

STEERING COMMITTEE MEETING MINUTES

September 4, 2014/9:00am

Worcester DPH

25 Meade St, Worcester, MA

IN ATTENDANCE: Phil Leger (Templeton/Royalston)(Chair); Stephen Baccari (Westborough); Thomas Bonci (Clinton); Darlene Coyle (Auburn); Kalene Gendron (Pepperell); Lee Jarvis (Spencer); Trish Parent (Upton); Cheryl Rawinski (Suttin); Jamie Terry (Northborough); Stephanie Bacon (Medway); Roger Mallet (Orange); Alyssa Rusiecki (Sturbridge); Kerry Clark (Regional Coordinator); Colleen Bolen (Worcester DPH); Amanda Major (Worcester DPH); Sara Darlagiannis (Program Planner); Ken Gikas (Program Planner); Barry Lein (IT Consultant); Forrest Price (Program Planner); Liz Foley (WRMRC).

GUESTS: Shelly Yarnie, Office of Local and Regional Health, MDPH; Michael Flanagan, Adam Kinney, and Jared Saunders, Executive Office of Labor and Workforce Development.

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

Minutes Review: The minutes from the July 24, 2014 Steering Committee were presented for review and approval.

Trish Parent made a motion that we accept the July 24, 2014 Steering Committee meeting minutes as presented. This was seconded by Tom Bonci. Colleen mentioned one problem with her name in two locations which was corrected. The motion passed with two abstentions.

Next Meetings:

Combined Committee Meeting: October 2, 2014/9:00am/ Location TBD (Southbridge?).

Phil Leger introduced our visitors from the Executive Office of Labor and Workforce Development. They gave a presentation on Workplace Safety and Health Programs for Public Employees.

Program Coordinator Update: Kerry Clark/Colleen Bolen

- Kerry reminded the group that this was National Preparedness Month. Since DPH has not produced any new materials our cities and towns may recycle last year's materials since the information is essentially the same. People were urged to use various means to distribute this information.
- A doctor from Holden has become the latest American to be infected with the Ebola virus. Boards of Health can find fact sheets and other information on Ebola on both the DPH and CDC websites.
- Colleen reported that at the last OPEM staff meeting they reported that DPH will be placing a listing of all EDS locations on WebEOC. Cities and Towns will be able to make online changes to their information. Kerry cautioned that towns should not depend upon their planners to do all the work on WebEOC but to develop their abilities to log on and use this website.
- Colleen also reported that they have not received many responses for additional personnel to volunteer for our workgroups other than for the EAT Workgroup. We still need to do Strategic Planning for the regional projects and trainings deliverables. The first set of forms for these need to be accomplished and sent to the state by the end of the month. We will also need to continue development of these projects over the next quarters. Trish Parent suggested that the Executive Committee should take this on. Phil Leger suggested that we continue with the business portion of the meeting and work on the projects and trainings at the end on the meeting.

Host Agency Update: Derek Brindisi/Colleen Bolen

- Colleen stated that we have received our PHEP funds and that a budget is being developed to send back to the state. The state is also developing a new template that we will be using to track spending and prepare our quarterly reports. The new Budget form does break out line items by PH capabilities.

- There was an extended discussion about the problem regarding getting completed contracts from the Planners from the Worcester Legal Office. Many people questioned this delay and the resulting financial hardship that it was causing the Planners.

Darlene Coyle made a motion that the Executive Committee draft and send a letter to the City of Worcester deploring this delay and requesting immediate action to complete these contracts. This was seconded by Jamie Terry. The motion passed unanimously.

- Colleen mentioned that all checks for approved purchases had been sent out except for two. She was still waiting on an invoice from Blackstone on their refrigerator and an invoice from Groton on their cell phone service. The check for Globaphone was mailed out on August 8th.

Homeland Security Council: Chris Montiverdi

- Chris stated that the Council had a meeting this week and the FY13 funds have been received, about \$700,000. Of this about \$500,000 was going for communications projects. Some money is also going towards Fire Department special operations teams.

Regional Mutual Aid: Darlene Coyle

- Darlene asked if the letter she proposed sending to the cities and towns who have not yet signed our Mutual Aid Agreement could be sent on Region 2 letterhead. Phil Leger stated that it should go out on our letterhead.

Local and State Advisory Committee: Phil Leger/Sandi Knipe

- The LSAC will be meeting next Monday.
- Phil stated that due to his work situation he may not be able to continue as one of our representatives to the LSAC. He asked if anyone else would like to step in.
- He hopes to be able to continue as a representative to the HMCC in order to provide continuity during its formation.

Region 2 HMCC: Phil Leger/Sandi Knipe

- Colleen stated that there will be an HMCC Webinar on September 23rd. It will feature presentations from three states who have already gone through this.
- During the past two HMCC meetings they have concentrated on development of the Principles of Operation. They have included at least two representatives from each of the five core disciplines. There has been some discussion about extending the terms of the current representatives in order to provide continuity during the development of the group. One suggestion is for one representative from each core discipline to serve for three years while the second representative would serve for two years. At the expiration of the respective terms the group would hold elections to select new members.
- They are looking at holding a Stakeholders engagement meeting but it will probably not happen until next Spring.
- Jamie Terry asked if any entity had applied to be the Host Agency. The Worcester Health Department is the only agency which has been mentioned so far. A few agencies from the core disciplines seem to have expressed a desire to not be considered as the host agency.
- Contrary to previous expectations, the funding streams for DPH and the Hospitals will not be combined, but will remain separate to be administered by their respective groups.
- Phil Leger asked if the RFR was still scheduled to be released in the Fall. Colleen replied that as far as she knew this was still the plan.

Personnel Workgroup: Lenny Izzo

- There was nothing to report aside from the previous Planners Contract discussion.

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

- Colleen stated that they held an Eat Workgroup meeting just before this meeting to review some equipment requests.
- The City of Fitchburg has requested \$280.99 to purchase a Public Health safety jacket. This supports capability 14.

Lee Jarvis made a motion that we approve this request pending receipt of a written quote with the price specified. This was seconded by Cheryl Rawinski. Roger Mallet offered to give Fitchburg one of the jackets he had in Orange but he was told that he should keep it for possible future use. The motion passed unanimously.

- The Clinton BOH has requested that \$100.0 to cover the costs of hiring someone to assemble the generator for their trailer. This supports capability 8.

Cheryl Rawinski made a motion that we approve this request pending receipt of a written quote or invoice with amount specified. This was seconded by Lee Jarvis. The motion passed unanimously.

- The Worcester DPH has requested \$9,911.88 for cell phone and tablet wireless service for those personnel (a total of seven) working on emergency preparedness. This supports capability 4.

Cheryl Rawinski made a motion that we approve this request which was seconded by Lee Jarvis. Jamie Terry asked if we had changed a previous decision not to fund this type of service. It was pointed that this is an allowable expense and we do have the funds to cover such requests. However everyone has been cautioned that we might not have the funds in the future and would then not fund these requests. The motion passed with two nays.

- The Sterling BOH has requested \$959.76 for Verizon service for two (2) iPad tablets. This supports capability 4.

Trish Parent made a motion that we approve this request which was seconded by Lee Jarvis. This request is also pending receipt of appropriate paperwork. The motion passed with one nay.

- The Worcester, Wachusett, and Greater Grafton MRCs have requested \$62,712.63 from PHEP funds to provide supplies and training to support the MRC divisions. This funding is in addition to the funds already provided to the MRCs and supports capability 15.

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

- The Upton BOH has requested \$959.76 to pay for service for two tablets. This supports capability 4.

Cheryl Rawinski made a motion that we approve this request which was seconded by Tom Bonci. This motion also is pending the receipt of the appropriate paperwork. The motion passed with one nay.

- The Grafton BOH has requested \$960.24 for service for two emergency preparedness tablets. However no one could explain what EP support this provided and how it was different from support provided by the MRC and Worcester requests. No motion was put forth on this request and Colleen will try to get more information.

MRC Workgroup: Liz Foley

- Liz stated that the first payment has been received from the state and has been distributed to the MRCs and divisions. This has been a busy summer for the MRCs with various clinics and events. They are currently supporting National Preparedness Month with various venues.
- They are having a meeting on September 9th with the Emergency Management Directors in the Region to explain the MRC program.
- There will be an Advisory Committee meeting the end of this month. Liz will also be meeting with other state MRC leaders.
- The NACCHO Capability Building Awards are due to come out later this fall.

Old Business:

- None.

New Business:

- Pat Pierson, the Orange Public Health Nurse brought up the issue of state-supplied Flu vaccine and the projected discontinuance of this vaccine for adult vaccinations. She also mentioned the uncertainty of when BOHs would receive their vaccine, the problems of scheduling clinics, and the competition from medical providers and pharmacies. This started an extended discussion of the current and projected status of vaccine availability and usage to include potential problems for BOH clinics in the future.
- Pat also related her problems with using MAVEN as a volunteer Public Health nurse who has to use MAVEN while in her other job. She has experienced problems with the Virtual Gateway to include taking a long time to log in and being logged out if she is called away for other duties. She stated that she would call for training at the Orange PH office to try to solve this problem. Trish Parent also suggested that Pat try to use the Orange BOH tablet as another solution.

Strategic Planning Workgroup: Colleen Bolen

- Phil asked Colleen to explain what we need to do to begin working on the BP3 region-wide deliverables. Colleen stated that we need to identify two projects and two trainings. One of the projects discussed in the past had to do with public information and warnings such as for arbovirus. This included developing and examining messages and selecting communications channels. Another item was developing additional partnerships for education and warnings. One idea was to build this around the Ebola virus to capture a current issue. But another idea was to make it more generic and concentrate on the procedure instead of the specific threat. The group then discussed the rationale for doing this project followed by the desired outcomes. Social media channels were also discussed. At the end of an extensive discussion Colleen stated that she would use this input to develop a proposed project to meet the first quarter report to the state. She will first send this report to the region for people to review and make comments.
- Trish Parent asked for clarification on travel and overnight accommodations for conferences especially the upcoming MHOA. Colleen stated that for overnight accommodations the one-way travel distance has to be 60 miles or more. Overnight accommodations are eligible for reimbursement the evening before a full day of at least 8 hours of conference activity. Overnight accommodations are not eligible for reimbursement on the evening of the final day unless the conference activity ends at or after 3pm. Reimbursement may not exceed GSA per diem rates for food. Meals provided by the conference are not included. If a meal is offered by the conference you may not be reimbursed if you go out on your own.

The meeting adjourned at 11:30am by unanimous consent.

Minutes approved at the (TBD) Committee meeting.

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