

Draft Minutes

Emergency Preparedness Region 4A

April 10, 2008

12:00 PM

Wilmington Town Hall

Mary Clark, Director of the Emergency Preparedness Bureau, took the floor at 12:20 pm. Present were Ed Wirtanen, Ellen Hartnett, Mark Oram, Archana Joshi, Michael Delfino, Jim White, Beth Hallal, Anthony MacIntyre, Steven Shea, Lissa Westerman, Joe Barbera, Tim McDonald, Heidi Porter, Pat Noga, Peggì Leoni, John Guidara, Ted Curcio, Don Chisholm, Paul Dudley, Mark S, Rebecca Phillip, Brad Cohen, Carolyn Fenn, Sharon Ravid, Justeen Hyde, James Starbard, Lise Mispelli, Dave Black, Judy Bernice, Jerry Collins, Jack Wallace, Robin Chapell, Jen Murphy, Sam Wong, Linda Fantasia, Derrick Congdon, Edmund Corcoran, Adam Goldman, Philip Stoner, Kathleen MacVarish, Jennifer Tsoi, and Ruth-Ellen Sandler. Doug Halley came a couple of minutes later.

Mary Clark gave an update of what was going on at the Emergency Preparedness Bureau. She announced a new organizational chart was coming out soon. There have been some new hires at DPH: Matt Caccavale, Exercise Coordinator; Samantha Stone, Risk Communication Specialist; and Elizabeth Soralia, Regional Planner. Two positions were recently posted: Public Health Manager and Director of the Local Public Health Institute.

Budget Issues: There has been no news from the CDC yet, but Mary said they do not expect much difference in the deliverables for FY09. There will be funding cuts – the amount is not known yet. There will be no pan flu funding next year.

DPH is reviewing RFR's now. They are looking over fiscal reporting and will probably be looking at more frequent reporting to get a better handle on where the money is.

(12:45 – Doug took the chair.)

Policy of Operations: Doug said the committee was in the process of drafting up the Policy of Operations and will get it out to everyone when completed.

Other Business: Ellen Hartnett talked about a new budget form that the South came up with that they would like to see adopted by the region. Ellen made a motion to approve a monthly budget report using the format proposed by the South. Mark Oram seconded the motion and asked Mary Clark if there was a standard format. Mary said “no” and the motion passed unanimously.

Elections: Heidi Porter (North), Jack Wallace (Central) and Ann McCobb (South) were elected to new 18-month terms on the Executive Committee.

Database Update: Doug said there was a meeting about 10 days ago and he feels everything will be worked out satisfactorily. Part of the problem was a lack of communication.

Regional Coordinator, Health Educator, and Hospital Coordinator all submitted written reports.

1:00 – Meeting turned over to PEER.