

STEERING COMMITTEE MEETING MINUTES

Thursday, August 2, 2018

Old Stone Church

283 Main Street, MA 01531

IN ATTENDANCE: Steve Baccari (Westborough)(Chair); Philip Leger (Worcester/Royalston/Holden); Dorothy McNamara (Fitchburg); Trish Parent (Upton); Alissa Errede (Worcester DPH/CMRPHA); Barry Lein (Sterling); Forrest Price (Planner); Joann Lindenmayer (Uxbridge); Lois Luniewicz (WRMRC, Hardwick); Erica Piedade (MDPH); Lisa Daoust (Spencer); James Philbrook (Charlton); Lenny Izzo (Milford); Katrina Stanziano (WDPH); Heather Kulickowski (Intern Charlton); Trish Parent (Upton); Debra Vescera (Holland/Brimfield/Wales/West Brookfield); Cheryl Rawinski (Sutton); Lee Jarvis (E. Brookfield); Eileen Dyson-Alexander (Auburn)

The meeting was called to order by Chair Steve Baccari at 9:00 am.

Minutes Review: The minutes from the June 7, 2018 Steering Committee was presented for review and approval.

Cheryl Rawinski made a motion that we accept the June 7, 2018 Steering Committee meeting minutes as presented. This was seconded by Lenny Izzo. The motion passed unanimously.

Next Meetings:

- Steering Committee Meeting: September 6, 2018/9:00am/Location – Worcester
- Steering Committee Meeting: October 4, 2018/9:00am/Location – Red Apple Farm

Program Coordinator/Host Agency: Katrina Stanziano

- The state provided feedback on the EDS plans that were submitted during BP 1. The feedback provided was on the ICS Org chart and Job Action Sheets, these are items the state is going to be providing more guidance on this year. If you would like a copy of the report for your community please reach out to Katrina Stanziano.
- There was a handout passed out about how the Facility Set-Up drill should be structured this year. There will be three different options for the communities to pick from to ensure more consistency in the drills this year.
- The Q4 WebEOC drill results were passed out to the group.
- Katrina informed the group that the deliverables for BP 1 X are very similar to BP 1; the only big difference is the Emerging Infectious Disease Annex for the EDS plans. The state will be providing more guidance on that deliverable.
- Katrina let the group know she is still accepting rep letters for this grant year.
- Katrina shared with the group the new EAT Request form for this grant year.
- A draft policy for Compliance Requirement for Regional Equipment was distributed to the group as well as a draft policy for transferring regional equipment.

Jim Philbrook made a motion we accept both policies. This was seconded by Cheryl Rawinski. The motion passed unanimously.

- The group reviewed the Principles of Operations and it was decided that this be tabled until the next meeting so Katrina/Alissa could develop a draft of items that need to be changed.
- Katrina informed the group that the policies from last year will still be in effect this year.
- Katrina passed around Region 2 PHEP Booklet that provides some information about the coalition and HMCC as a whole. This booklet is not for the public. Katrina will share a digital copy of this booklet with the PHEP Coalition.
- Katrina passed around two maps she created this summer, one was of the regional equipment in the region and the other was of all the EDS locations in the region.

Host Agency Update/Alissa Errede

- Alissa wanted to thank everyone for getting all the paperwork back to us for service plan in record time.

- Alissa also informed the group that we have received funding for BP 1 X, so planners who received a contractor extension can start working again.

Local & State Advisory Council (LSAC) – Steve Baccari/Jim Philbrook

- Next meeting is August 20th

Region 2 HMCC – Trish Parent/Dottie McNamara

- Alissa informed the group that the hospital group will be pilot testing a new patient tracking system during BP 1 X.
- Next meeting is August 30th

Regional Workgroup

Personnel Workgroup:

- Nothing to report

Education, Acquisition & Training (EAT) Workgroup:

The Town of Spencer has submitted a request in the amount of \$1,649.76 for a Verizon Service plan for two iPads and for the service contractor for the regional ID maker.

Lenny Izzo made a motion that we approved the request for the Town of Spencer. This was second by Cheryl Rawinski. 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, Tom Bonci, Andy Pelletier, Eileen Alexander, Steve Baccari, Phil Leger, Trish Parent, Jim Philbrook, Lois Luniewicz, Casey Mellin.

Lenny Izzo made a motion that we approve the Executive Committee members as presented. This was second by Jim Philbrook. The motion passed unanimously.

Jim Philbrook 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 Dottie McNamara. The motion passed unanimously.

Jim Philbrook made a motion that we adjourn the meeting which was seconded by Lee Jarvis. The meeting adjourned at 9:40 AM by unanimous consent.

Minutes approved at the September 6, 2018 Steering Committee meeting.

Respectfully submitted: Steve Baccari, Chair, Region 2 PHE Coalition