

STEERING COMMITTEE MEETING MINUTES
Thursday, December 2, 2021
Virtual Meeting

IN ATTENDANCE: James Philbrook (Charlton)(Chairman); Kristin Black (Northborough)(Vice Chairman); Michael Nelson (MDPH); Alissa Errede (WDPH); Shane Keville-Wagner (WDPH), Forrest Price (Planner); Jamie Terry (Planner); Barry Lein (Sterling); Lois Luniewicz (WRMRC); Jeff Paster (Lancaster); Erin Hightower (Uxbridge); Agnieszka Podstawka (Douglas); Phil Leger (Royalston); Lisa Dauost (Spencer); Tom Bonci (Clinton); Eileen Dyson-Alexander (Auburn); Julie VanArsdalen (Grafton); Terri Gough (Charlton); Trish Parent (Upton); Deb Vondal (Athol); Jackie Murphy (Milford); Camille Griffin (Webster/Dudley); Beth Hallal (Medway); Dan Finn (Grafton); Tracy Gagnon (West Boylston); Andrew Pelletier (Southbridge); Ann Loree (Westminster)

The meeting was called to order by Chairman Jim Philbrook at 9:03 AM.

Chairman Announcements: Jim Philbrook spoke about the DPH letter that was emailed out yesterday regarding local clinics.

Minutes Review: The minutes from the November 4, 2021, Steering Committee were presented for review and approval.

Phil Leger made a motion that we accept the November 4, 2021, Steering Committee meeting minutes as presented. This was seconded by Trish Parent. The motion passed unanimously.

Town Highlights

- EDS Vaccination Clinics-
 - Kristin Black stated that Northborough has wrapped up their second dose pediatric vaccine clinics. They continue to run booster clinics every Friday at their Senior Center. They are seeing a big uptick in demand due to the Omicron variant. Reach out to Kristin if you need any help, she has been running clinics through Color since June.
 - Jamie Terry stated that Leicester has been running clinics at Becker College. Francis Dagle offered up their clinical staff to assist with clinics. Also, multiple communities have filled out the form to request the DPH mobile unit. They were paired up with a vendor. Discussion about the vendor's throughput.
 - Agnieszka Podstawka stated that Douglas held a clinic this past Monday at their Elementary School. Second doses will be done on 12/20 through a vendor.
 - Lois Luniewicz stated that Nashoba has been running clinics. Bolton is holding a clinic this Friday and Lunenburg is holding clinic on Tuesday. The Worcester MRC volunteers have been busy helping to staff their clinics.
 - Dan Finn stated that Grafton has been holding clinics.

- Barry Lein stated that the Wachusett MRC continues to help support Rutland and several clinics in Leominster.
- Jeff Paster stated that Lancaster is scheduling additional pediatric clinics. A second dose clinic will be held on the 7th, another first dose clinic on the 8th, and booster clinic on the 13th. The vendor they have been using is Transformative Healthcare.
- Deb Vondal stated that one of their schools had filled out the form requesting the DPH mobile unit to come out, but they haven't heard back. Jamie will give Deb a contact person to reach out to.
- Erin Hightower stated that Uxbridge held a first dose pediatric clinic with a large turnout. They will also be running the second dose and are hoping to do booster clinics.

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

- Maven Training follow-up-
 - Michael Nelson heard back from a few and he connected them with the Maven team.
- Satellite Phone Drill-
 - The drill will be held on 12/14. Michael will send out an email with directions. Also, he will send out an updated point of contact list for satellite phones and AM transmitters in the region to the group.
- Workplan and Budget Planning for BP3 (FY22) Update-
 - Trailer Review Project Committee
 - Michael stated that the tarps have come in. Also, Alissa Errede will discuss the procurement for the trailer review project.
 - Shane Keville-Wagner stated that the vendor RFP for the trailer review project is out to bid. They are hoping to have the work completed late winter/early spring. Also, the tarps and straps have come in. The 15 ft straps will be in within the next few weeks.
 - Shane stated that the reimbursement paperwork for the MHOA conference is due by 12/7.
 - Alissa reminded the group to pick up any requested items in Worcester that have come in.
 - Alissa discussed the procurement for the trailer review project. Direct anyone interested to the city's website.
 - Michael discussed items from the EDS plan templates that may be obsolete after Covid.

Planner and Committee Updates

- Planners-
 - Updates from Forrest Price- Forrest is continuing to update the EDS plans. Everyone should have their updated plan by the end of the month. If anyone needs their copy sooner, please reach out to Forrest.

- Updates from Jamie Terry- Jamie stated that she is sending out a survey today to assess vaccination efforts. It should take approximately 5-8 minutes to complete. This data will help complete the after-action reports. Please send the survey to any of the partners that you worked with during your vaccination efforts. Also, Jamie is meeting with Sarah tomorrow to finalize the layout of the functional needs document. The goal is to have it completed by the end of the month.
- Lois Luniewicz asked Jamie to send the survey to the MRCs.
- Volunteer Coordination/Medical Reserve Corps-MRC Coordinators –
 - Lois Luniewicz stated that their Pediatric training on 11/9 was successful with approximately 50-60 attendees. The PowerPoint presentation was sent out, evaluations will follow. They have been busy supporting vaccination clinics in Northborough, Westborough, and Nashoba. Lois and Marianne are receiving requests for contact tracers. They have sent some to several towns already. Lois has list of 16 contact tracing volunteers. Lois and Marianne continue to advertise for Wachusett to support each other.
 - Barry Lein stated that the Wachusett MRC continues to work with the Rutland and Leominster clinics. They held an in-person training with 17 people and did a table-top exercise. They are working on a 10k NACCHO grant. They continue to advertise the Worcester and Greater Grafton MRC information.
- Local & State Advisory Council (LSAC): Jeff Stephens/Kristin Black
 - Meeting posted-no further update
- Region 2 HMCC: HMCC Representatives from Public Health
 - If anyone is interested on becoming a HMCC representative, please reach out to Michael.
 - Alissa discussed the role. Meetings are held monthly. Alissa is happy to answer any questions.
 - Trish Parent also spoke about the role.

Town comments related to PHEP matters such as funding, deliverables, etc.- Michael stated that FY23 Budget will be discussed soon.

Old Business- none

New Business- none

Next Meeting:

- Steering Committee Meeting: January 6, 2021- Zoom

Phil Leger made a motion that we adjourn the meeting. This was seconded by Trish Parent. The meeting adjourned at 9:48 AM by unanimous consent.