

STEERING COMMITTEE MEETING MINUTES  
Monday, June 22, 2020  
Virtual Meeting

IN ATTENDANCE: Cheryl Rawinski (Sutton); Kristin Black (Uxbridge); Katrina Stanziano (WDPH); Alissa Errede (WDPH); Jim Philbrook (Charlton); Trish Parent (Upton); Phil Leger (Royalston); Barry Lein (Sterling); Steve Baccari (Westborough); Lisa Daoust (Spencer); Jamie Terry (Planner); Andy Pelleiter (Southbridge); Ken Lacey (Sturbridge); Darlene Coyle (Auburn); Tom Dillon (West Boylston); Cathleen Liberty (Franklin); Jen Sullivan (Webster); Carla Walter (Townsend); Deb Vondal (Athol); Michele Buck (Leicester)

The meeting was called to order by chair Steve Baccari at 10:32 AM

**Minutes Review:** The minutes from June 4, 2020, Steering Committee were presented for review and approval.

**Cheryl Rawinski made a motion that we accept June 4, 2020, Steering Committee meeting minutes. This was seconded by Jim Philbrook. The motion pass unanimously.**

**Next Meetings:**

- Steering Committee Meeting: July – Cancelled
- Steering Committee Meeting: August 6, 2020- virtual

**Agenda items:**

- Alissa provide a quick update on staff changes in the EP office at WDPH. She also informed the group we are seeing a decrease in requests for supplies.
- Katrina reviewed the workplan with the group, there were no questions.
- Katrina reviewed the travel and supplies tab of the budget with the group.

**Phil Leger made a motion we approve all line items in travel and supplies, but the request for a generator. This was second by Jim Philbrook. The motion does not carry.**

**Phil Leger made a second motion we approved all line items, but for the town Lancaster, Gorton, and Fitchburg due to lack of representation at the meeting. This was second by Cheryl Rawinski. The motion passed with one abstention.**

- Katrina reviewed the contractual tab of the budget with the group.

**Jim Philbook made a motion we approved all line items in the contractual tab. This was second by Cheryl Rawinski. The motion pass unanimously.**

- Katrina informed the group that there was \$41,867 left to allocate in the budget. The group discussed using it for PPE and/or cleaning supplies for EDS operations.

**Jim Philbook made a motion we set aside the remaining funds to be used for PPE and/or cleaning supplies for the COVID-19 response. This was second by Ken Lacey. The motion pass unanimously.**

- Katrina let the group know that she will be reconvene the trailer workgroup in the near future.

**Open Discussion:**

- Katrina informed the group that four people were interested in attending the virtual Preparedness Summit in August.

**Phil Leger made a motion we approve Jeff Paster (Lancaster) , John Farnsworth (Lancaster), Michaun Fowler (West Boylston), Rita McConville (Westminster), and Janine Drake (Holland) to attend the virtual conference. This was second by Jim Philbrook. The motion pass unanimously.**

**Jim Philbrook made a motion that we adjourn the meeting, which was seconded by Cheryl Rawinski. The meeting adjourned at 11:40 AM by unanimous consent.**

DRAFT