**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**

**November 12, 2020**

**10:00 am to 12:00 pm**

**Webex Video Conference**

**Attendees:**  Evan Carloni (Acton), Natasha Waden (Arlington), Heidi Porter (Bedford), Wesley Chin (Belmont), Diana Ekman (Belmont), Lindsey Sharp (Belmont –Intern), Susan Lumenello (Burlington), Nancy Rihan-Porter (Cambridge), Linda Fantasia (Carlisle), Leontia Flanagan (Dedham), Gerald Clarke (Dover), Kitty Mahoney (Framingham), Shaun McAuliffe (Hopkinton), Casey Mellin (Lexington), Nicholas Corcoran (Marlborough), John McVeigh (Millis), Laura Dellechiaie (Milton), Jim White (Natick), Timothy McDonald (Needham), Tiffany Zeke (Needham), Karen Contador (Needham), Teresa Kett (Newton), Sigalle Reiss (Norwood), Lauren Buck (Revere), Ellen Hartnett (Sherborn), Doug Kress (Somerville), Emily Amico (Southborough), Merrily Evdokimoff (Stow), Rike Sterrett (Walpole), Michael DelFino (Waltham), Cheryl Lefman (Wellesley), Meredeth Daly (Winthrop), Karen Decampo (Woburn), Roberta Ho (4a MRC Coord.), Caeli Tegan (4a MRC), Karen Contador (NC-8), Mia Nardini (MetroEast MRC Coord.), Liz Foley (DPH), Jendy Dunlop (MRPC), Garrett Simonsen (Regional Planner), Kari Sasportas (MRPC), Nina Shields (MetroEast Co-op), and Katie Capobianco, PHEP Assistant

Doug Kress opened the meeting at 10:02 am. Doug welcomed back Kari Sasportas in her new role at MRPC.

**Approval of September 24, 2020 GC Meeting Minutes**

A roll call was taken to approve the August 20, 2020 GC meeting minutes – motion approved.

**BP2 Deliverables: Work Plan & Budget**

Liz advised that deliverables have been updated and new deadlines for the SNS and TTX drills have been pushed out to help communities plan for a potential COVID vaccine. Please reach out to Liz or Garrett if your community is considering a drill. Garrett will send out a DPH form. If you have already done an EDS/Drive Thru Clinic, please submit this. Please document any call down to volunteers.

Liz advised that deliverables specific to UASI communities have been put on hold for BP2. Liz said the work plan is going as planned and they are looking at if any changes need to be made. Liz advised that the Budget Modification is coming up and they are looking into some ideas for the spring. Possibly signage for EDS operations as additional signage is may be needed for Drive Thru Clinics. If you have any ideas please share them with Liz before year end.

**MRC Proposal**

Kitty informed that the electric carts that they ordered for 4a MRC to use at the Drive Thru Flu Clinic were very successful. She has the information on where they were ordered if anyone is interested in ordering them.

Doug made a motion, seconded by Michael DelFino to increase Roberta Ho’s hours by four hours from 30 hours a week to 34 hours per week for an additional $6,864.00 per year – motion approved during roll call vote.

**Regional Purchases**

Liz requested that all Regional Purchase orders for Round 2 be in by Friday, 11/13/2020.

**Finance Committee**

Doug advised that the Finance Committee (FC) did not meet since there is no budget modification at this time. Katie will be sending out the next CLR on 11/18/2020.

**EC Election**

Doug thanked Susan for serving as Co-Chair with him for the past three years stating she was a great partner on the EC. Susan thanked Doug for all his hard work on the EC. Doug commented that he will stay on to facilitate meetings and help with the transition to the new board. Doug advised that Wil, Natasha, and Teresa will be staying on. There are four new nominations: Emily Amico, Southborough PHN, Nancy Rihan-Porter, Manger for Emergency Preparedness, Cambridge, Casey Mellin, Co-Director with BOH PHN in Lexington, and Tim McDonald, Director of Health and Human Services, Needham. There is no need for a ballot as there are seven people running for seven positions. Kitty made a motion, seconded by Susan to approve the new nominations to the EC – motion approved by roll call vote.

**Subcommittees**

PHEP Support for MRCs (Susan) – Susan said there is nothing new to report at this time. Anyone interested in helping out please email Susan at [slumenello@burlington.org](mailto:slumenello@burlington.org).

Training/Safety (Mia/Wil) – Mia is working on EDS Health and Safety Standards. There is a meeting of this committee tomorrow for anyone who would like to attend. Garrett advised that he is working on a similar template for Drive Thru Clinics. He said the goal is to have something to release by end of year as a tool that can be used relative to health and safety practices.

Risk Communication (Teresa) – Teresa advised that they group has met three or four times and they are meeting again on Monday for anyone who is interested and would like to attend. Garrett said he is looking to build out a document that can be posted to the Regional Website with a list of Q and As on COVID vaccine information; safety, distribution, storage, vaccination. He is currently working on questions and where to find the answers.

**HMCC Updates**

Jendy advised that she met with the EC yesterday and they are planning a COVID debrief. The email went out yesterday with a save the date of 12/09/2020 from 12:30 to 3:30. The goal is to bring everyone together to recognize the great work everyone has done. She will send out a Zoom link to register.

Jendy reminded communities that Biddles Funds to expand flu clinics responses are needed by 11/30/2020 and funds need to be spent by 12/31/2020. Jendy advised that she is waiting on subcontracts for cellphone coverage and she needs signed documentation ASAP.

**DPH Updates**

Liz said that OPEM is hired additional staff members for the positions of Resource Coordinator and Support Coordinator. She will send out the information on these new positions next week.

Liz advised that COVID work is being done around volunteer resources to help with long term care facilities and they are planning on how to help with the potential surge.

Liz that there is no statewide Quarter 2 health drill planned. There may be something regional such as a WEBEOC EDS site update. Garrett said that before the COVID vaccine becomes available it would be good to update with EDS Drive Thru Sites.

Liz advised that HMCC and hospitals are doing resurgent planning for better patient distribution. Jendy said that they are measuring surge data and partnering with Boston Hospitals. The first meeting, led by Charlotte Roy, is scheduled for this afternoon and she will share the details after the meeting.

Doug suggested a Zoom Meeting for new GC members on WEBEOC and how to use it. Liz said she is working on a welcome to 4ab package and feels it would be a great idea to host a training walk through of WEBEOC.

**Planner Updates**

Garrett advised that he has been to twenty plus Drive Thru EDS Drills (flu vaccine) and he is currently evaluating the information to identify model practices and time related information. He will be providing feedback on improvement recommendations and time study. Garrett advised that he will roll up the results from all the AAR and by the beginning of the year will get out to the GC model practices from the EDS drills.

Jendy commented that a new Regional Planner candidate has been identified and they are just waiting on approval from the state.

**COVID-19 Response**

Doug commented that a vaccine is on the horizon and communities should look at their Drive Thru Clinics and how thru put can be increased. DPH phone calls are a good source of information. Gerald Clarke suggested the Wall Street Journal article “The Middle Seat” as a source of information for the GC. Gerald will provide Katie with the PDF to send out to the GC.

**New Business**

Next GC meeting is January 20, 2021.

Meeting adjourned at 10:58 am.