

STEERING COMMITTEE MEETING MINUTES  
Thursday, January 6, 2022  
Virtual Meeting

IN ATTENDANCE: James Philbrook (Charlton)(Chairman); Kristin Black (Northborough)(Vice Chairman); Michael Nelson (MDPH); Alissa Errede (WDPH); Pam Masters (WDPH); Forrest Price (Planner); Jamie Terry (Planner); Phil Leger (Royalston+); Lisa Daoust (Spencer); Eileen Alexander (Auburn); Jeff Paster (Lancaster); Kalene Gendron (NABH District); Cathleen Liberty (Franklin); Dottie McNamara (Fitchburg); Barry Lein (Sterling); Cheryl Rawinski (Sutton+); Erin Hightower (Uxbridge); Lois Luniewicz (WRMRC); Trevor Bruso (N. Brookfield); Jeff Stephens (Leominster); Connor Robichaud (CMRPC); Agnieszka Podstawka (Douglas); Rike Sterrett (Oxford); Tracy Gagnon (West Boylston); Camille Griffin (Webster); Jeanne Gniadek (Northbridge); Sherry Grant (Millville); Ken Lacey (Sturbridge); Tom Boni (Clinton); Terri Gough (Charlton)

The meeting was called to order by Chairman Jim Philbrook at 9:02 AM.

**Chairman Announcements:** Jim Philbrook stated he set up a Zoom meeting for tomorrow at 9:30 AM with Jana Ferguson from DPH to discuss Region 2's concerns/questions regarding the updated Isolation and Quarantine Guidelines. Michael Nelson will send out the meeting link to the group.

**Minutes Review:** The minutes from the December 2, 2021, Steering Committee were presented for review and approval.

**Cheryl Rawinski made a motion that we accept the December 2, 2021, Steering Committee meeting minutes as presented. This was seconded by Jeff Stephens. The motion passed unanimously.**

### **Town Highlights**

- EDS Vaccination Clinics-
  - Kristin Black stated Northborough has a clinic scheduled tomorrow. Due to winter weather, clinics can be rescheduled via Color. Call Kristin if you need help. They administered 180 vaccines last night. Currently waiting for DPH approval for the 12-15 year old range.
  - Jeff Stephens stated Leominster is running two clinics tonight- one pediatric and one adult. They have been using outside vendors and filling in non-medical positions with his staff. They are looking into stand-in clinics held weekly. Stop the Spread sites in Leominster and Fitchburg have been busy, 100 tests an hour.
  - Jeff Paster stated Lancaster is supporting both pediatric and adult clinics weekly in Shirley. They are still seeing a demand for boosters.

## **Program Coordinator and Sponsoring Organization Update: HMCC Team & Michael Nelson**

- Workplan and Budget Planning for BP3 (FY22) Update-
  - Trailer Review Project Committee
    - Alissa Errede stated the bid for the trailer repairs went out and closed. They received one bid back. The bidder did not provide all of the information necessary, so they are working to obtain it. More information to follow soon.
    - Pam Masters stated the tarps are in, but the straps are on backorder. Please check in with her or Shane if you have any concerns.
    - Lois Luniewicz offered MRC members to help deliver the tarps and straps. They do have a trailer response team, Lois will reach out to see if they could help install them as well.
  - EAT Requests
    - Update on items from last order- Pam stated the last EAT Requests were approved. Shane has been getting in touch with those submitted them last quarter. If you have not heard from him, he will be in touch soon. Also, there is a community who no longer wants an ipad, so please let Shane know if your community would like it. Keep Pam and Shane updated if there's anything you need outside of an EAT Request.
    - EAT Requests open; will review at February meeting-Michael will send out the EAT Request information after the meeting. Please fill out the form by end of the month if you would like to request any items. We will review these at the February meeting.

## **Planner and Committee Updates**

- Planners-
  - Updates from Forrest Price- Forrest Price stated he has converted almost all the EDS plans to the new format. He also set up a Dropbox account where all the plans will be put. Please reach out to Forrest with any questions.
  - Updates from Jamie Terry- Jamie Terry stated she received 36 responses from the after-action survey. She will send out a question document for the call with Jana Ferguson on Friday. Discussion about survey responses. Also, Leicester has clinics scheduled through February if you know anyone in need. Home test kit distribution discussion.
- Volunteer Coordination/Medical Reserve Corps-MRC Coordinators –
  - Lois Luniewicz stated December was quiet, but the WRMRC has continued to support many communities such as Nashoba, Northborough and Leicester. Some volunteers assisted at Milford Hospital and some are still assisting at Harrington Hospital. The MRC is also assisting with Wachusett's clinics. Marianne and Lois placed a few volunteers with communities for contact tracing.
  - Discussion about clinics and vendors.
  - Barry Lein stated the Wachusett MRC is still staffing clinics, doing contact tracing, and doing online training. They will move to in-person trainings after winter.
- Local & State Advisory Council (LSAC): Jeff Stephens/Kristin Black

- Jeff Stephens stated LSAC met last month. He met with to Karen Melisky to discuss the budget. There will be more to come as they go through the budget process.
- Region 2 HMCC: HMCC Representatives from Public Health
  - Consideration of Cathy Liberty as representative- Cathy met with the HMCC and Michael to learn more about the position. They are still looking for one more representative.

**Jeff Stephens made a motion to approve Cathy Liberty as one of the new HMCC Representatives, this was seconded by Cheryl Rawinski. The motion passed unanimously.**

- Alissa stated HMCC has still been having their sub-committee meetings. There will hopefully be more to come in the Spring.

**Town comments related to PHEP matters such as funding, deliverables, etc.-** Jim Philbrook asked if you can purchase Covid test kits through EAT Requests. Alissa will reach out to see. Phil Leger brought up the call later today which will discuss how to received test kits.

**Old Business-** none

**New Business-** none

**Next Meeting:**

- Steering Committee Meeting: February 3, 2022- Zoom

**Phil Leger made a motion that we adjourn the meeting. This was seconded by Tom Bonci. The meeting adjourned at 9:50 AM by unanimous consent.**