**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**

January 25, 2021

1:00 PM – 3:00 PM

WebEx Video Conference Meeting

Emily Amico ((Sudbury), Tim MacDonald (Needham), Casey Mellin (Lexington), Nancy Rihan-Porter (Cambridge), Wil Van Dinter (Watertwon), Natasha Waden (Arlington), Doug Kress (Somerville), Katie Capobianco (EP Assistant), Liz Foley (DPH), Jendy Dunlop (HMCC), Kari Sasportas (MRPC), Garrett Simonsen (Regional Planner) and Steven Mauzy (Regional Planner)

**Doug opened the meeting at 1:06 PM.**

**Approval of November 24, 2020 EC Meeting Minutes**

Tim made a motion, seconded by Nancy to approve the November 24, 2020 meeting minutes – motion approved.

**Election Chair or Co-Chairs**

There was discussion on having one previous EC member and one new EC member serve as Co-Chairs. Wil and Tim agreed to be Co-Chairs for a one year term. The nomination will be put forward next meeting. Doug said he would stay on to continue helping with the meetings for as long as he is needed.

Doug commented that he is interested in being the HMCC Representative.

**Vaccine Distribution**

Tim advised that the state has announced that local BOHs will be receiving a weekly cap of 100 doses of COVID vaccine until at least mid-February. Tim said this will be a real challenge to the elderly and disabled who rely on the local BOHs to get their vaccines. Doug commented that he is upset the flu vaccine requirement has been removed since he purchased flu vaccine to meet the requirement. Nancy said it will be very difficult to determine who gets the 100 doses per week. Natasha suggested drafting a letter to Dawn Silba and Janna with the position of the EC on the frustration on the dose limits.

**Times and Dates of Meetings**

Katie will send out a Doodle Poll to find the best days and times to meet for future meetings. Currently the April 21, 2021 meeting will remain as scheduled.

**Regional Purchase Status and Excess Kits**

Liz advised that there are no issues. Jendy advised that there is $759.00 left over after the latest Regional Purchase.

**EDS SWN Drill Results**

Garrett has not received many forms back however, he has been able to use community clinics he attended and can enter those as a set up drill. Garrett said he can also use the 24/7 Emergency Contact updates and volunteer requests that go (can be used as a staff notification drill). Garrett said many communities are strapped to do the drills and send back the forms.

**Welcome 4ab Document**

Liz sent out the document via email to the EC. It was put together specific to this grant year and is intended for new communities. Liz will update it each year to be used as a resource for communities. Please send any changes to Liz.

**BP2 Funds Discussion and Project Ideas**

Jendy advised that the third modification is coming up in February. She advised that $18,852.00 will need to shift from travel funds to the supplies line item.

Liz suggested a regional purchase available to all communities too put funds into to use for MIFIs or regional hotspots that communities can use. They could not be purchased on behalf of the MRCs, they should be community based. Doug said IT needs should be brought forward to the GC. These may not be needed once COVID is over.

Liz said that the $20K for a contractual position for developing regional projects is in the budget. It will be discussed at a later date.

**Regional COVID Calls**

Steven said he is working on an invite to be sent out today and the calls will be held on Thursdays.

**MRC Funding**

There was no new information.

**HMCC**

Jendy advised that HMCC is looking to hold a virtual Stakeholder’s meeting this spring. There is an opening for the HMCC Representative and there are vacancies in the positions of Long Term Care and Community Health.

Jendy said that Biddles funding can be moved to a regional cache for flu vaccine.

Kari advised that resource requests are down and current requests are mostly for testing supplies.

**DPH Updates**

Liz advised that in the PHEP BP3 Notice of Funding Opportunity the CDC recognizes that everyone is busy and she does not anticipate a change of deliverables. There will be no option for carry forward of funds after June 30, 2021. Liz suggested pushing the GC Meeting date out to March 3, 2021 in order to line up with the concurrence vote needed.

**Planner Updates**

Steven has been doing updates to the work plan and visiting clinics. Garrett is working on drills and drive thru flu clinic AARs and will include First Responder clinics as AARs.

**New Business**

Doug made a motion, seconded by Wil to leave $7K in NACCHO and move all other funds into contracted services – motion approved. Contractual positons will be brought up at the next EC.

Emily advised that she is leaving her position in Southborough and going back to Sudbury BOH. She will still be able to remain on the PHEP EC.

Doug made a motion, seconded by Tim to adjourn at 2:05 pm.

**Meeting adjourned at 2:05 PM.**