll Call vote calling out the name of each city/town and recording the votes cast along with the individual who cast the vote. The results were:

Aye - 34

Nay - 0

Did Note Vote - 40

Homeland Security Council: Chris Montiverdi

- Chris stated that the Council will be meeting next Tuesday. They have allocated all of their available funds to projects.

Regional Mutual Aid: Darlene Coyle

- There is no change to report.

Local and State Advisory Committee: Sandi Knipe/Steve Baccari

- Steve reported that Charlie Kaniecki's position has been re-classified as a Union position. This means that he now he set hours and has a reduced ability to meet with people and boards at hours outside of his work schedule. Most people feel that this is a loss to the cities and towns he served.
- The western part of the state is complaining about the lack of resources there. One example is the DEP meetings. People in the western area have to travel to Devens for this year's trainings.
- They also talked about the Governor's early retirement proposal. If this does not go through we may be facing layoffs in the fall.
- It was also announced that the Region 3 Coordinator's position will be announced soon as David Trout has left.

Region 2 HMCC: Phil Leger/Sandi Knipe

- The HMCC group will be meeting on April 14th.

MHOA: Jamie Terry

- The MA Adult Immunization Conference will be held at the Best Western Royal Plaza Hotel in Marlborough on April 14th.
- The Annual DEP Winter Seminar will be at Devens on April 7th.
- The Community Sanitation Seminar will be at Devens on April 29th.
- The LPHI will be offering a course in Managing Effectively in Today's Public Health Environment. It will run from May 27th to Sept 9th and will consist of two classroom sessions and 12 webinars. The cost is \$100.00.

Personnel Workgroup: Lenny Izzo

- The workgroup will meet in Executive Session after the conclusion of all other business to discuss the Planner evaluations and upcoming bid process for the BP4 planner contracts.

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

- The Groton BOH has requested \$629.99 for a Dell laptop computer. This purchase would support capability 6. The EAT Workgroup has approved this request.

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

- The Sturbridge BOH has requested \$199.99 to replace a broken cell phone. This purchase would support capability 6. The EAT Workgroup has approved this request.

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

- The Grafton BOH has requested \$101.16 to purchase a case of Hand Sanitizer and 20 2-gallon sharps containers to support EDS operations. This purchase would support capability 8. The EAT Workgroup has approved this request.

Trish Parent made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion passed with one Nay vote.

- The Grafton BOH has requested \$766.94 to purchase one LaserJet Pro Printer (\$529.99), two ink cartridges (\$189.96) and one case of paper (\$46.99) to support EDS operations. This purchase would support capability 8. The EAT Workgroup has approved this request.

Trish Parent made a motion that we approve this request which was seconded by Cheryl Rawinski. The motion passed with one Nay vote.

- The Sutton BOH has requested \$602.15 to purchase an iPad with a two-year warranty. This purchase would support capability 8. The EAT Workgroup has approved this request.

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

- The Shirley BOH has requested \$629.99 for a Dell laptop computer. This purchase would support capability 6. The EAT Workgroup has approved this request.

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

- The Clinton BOH has requested \$445.77 to purchase a Canon copier (\$295.79) and two toner cartridges (\$149.98). This purchase would support capability 6. The EAT Workgroup has approved this request.

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

- The Upton BOH has requested \$1,375.00 to purchase an undercounter Pharmaceutical Grade Refrigerator and \$159.36 for shipping and freight for a total of \$1,534.46. This purchase would support capability 7. The EAT Workgroup has approved this request.

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

- Worcester is requesting \$13,525.05 to make a regional purchase of a variety of EDS signage, EDS Lawn Signs, ICS Command charts, sand bags, and 100 Goal Zero replacement batteries to be distributed to those communities which have requested these items. Sara Darlagiannis has a breakdown of which cities/towns requested which items. The EAT Workgroup has approved this request.

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

- Sandy stated that she had heard that some of the regional trailers have been depleted of their supplies because they have been used over the course of the years. Ken Gikas stated that he had sent an email out to all of the towns with trailers and satellite phones asking if they needed any replacement items and received replies from only two. Anyone who needs supplies should request them by the May 7th deadline in order to get them with this year's funds.
- Sandy also asked if we could pay for the person who gave the suicide prevention presentation to the MHOA to come give this to Region 2. While most people thought that this was a good presentation but that it might not meet any of the Public Health capabilities. Someone will look into this.
- Colleen briefed on the DRC Group Project Proposal for a Regional Emergency Dispensing Site Capabilities Enhancement Initiative (EDS Financial Workshop). She also stated that she had received emails from towns she had never heard from before supporting this need. The email on this issue was not a vote but was only to gage the desire for this training. The actual vote is being held now. It has to be accomplished by the end of this grant year.

Andy Pelletier made a motion that we accept this proposal which was seconded by Cheryl Rawinski. This training would be held on the June 4th Steering Committee meeting. Alyssa Ruseicki brought up a possible

conflict with the Managing Effectively in Today's Public Health Environment course. We would need to check with Chris Floyd to see if this date could be changed. The motion passed unanimously.

- Ken brought up the issue of equipment items(e.g., laptop computers) costing over \$500 needing to be tagged. Colleen will copy the planners on any emails to the cities/towns and the need to notify their planners about these purchases.

MRC Workgroup: Liz Foley

- Liz stated that there was an Advisory Committee meeting yesterday. They are working on a few projects which the Steering Committee approved at the last meeting.
- They will be hosting a Volunteer Appreciation Event in Worcester on April 23rd.
- The WRMRC will be holding a Mass Casualty Incident drill at Tower Hills on June 13th.
- Each MRC participated in the recent MA Responds drill. The WRMRC had a 50% response rate using telephone notification. The Greater Grafton MRC used text messaging but had some problems with this. They also used email and had a 50% response rate. The Wachusett MRC sent an email update and reported a 25% response rate. Judy was happy with that some new volunteers had responded.
- One of the Division leaders will be attending the NACCHO conference in Atlanta.
- The MRCs are working on some new events. The Greater Grafton MRC held a cooking class while the Wachusett MRC is working on a theme for next year.
- Liz also asked that if any towns are planning which they think could serve as a place for the MRCs to advertise and recruit that they let her know.

Strategic Planning Workgroup: Colleen Bolen

- There was no other business to discuss.

Old Business:

- The Region received a thank you note from Kerry Clark for the gift which the Region presented to him. Phil mentioned that Kerry was one of the first planners hired when the region formed in 2005.

New Business:

- Jamie Terry briefed the group that Northborough is pursuing a Tobacco21 initiative to raise the legal age to purchase tobacco products in the town to 21. Several other jurisdictions are considering similar efforts within their communities.
- Recently a concerned citizen asked Ms. Terry to speak with the Board of Health about creating and imposing new bodywork regulations in the Town of Northborough. The concern was that unregulated businesses could harbor prostitution and human trafficking. Ms. Terry informed the Board that bodywork regulations would cover a largely unregulated industry offering a range of services such as Asian bodywork, reflexology and acupuncture/acupressure that do not currently come under any state oversight. Regulations would hold establishments and therapists to minimum regulations and subject each to inspections. Ms. Terry states that currently there are two establishments in town and the Board feels as though regulations are not necessary at this time.
- The City of Worcester has requested a letter of support from the Region in their efforts to be named as the Host Agency for the HMCC.

Dottie McNamara made a motion that we send a letter of support in Worcester's efforts to be named as the Host Agency for the Region 2 HMCC. This was seconded by Deb Karan. Andy Pelletier asked what would happen if another equally qualified organization put in a bid. It does not appear that any other group is applying at this time. Phil then stated that if another group did apply it would be their responsibility to reach out to ask for a letter of support. He also stated that this letter was from the Region and those individual cities or towns were free to send their own letter of support if they wished. Steve Baccari pointed out that we seem to have a much better relationship with our Host Agency than some other Regions. Several other individuals expressed similar sentiments. Karen Clark addressed some of the problems which the Health Department and the Region

have had with items such as getting the planner contracts through the system in a timely manner and getting items through the Budget office. She stated the City has expressed their support for the HMCC and to improving the support processes which it and the Region would need. Phil then outlined a general suggested format for this letter to support the City in their efforts to be named as the HMCC Host Agency. The motion passed unanimously.

Personnel Workgroup

- Phil Leger called for a roll call vote for the meeting to go into Executive Session in order to discuss the Planner Evaluations and the issue of putting out bids for new planner contracts for BP4.

By a unanimous roll call vote the meeting went into Executive Session to discuss personnel issue involved with the Planners Evaluations and the bid process for planners for BP4.

Minutes approved at the (TBD) Steering Committee meeting.

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

DRAFT