**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*

**Executive Committee Meeting Minutes**

August 6, 2020

10:00 AM – 12:00 PM

WebEx Video Conference Meeting

Linda Fantasia (Carlisle), Teresa Kett (Newton), Doug Kress (Somerville), Susan Lumenello (Burlington), Kari Sasportas (Lexington), Wil Van Dinter (Watertown), Katie Capobianco (EP Assistant), Liz Foley (DPH), Jendy Dunlop (MRPC), Garrett Simonsen (Regional Planner), and Dawn Sibor(MHOA)

**Doug Kress opened the meeting at 10:09 am.**

**Dawn Sibor, MHOA – COVID Coordination for Communities**

Dawn advised that from March 2020 to the present, $890K has been distributed to 49 communities and local health departments to help with COVID response support and resources. Garrett is working on a template for what flu clinics will look like in light of COVID. Dawn advised that she is available to attend the first ten minutes of upcoming EC/GC meetings to help enhance communication.

Wil asked about MHOA sponsored registration, in particular, how to sign up on site and get a time slot. Dawn said she will look into this and is hoping DPH will help with registration and filling out forms online so there will be no actual paperwork involved.

Liz commented that if MHOA would like to share resources, the region has a new PHEP/MRC website with a password protected area. Dawn advised that on the MHOA site, there is a flu clinic supply list and a community can plug in their numbers and get supply estimates for their clinics.

Dawn informed that there is an upcoming Webinar with Tufts on August 19, 2020, and they have a great social media kit for cities and towns related to COVID.

Dawn asked if it would be helpful to meet regularly. Doug said for right now, hearing MHOA on DPH calls is good and Garrett should be kept in the loop to disseminate information. Also, if Dawn would like to step in/join the GC calls that may be a good way to reach communities that are not on the calls. Dawn said that NC8 does notes for every statewide call and Dawn has been sending them out to communities and putting them on the MHOA website. Liz said if there is anything Dawn would like to share with the GC we can find a spot on the agenda for a quick update that the group would benefit from.

Wil asked if it was still possible to have students/volunteers help out with MAVEN. Dawn said that higher education students would be able to access MAVEN to help but she does not have an answer yet regarding volunteers. Doug said that some partnerships with universities considering limited access to MAVEN would come under local BOHs. Dawn agreed that local BOHs would be in charge of MAVEN but she is not sure if using volunteers to work on limited cases would be allowed.

**Approval of May 21, 2020 Meeting Minutes**

Doug made a motion to approve the 05/21/2020 EC meeting minutes, seconded by Wil – motion approved.

**BP2 Budget**

Jendy advised that the PHEP budget has been approved. There is a budget modification coming up on 08/28/2020. She said to let her or Liz know of any changes; the next budget modification date is 11/20/2020.

Doug asked if communities need supplies that are not on the general purchase list, can they be put in the scheduled modification if already purchased? Jendy advised that the regional purchase list has been approved (menu of items) and anything that is not part of the approved budget is not a guarantee that the state will approve it. Liz cautioned to be careful that funds are for emerging COVID response not seasonal flu clinics. Jendy said there will be some supplemental COVID related funding, they do not have all the information yet, in terms of what can be purchased. There will be a DPH award letter/notification to BOH Directors. Liz said it will be based on if communities partook in ordering flu vaccine through the state based on past flu activity.

Under the Budget agenda item for the upcoming 08/20/2020 GC meeting, an update on flu clinics and cell phone funding will be added.

Jendy advised that 22 communities responded to the cell phone survey totaling approximately $34K, up from last year of $29K. Liz said that $50K has been allotted for cell phone coverage and the EC will need to pick a cutoff date for submitting for cell phone coverage costs.

**Community-Level Funds Requests**

Doug advised that the Finance Committee has received several CLRs and he will be scheduling a meeting next week to review them. Doug said that several are coming from MRCs and he is concerned about the equitable process for use and staffing across 4A. Doug said he asked Linda to have a meeting with 4a to review and put together guidance to improve scope to reach broader communities. Jen Murphy, Heidi Porter and Linda wanted to see if all communities are getting the services they would like. Maybe there is a better way to make use of the 4A Coordinator and two staff members. Roberta has been asked to host an MRC 4A GC meeting but it has not happened yet. Liz said she contacted Roberta and offered to help develop an agenda. Liz is willing to help Roberta set up a Zoom call with all the communities to update what is going on for the year. Susan commented that a lot of 4A communities do not feel like they have an MRC but all communities should have the 4A SOP, training schedule, and work plans; 4B seems to get that better. Linda said she wants it to be a partnership but the use of MAResponds is keeping many communities from volunteering as they do not want to register with MAResponds.

**MRC Funding**

Doug advised that the EC not the FC, approves MRC funding. Linda asked who developed the scope of work for the 4A coordinator and two assistant positions. Jendy advised that Framingham developed the scope.

Susan commented that the EC should have a process for approving MRC funds and would like them to take a look at this. Susan suggested that next year the EC should come up with a plan to include dates and funding requests. Susan said she sent a questionnaire to Liz as to what information should be collected the process used. Susan also suggested putting the MRC requests into the CLR Guidelines flow chart. Susan said she is willing to help Jendy or the Burlington Administrative Assistant can help with the flow chart. Liz suggested setting up a set of questions around flu clinics, training, etc., to report to the GC. Liz said she can run quarterly reports for the GC an can send a list of questions and the ERC can give input on information they like.

**HMCC Updates**

Jendy said that they have been busy dealing with the storm aftermath and based on this current weather situation, how hospitals share their systems might be a good case study.

Interviews will be taking place next week for the Planning/Ops position.

**DPH**

Liz advised that she is working with a small group and a vendor for planning September Preparedness month. MDPH is working to reframe the Know. Plan. Prepare Campaign for Preparedness Month (Sept) and they are looking to expand the meaning of Preparedness (go-kit, flu vaccine, planning). More information will be provided as it is released.

**Planner Updates**

* Garrett stated that several communities have contacted him to ask if the region will resume the weekly 30-minute COVID-19 calls. It was determined that this topic would be added as an agenda item for discussion on the August 20 GC meeting.
* Garrett stated that he has received a number of requests for technical assistance related to drive-thru EDS planning. He reviewed a number of drive-thru planning resources, including some plans developed by communities in the region, and has developed a template drive-thru EDS tool for the region. He asked the EC members to provide feedback on the tool as he would like to distribute it to the region in early August.
* Garrett stated that he has started work on the BP2 work plan. His priority for August is to work on the MDPH PHEP deliverables for drills and exercises. The deliverables allow communities to either conduct the three SNS drills or to participate in a tabletop exercise. He stated that he would like to survey communities (similar to the previous budget period) to determine which options communities prefer. He expressed concern that communities may express a lack of capacity to meet this deliverable given the ongoing COVID-19 response, but that the Planners can provide them with the technical assistance to complete the deliverables. Liz Foley stated that she will continue to discuss with OPEM leadership the CDC’s expectations around the completions of BP2 PHEP deliverables and noted that communities are encouraged to use real-world events to meet the deliverables (when possible).
* The EC agreed that Garrett should survey the communities and that the survey should note that these are the current requirements and are subject to change.

**New Business**

Doug advised that the 4AB call has been on hiatus for a short period of time as fall is coming up and communities are busy with school re-openings and flu vaccines and clinics.

Doug asked if the updates from Dawn should be put on the internal website of region4ab.org. Liz said she thought it would be a good idea and will follow up on this. Susan suggested also putting documents that have all current Phase 3 guidance with links on the website and what to do if a community has a positive COVID case. Susan advised that Sam Hardy in her office had put together documentation for this and Katie could post it on the PHEP/MRC website under internal content.

Liz said it would be good to have someone who could devote two hours per week to update and find content to post on the website. Teresa said it would be hard to have a volunteer do this as they would need supervision and it would be a good idea to ask Mia if they have any interns available at MetroEast MRC that could do this. Jendy said this work could be added to the second Planner position. Susan agreed that is would probably be better to place this under the Planner position.

**Teresa made a motion, seconded by Wil to adjourn. Meeting adjourned at 11:34 am.**

**Wil motioned to adjourn the meeting, seconded by Doug. Meeting adjourned at 1:20 pm.**