**Region 4AB Public Health Emergency Preparedness**

*Acton*

*Arlington*

*Ashland*

*Bedford*

*Belmont*

*Boxborough*

*Braintree*

*Brookline*

*Burlington*

*Cambridge*

*Canton*

*Carlisle*

*Chelsea*

*Cohasset*

*Concord*

*Dedham*

*Dover*

*Everett*

*Framingham*

*Hanover*

*Hingham*

*Holliston*

*Hopkinton*

*Hudson*

*Hull*

*Lexington*

*Lincoln*

*Littleton*

*Marlborough*

*Maynard*

*Medfield*

*Millis*

*Milton*

*Natick*

*Needham*

*Newton*

*Norfolk*

*Norwell*

*Norwood*

*Quincy*

*Revere*

*Scituate*

*Sharon*

*Sherborn*

*Somerville*

*Southborough*

*Stow*

*Sudbury*

*Walpole*

*Waltham*

*Watertown*

*Wayland*

*Wellesley*

*Weston*

*Westwood*

*Weymouth*

*Winchester*

*Winthrop*

*Woburn*

*Wrentham*

**General Coalition Meeting Minutes**

**July 15, 2020**

**1:00 pm to 2:00 pm**

**Webex Video Conference**

**Attendees:**  Evan Carlone (Acton), Natasha Waden (Arlington), Jessica Kerr (Arlington ), Heidi Porter (Bedford), Diana Ekman (Belmont), Barbara Wesley (Brookline), Cheryl Snyder (Brookline), Susan Lumenello (Burlington), Nancy Rihan-Porter (Cambridge), Linda Fantasia (Carlisle), Jessica Tracy (Dedham), Kitty Mahoney (Framingham), Nancy Funder (Hanover) , Kasey Mauro (Hopkinton), Eduardo St. Louis (Hudson), Kari Sasportas (Lexington), Patty Moran (Marlborough), Stephanie Duggan (Maynard), John McVeigh (Millis), Jim White (Natick), tiffany Zike (Needham), Tim McDonald (Needham), Teresa Kett (Newton), Emily Bianculli (Newton), Stacey Lane (Norwood), Carol Donovan (Revere), Sheila Miller (Sharon), Linda Callan (Sharon), Ellen Hartnett (Sherborn), Doug Kress (Somerville), Sara Harris (Somerville), Emily Amico (Southborough), Phyllis Schilpp (Sudbury), Melissa Ranieri (Walpole), Michelle Feeley (Waltham), Wil van Dinter (Watertown), Larry Ramdin (Watertown), Ruth Mori (Wayland), Cheryl Lefman (Wellesley), Jennifer Murphy (Winchester), Jeanne Maggio (Winthrop), Meredoth Hurley (Winthrop), Karen Decampo (Woburn), Lauren Hewitt (Wrentham) Jeanine Murphy (Wrentham), Roberta Ho (4a Coord.), Karen Contador (NC-8), Mia Nardini (Metro East MRC Coord.), Liz Foley (DPH), Jendy Dunlop (MRPC), and Sarah Courtemance (Burlington Admin Assistant)

**Approval of June 3, 2020 GC Meeting Minutes**

There was a motion by Susan, seconded by Wil to approve the June 3, 2020 GC meeting minutes – motion approved.

**BP2 Deliverables: Work Plan & Budget**

Liz advised that the work plan and draft budget were sent out on 06/26/2020. For FY21, GC concurrence should be done in the spring of 2021. Regarding DPH activates, DPH shared resources on non-pharmaceutical interventions involving operationalizing, isolation, quarantine, etc. that will fit into local EDS plans.

Liz said that Garrett is currently working on revamping and updating regional EDS plans. Liz said they are looking at a Standard Operation Guide (SOG) for all communities in the region to use that each town could adopt. The updates would also include a Field Operation Guide (FOG) specific to each community.

Regarding deliverables, Liz advised that Jim White and Mark Oram will continue their participation in HMCC. There will be continued participation in WEBEOC Drills (there was no drill in Quarter 4 due to COVID). Communities can make a decision to participate in TTX drills or SNS drills. They are currently looking into drills that involve long-term care facilities that were hit especially hard during the pandemic. Liz said there will template language available that can then be adopted into individual community plans. Additional deliverables include participation in MAVEN, responding to 24/7 Emergency Contact updates, and ICS trainings and recommended courses (which will be included in the SOG).

Regarding UASI Communities deliverables, Liz advised that three communities have participated in a functional formal review this year and five communities need to participate in FY21. Also, UASI Communities will need to develop an action plan, update training plans, and participate in TTX or SNS drills. DPH will be doing a functional exercise that UASI communities will be expected to participate in. DPH will come up with a scenario for this exercise.

Liz advised that no real changes have been made to the budget and there will options to do modifications. Liz said they have received no questions regarding he budget. It will look different this year without the travel line item. Liz stated that the EC will put together modifications at some point to present to the GC. Liz said they have not received the final approval as of yet.

Wil commented that work on non-pharmaceutical operations plans do not seem to be driven by rationale and as a public health organization, messages should be in sync. Liz said that the work plan to address deliverables and integrating public health initiatives will be in the SOG. Liz agreed that a unified approach with one guideline would be best.

**Regional Purchases**

Jendy advised that the carry-forward budget has been approved and they received feedback that some purchases will be in the EDS plan. They are working on getting out a survey type menu, like what has been done in the past, and communities will have a chance to select what items they would like to purchase. Hopefully, everything will be available through vendors, especially PPE vendors. Liz said they will put together a survey with the approved items with justification and how it will fit into a community plan.

Susan asked if people still have ideas for the regional purchase can they send them to Liz or Jendy. Jendy said they cannot take any more ideas at this time as the list has already been approved as part of the carry-forward budget. Liz said that there is another funding opportunity in the BP2 budget and Community-Level Funds Requests can be used. Susan reminded the GC that the first round of CLRs is due to Katie by 07/22/2020. Send requests to Katie at phepassistant@gmail.com.

Doug stated that everyone should have received their cell phone survey from Liz and to please respond.

**Executive Committee Elections**

Doug said per the last meeting, the EC will stay on for an extra three months if anyone is interested please submit your name to Susan, Doug, Katie, Liz or Jendy. Doug commented that additional representation from 4b would be welcomed. Doug said he believes four seats are up for election.

**Subcommittees**

Radio Work Group – Wil advised that with everything going on there are no updates as of yet.

Continuing Education – no one was present to provide an update.

Risk Management Communication – Kari is heading up this committee. Doug advised that this committee was set up to think about how some of the communications are sent out so they can be more consistent as a region. Liz said the committee can collect information from other towns and cities to use as resources and /or templates. Kari said that MHOA is collecting best practices and maybe we can collaborate with them to use materials on our website.

PHEP/MRC Website – Susan advised that the website is complete. The site (Region4ab.org) is up and running and there is nothing additional planned at this point.

Susan made a motion, seconded by Kitty to discharge the PHEP/MRC Website subcommittee – motion approved.

**HMCC Updates**

Jendy advised that they have transitioned from PPE requests to re-opening in Phase II. She said there is an extensive list of vendors on mass.gov that are starting to pick back up. There have been a lot more testing supply requests. The cell phone survey was due on July 3, 2020. Liz said they need to get it into the state and if a community has not filled out a form and is still interested to please email Liz.

Jendy advised that the MRPC/HMCC call is happening on a monthly basis. The Planner and Ops position is open and they are still working on the HMCC budget and deliverables.

**DPH Updates**

Liz advised that they are working through getting grants approved and it is high on the radar to complete. The Resource piece of things has slowed down. Liz said they are working on Preparedness month with a focus on COVID related issues a little more than weather related concerns.

**COVID-19 Response**

Doug advised that we are still in a pandemic and are still following best practices and dealing with re-opening challenges especially in schools.

**New Business**

Doug advised that they ae still in the process of identifying a second Planner and are bringing some applicants back for interviews. There is an option to re-post the position to see if there are more potential applicants.

Doug thanked all the MRCs for all the work they have been doing during the COVID-19 crisis.

There was a motion by Susan, seconded by Jim White, to adopt the work plan – motion approved.

Larry, seconded by Jen Murphy, made a motion to adjourn – motion approved. Meeting adjourned at 1:00 pm.