

STEERING COMMITTEE MEETING MINUTES
Thursday, February 1, 2024
Virtual Meeting

IN ATTENDANCE: Phil Leger (Royalston+) (Chairman), Erin Hightower (Uxbridge)(Vice-Chair), Pam Masters (WDPH), Chelsea Orefice (WDPH), Michael Nelson (MDPH), Alissa Errede (WDPH), Jamie Terry (Planner), Lois Luniewicz (WRMRC), Camille Griffin (Webster), Amelia Houghton (Worcester+), Abby Conlin (Westminster), Jeff Paster (Lancaster), Emily Quinn (CCPH), Deb Vondal (Athol), Jordan Bruso (Auburn), Jim Philbrook (Charlton), Dan Fuentes (Southbridge), Lois Luniewicz (WRMRC), Derek Kwok (Medway), Darlene Coyle (Auburn), Jay Dulmaine (Fitchburg), Tom Mullins (West Boylston), Kristin Harris (Douglas), Kalene Gendron (Pepperell), Cathleen Liberty (Franklin), Rike Sterrett (Oxford), Eileen Alexander (Webster+), Julie VanArsdalen (Millbury), Agnieszka Podstawka (Douglas), Stacy Ciccolini (Leominster), Jeanne Gniadek (Northbridge), Sandra Knipe (LRPHC), Cheryl Rawinski (Sutton), Daniel Syrialala (Milford), Jennifer Sullivan (Westborough), Ken Lacey (Stubridge), Trish Parent (Upton/Blackstone), Michael Seager (Northborough), Mary Carpenter (CCPH), Barry Lein (Sterling/Wachusett MRC), Catherine Hoover (Fitchburg)

The meeting was called to order by Phil Leger at 9:02 AM.

Roll Call: A verbal roll call was done.

Chairman's Announcements: Please fill out the MHOA survey that was sent out this morning.

Minutes Review: The minutes from the January 4, 2024, Steering Committee Meeting were presented for review and approval.

Cheryl Rawinski made a motion that we accept the January 4, 2024, Steering Committee meeting minutes as presented. This was seconded by Jeff Paster. The motion passed.

MDPH Regional Coordinator and HMCC/Sponsoring Organization:

- MHOA Reimbursement Reminder- Pam Masters stated there are a few people who still need to submit paperwork. Please do so by 2/16.
- AM Transmitters- Alissa Errede thanked Barry Lein for bringing this to our attention. The license for the transmitters has expired. License information will be sent out. Please update the name to the correct person. If there is a charge, please let Alissa know.

Jim Philbrook made a motion to cover the costs up to \$1,000 for the licensing of the AM Transmitters. This was seconded by Cheryl Rawinski. The motion passed unanimously.

- Active Shooter Training- Chelsea Orefice stated locations have been secured for the trainings in Northbridge and Leominster. She is finalizing the dates and times. There will be a maximum of 40 participants. A registration form will be sent out soon.

- EAT Requests-

Spencer Badge Machine Upgrade - Software \$ 265.00

Spencer Badge Machine Upgrade - Camera \$ 120.00

Spencer Badge Machine Upgrade - Installation \$ 295.00

Oxford Laptop \$ 1,238.98

Oxford Laptop Software \$ 715.00

Douglas Storage Shelving \$ 1,168.75

Westminster Printer \$ 139.00

Westminster Toner \$ 51.99

Westminster Storage Bag \$ 25.47

Westminster Storage Chest \$ 44.28

Westminster Emergency Kits \$ 93.98

Westminster Hand crank radio \$ 35.90

Westminster Sign Board \$ 154.49

Auburn 12 Cots \$ 623.78

Auburn Clipboards \$ 69.99

Auburn Extension Cord \$ 50.73

Auburn Bungee Cords \$ 28.99

Auburn Padlocks \$ 57.16

Total Requests \$ 5,178.49

Jim Philbrook made a motion to accept all the EAT Requests as submitted. This was seconded by Cheryl Rawinski. The motion passed unanimously.

- **Trailer Repairs-** Michael Nelson discussed the trailer repairs.

Darlene Coyle made a motion to allocate \$15k for trailer repairs. This was seconded by Cheryl Rawinski. The motion passed unanimously.

Cheryl Rawinski made a motion to allocate \$10k for trailer supplies. This was seconded by Jim Philbrook. The motion passed unanimously.

PHEP Planner Updates:

- **Jamie Terry-** Jamie stated she has been working with everyone on their Contact Page. Please get them back to her when you can. If you have a preferred method of communication for the staff notification drill, please let Jamie know. DPH has created a QR code to sign up for HHAN. If anyone in your community needs to be on HHAN, please send Jamie an email and she will sign them up.

MRC Updates:

- **Lois Luniewicz-** Lois stated in January there was a Preparedness for Seniors event in Brookfield, a meeting with Deans at a Worcester college to further their partnership discussion and they participated in a Webster Senior Center event with Senator Fattman. She attended the 2nd Quarter Statewide Steering Committee Meeting and the Mid-year Statewide Coordinator Meeting. Upcoming trainings include Protecting Children in Shelters on 3/20-virtual, Access and Functional Needs during the 1st week of April (Public Health Week)-virtual, Basic Sheltering through MEMA in partnership with Greater Grafton MRC, Grafton EMD/CERT-This is a pre-requisite to our Shelter Exercise and also in Grafton on 4/18-in person. In February, they have the Annual Technical Assessment of Unit with Federal Liaison and a meeting with UMASS to discuss possible partnerships with MRC-virtual. Lois received a travel award through NACCHO to the National MRC Conference on May 22-24 in Chicago. This is the first conference in many years. Greater Grafton and Wachusett have also applied for travel awards.
- **Barry Lein-** Barry stated Judi is also planning on going to the National MRC Conference. Two members are attending the Preparedness Summit in March. They have received requests to attend several Spring fairs. They will be holding several trainings in the upcoming months. They have a meeting in February. They are also partnering with a health network to provide community clinics.

LSAC Rep Updates:

- Rike Sterrett stated at the last LSAC meeting they discussed hospital trends and winter weather. We are coming to the end of the 5-year budget period and will need a new cooperative agreement. OPEM is hoping to send documents in a timely manner in order not to delay contracts. Chair, Tim McDonald, brought up the discussion of a percentage of funds that can be discussed, so regions can plan and re-evaluate receiving and using funds. It was also discussed that pocket translators are useful.

HMCC Rep Updates:

- Pam stated they are holding an Annual Conference this year on May 8th. It will most likely be located at the Beechwood. Also, budget modifications are coming up at the end of this month.

Emergency Assistance Homeless Program-EASP:

- Cathleen Liberty stated Franklin has over 300 individuals at their emergency shelter. Vaccine assessment has been completed. A clinic will be held this month. 80 individuals have work visas. Things are pretty stable.
- Cheryl Rawinski stated the Sutton families are leaving on 2/13 to be transferred to Auburn. Also, the Sturbridge families will be leaving on 2/14 and going to Lowell. There has been no change in support.
- Ken Lacey stated the transfer from Sturbridge to Lowell will be delayed until the end of February.
- Jennifer Sullivan stated Westborough has 91 families, 244 individuals. 44 are students. 17 families with 35 individuals aren't supported. The supported sites have been vaccinated and have work visas. The unsupported have work visas but no vaccines. A homeless shelter will be opening by the end of the month. Also, 20 more local families are coming.

Any additional business:

- Moment of silence for Roger Mallet from Orange.
- Alissa stated we will be going into Executive Session to discuss vendors, but we still have a significant amount of money. She wanted to get thoughts on how to spend it because of the next budget modification this month. Discussion for allocating money.

Jim Philbrook made a motion to allocate \$100k to purchase translators and bariatric supplies. This was seconded by Cheryl Rawinski. The motion passed unanimously.

- Michael stated DPH has a large number of Covid test kits. You can order more than 1800, just fill out the survey multiple times.
- Jamie is sending out an email about HHAN and the link to the test kits and other supplies.

Next Meeting- March 7, 2024-Teams Meeting

At 9:52 AM, it was announced that the public portion of the meeting was concluded, and Phil Leger asked to enter into Executive Session. This was confirmed by a roll call vote of the Executive Committee.