**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**

September 8, 2021

10:30 Am to 12:00 PM

ZOOM Video Conference Meeting

Emily Amico (Sudbury), Tim MacDonald (Needham), Casey Mellin (Lexington), Nancy Rihan-Porter (Cambridge), Wil Van Dinter (Watertown), Natasha Waden (Arlington), Katie Capobianco (EP Assistant), Kerry Dunnell (MRPC/HMCC), Garrett Simonsen (Regional Planner), Steven Mauzy (Regional Planner), and Lauren Ward (DPH)

**Wil opened the meeting at 10:36 AM.**

**Approval of August 12, 2021, EC Meeting Minutes**

Tim made a motion, seconded by Natasha to approve the August 12, 2021 meeting minutes – motion approved.

**Finance Committee CLRs**

There were no new CLRs submitted at this time. Katie will be sending out the next CLR email on 9/15/2021.

**Planner Updates**

Garrett advised that the BP3 PHEP Project proposals were due on 9/1/2021 at noon. The RFP was sent out to five known qualified vendors. BME, Lisa Kauffman, and Charlie Ishikawa declined to bid. Two proposals were received; Coll Consulting and John Snow International (JSI). They were evaluated on the following criteria: team structure, vendor requirements, previous experience with 4AB, additional experience, project management, and previous experience with AAR and AAR approach. Unique to Coll was experience with AAR of COVID and JSI would conduct 10 review sessions. Coll listed Jendy and Tim as references and JSI did not list references. JSI is a larger organization and Coll is smaller and based out of Arizona. Garrett commented that JSI has worked with Region 4AB and he has a professional relationship with both vendors and feels both are high quality vendors.

Nancy and Tim commented that they worked with JSI in the past and it was not the best experience however, it was a while ago and they now have new people. Natasha feels JSI has more experience working in this region and Wil likes that JSI uses local staff as opposed to Coll who would have to travel here. Garrett said for the AAR he would advocate for a virtual AAR but access the other components for in-person for the UASI communities.

Garret advised that Coll came in at $92,630 and JSI came in at $90,748. Tim wants to confirm that Coll’s quote includes travel.

Kerry commended Garrett on the RFP. Kerry prefers a survey method over a sessions method as people are busy and a survey method may get more participation. She feels JSI strengths come through with logistics and Coll with COVID experience. Kerry was an evaluator for JSI in the 1/2020 tabletop exercise however, she has no experience with Coll.

Tim commented that he knew Eliza of Coll and she was in roles at MGH and BMI. She met her husband and moved to Arizona. He has been impressed with her as she is very responsive. Both Coll and JSI have experience outside of Massachusetts which is good. JSI is a much bigger organization.

Natasha and Wil commented that they were leaning towards JSI; they are local, have a deeper bench, and experience in the region. Nancy, Tim and Casey preferred Coll as they are smaller and may work harder.

There was a three to two vote in favor of Coll with the caveat that the Coll price includes all travel before the award is made. If response is no, then the EC will vote again.

Garrett advised that Steven created a new worksheet to track deliverables. Steven advised that 65% responded to the WebEOC survey with 39 communities responding. Katie advised that 36 (60%) communities responded the 24/7 Emergency Contact update. She will be sending out a second reminder on 9/9/2021.

Lauren advised that she is not sure if there will be a first quarter HHAN drill due to the uptick in COVID cases. Garrett said that the tornado warning that was sent out by Dana is going to be used as a HHAN drill and he will write up an AAR of the results.

A survey was sent out for the MHOA conference if communities want to use PHEP funds to attend. The conference is still scheduled to be held in-person. Lauren said that only one night of the hotel stay for the conference will be covered.

**HMCC Updates**

Kerry said she will be meeting with DPH to discuss funding for tablets, cell phones, MHOA and Metro East coordinator position.

**DPH Update**

Lauren advised that Liz will be returning on 9/14/2021.

Lauren said DPH is working with Federal partners on COVID booster shot distribution. There should be more information available in a few days. They seem to be leaning towards utilizing pharmacies and not Mass Vax sites.

**New Business**

Wil asked if someone from the state could discuss using Color or roster billing for the upcoming flue clinics. Lauren said she will have someone join the 9/22/2021 GC meeting. Katie will add this to the GC agenda.

Zoom will be used for future EC and GC meetings.

Natasha made a motion, seconded by Tim to adjourn at 11:52 am.