

EXECUTIVE/STEERING COMMITTEE MEETING MINUTES

March 24, 2011/9:00am

Webster Town Hall

350 Main St., Webster, MA

IN ATTENDANCE: Phil Leger (Chair)(Athol/Royalston); Andy Pelletier (Auburn); Cheryl Rawinski (Sutton); Jamie Terry (Northborough); Catherine Liberty (Webster); Ira Grossman (NABH); Barbara Mard (West Boylston); James Morin (Southbridge); Roger Mallet (Orange); Matt Pearson (Phillipston); Darlene O'Connor (Leicester); Elizabeth Swedberg (Westminster); Lois Luniewicz (Grafton); Kerry Clark (Region Coordinator); Ken Gikas (Program Planner); Sara Kruzcek (Program Planner); Barry Lein (IT Consultant); Denise Phaneuf (Program Planner); Forrest Price (Program Planner); Kate Pollender (WRMRC); Liz Foley (WRMRC).

The Meeting was called to order by Chair Phil Leger at 9:05am.

Minutes of the February 10th, 2011 Executive/Steering Committee meeting were presented for approval. Roger Mallet made a motion to accept the minutes which was seconded by Cheryl Rawinski. The minutes were approved with Trish Parent and Alyssa Rusiecki abstaining from voting.

Minutes of the March 10th, 2010 Executive Committee meeting were presented for approval. Review and a vote on the minutes were delayed pending a quorum.

Next Meetings:

Executive Committee Meeting: April 14, 2011/9:30am/25 Meade St, Worcester.

Executive & Steering Committee Meeting: April 28, 2011/9:00am/Location TBD.

Executive Committee Meeting: May 12th, 2011/9:30am/25 Meade St, Worcester.

Several members pointed out that the MAPHN Conference was scheduled for April 28th which would reduce attendance. Kerry almost mentioned that representatives from MAVEN wanted to discuss training at this meeting.

Cheryl Rawinski made a motion that we change the April 14th meeting to a combined Executive/Steering Committee meeting and cancel the April 28th meeting to accommodate the MAPHN conference attendees. This was seconded by Darlene O'Connor. The motion passed unanimously.

The new meeting schedule is:

Executive & Steering Committee Meeting: April 14, 2011/9:00am/25 Meade St, Worcester.

Executive Committee Meeting: May 12th, 2011/9:30am/25 Meade St, Worcester.

Executive & Steering Committee Meeting: May 26, 2011/9:00am/Location TBD (Alyssa Rusiecki will look at hosting this meeting in Sturbridge).

Program Coordinator Update: Kerry Clark

- Kerry briefed the meeting on the new CDC Public Health Preparedness Capabilities document which will be the driving force for the next five years. This outlines 15 new Public Health capabilities regarding emergency response. Not all of this will rest on the local boards of health; some will be with the state. We will have five years to accomplish this.
- Kerry also told the meeting that this years TAR template had been released. The SNS Team will brief the planners on changes and requirements for this document next Tuesday at our planners meeting.
- Phil asked Kerry to summarize the new capabilities for the next meeting.

Host Agency: Derek Brindisi

- Kerry briefed that he had requested a summary from all cities and towns on their remaining PHER funds. It appears that everyone will have to return any remaining funds at some point. They will probably have to send them to Worcester who will consolidate and then pass this money back to the state. This caused an extended discussion of the issue and how to control these funds. Phil stated that we will probably have 45 days from July 31st to collect this money and then turn it over to the state.

Homeland Security Council: Chris Montiverdi

- No report.

Regional Mutual Aid: Andy Pelletier

- No changes.

Local and State Advisory Committee: Sandi Knipe

- Phil Leger stated that the LSAC had looked at the CDC Preparedness Capabilities document. This will guide our functional capabilities which will be supported by the PHEP grant. An application will be put together in the next 60 days for the upcoming grant.
- The Bureau of Environmental Health is working with DPH on radiation concerns and our local nuclear power plants. Phil stated that he has received calls for Potassium Iodine (KI). DPH has an article about radiation monitoring on their website. There is a link to it on the Region 2 website.
- Environmental Health is reviewing emergency and evacuation plans around nuclear power plants.
- DEP is looking at the Clinton-Newberry fault line for arsenic and uranium as reported by USGS.
- The state will be closing our PHER funding by Sept 30.
- There should be an announcement on regionalization planning soon.
- The Commissioner is holding Regional Dialogues with two being held in our region.
- During the recent vaccine conference call DPH said that budget concerns will affect vaccine availability. BOHs might be getting up to 50% of the adult vaccine they administered last season. But they should receive 100% of the pediatric doses they normally use. Some people are predicting the BOHs may be getting out of the vaccination business if this trend continues. This could impact the ability of towns to exercise their EDS locations and procedures with actual clinic operations. Cheryl mentioned that communities must insure that they have their Medicare procedures in place in order to get reimbursed. There were some reports that people getting vaccinated at pharmacies were told that they would not be charged but later their insurance companies did charge them. This appears to have been because the pharmacies were not covered by the insurance companies. Bernie offered to brief the Committee on how his partnership with CHC works to reach various populations. This topic will be kept under Old Business to follow this situation.

Personnel Committee: Lenny Izzo

- Kerry reported that John Degan has resigned as a region planner. He will have a meeting with Lenny Izzo, Missy Kakela-Bottoms, and Chris Montiverdi to discuss this situation.

Education, Acquisition & Training (EAT) Sub-Committee: Sandi Knipe

- The NACCHO conference will take place in Hartford CT on Jul 20-22. Kerry will send out an email to see who is interested in going.
- The MAPHN conference will be held on April 28th. We have 8 people who plan on attending.
- Sterling and Warren have requested funds for an Emergency Preparedness booklet, both are under \$2000.

Darlene O'Connor made a motion that the EAT Committee move forward on approving Emergency Preparedness booklets as long as they have funds. Alyssa Rusiecki seconded this motion and it passed unanimously.

- The trailers have been approved and we are just waiting on a purchase order. They will be delivered to the trailer sites.
- Three additional trailers have been approved and will go to Spencer, Groton, and Mendon. We are still waiting on a quote for trailers with cleaner tops. We will outfit them with the same equipment as the other trailers.
- The town of Berlin has requested a desktop computer; Kerry is working with Sandi on this.
- Andy brought up the issue of purchasing iPads or other tablet computers. Various people like different versions for different reasons. Alyssa brought up the HP Slate as a possibility.
- Jamie brought up the issue of communities asking for desktop computers when our PHEP funds are for emergency preparedness and laptops are more suited to this task.

MRC Sub-Committee: Jamie Terry

- Grafton and Worcester were the only MRCs on the recent conference call.
- Grafton has not done a lot of recruiting lately. They have been working on MA Responds. There are some issues with CORI checks not coming through in a timely manner, members not being able to set up their profiles, and one of their administrators not getting proper communications with MA Responds. Other units are not supposedly seeing the same problems. They are trying to improve the interaction between their members and the site.
- Liz briefed that the WRMRC is active on MA Responds. They are registering new members and they are not seeing a lot of these issues. But they have not imported their old data yet.
- Jamie briefed that the MRC leaders are working jointly on how to use the new funds.
- Lois said that Grafton is working on developing region-wide MRC handbook. Wachusett is working on an educational piece however they may not be able to complete it by June 30th. Each MRC was given some money to spend.
- Liz stated that Worcester was working on a Public Service Announcement.
- Phil stated that there is an on-going issue at the LSAC on who calls out the MRC. Kate stated that DPH thinks that the MRC volunteers belong to DPH because they own MA Responds.

Strategic Planning: Tom Purcell

- No report.

Old Business:

- On April 30th there will be a national drug take-back program held through the police departments. Several Region 2 towns were participating in this effort.
- Andy Pelletier pointed out that we now had a quorum for the Executive Committee.

Trish Parent made a motion to accept the minutes of the March 10th Executive Committee meeting which was seconded by Cheryl Rawinski. It was pointed out that Dr B. Dale Magee was the Worcester Commissioner of Public Health, not the Director. The motion passed unanimously.

Andy Pelletier made a motion that the Executive Committee take an audit of member attendance which was seconded by Trish Parent. The motion passed unanimously.

New Business:

- Bill O'Connell briefed the committee that there were several federally qualified health centers in Region 2. There are the Community Health Centers in Leominster, Fitchburg, and Gardner. In Worcester there are the Family Health Center and the Edward M. Kennedy Community Health Center. Communities close to the centers can contact them to see about vaccination clinics. There are also several smaller centers, the

Barre Health Center in Barre and the Tri-River Family Health Center in Uxbridge. The Family Health Center is trying to establish a center in Southbridge but this may take some time.

- Kerry will be out of the office from March 30 for a week.

Roger Mallet made a motion that we adjourn the meeting which was seconded by Cheryl Rawinski. The motion was approved and the meeting adjourned at 10:40am.

DRAFT