**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**

February 3, 2022

10:30 AM to 12:00 PM

ZOOM Video Conference Meeting

Emily Amico (Sudbury), Joanne Belanger (Lexington), Tim McDonald (Needham), Kelly Pawluczonek (Weston), Nancy Rihan-Porter (Cambridge), Melissa Ranieri (Walpole), Natasha Waden (Arlington), Katie Capobianco (EP Assistant), Kerry Dunnell (MRPC/HMCC), Garrett Simonsen (Regional Planner), Steven Mauzy (Regional Planner), Liz Foley (DPH), and Mia Nardini (MRPC/HMCC)

**Tim opened the meeting at 10:32 AM.**

**Approval of January 13, 2022 EC Meeting Minutes**

Kelly made a motion, seconded by Natasha, to approve the January 13, 2022 meeting minutes – motion approved.

**Budget Modification Discussion**

There was discussion on Garrett’s memo that was sent regarding a regional purchase of COVID-19 test kits. Liz said that OPEM’s feedback is that the purchase of test kits needs to be approved by the CDC to use funds. Additional information is needed as who will receive the test kits; critical staff or general public?

Tim commented that currently Needham received test kits and is going to give town staff and teachers each two kits. In addition, 400 kits are going to the residents of the housing authority and people accessing the food pantry.

Nancy said Cambridge originally used 10K test kits for the housing authority and another 10K went to the shelters, food pantry, etc. Cambridge has ordered another 25K for an event at the library where the public can pick up test kits and masks. About 3K to 4K are going to the BOH. If people are identified as positive, the BOH will give them test kits and appropriate masks.

Kerry advised that there is $139,050 unspent funds in MRC staff (Arlington $64K, Region 4A $58344, Revere $8836, and Dedham declined a portable printer $500). There is $7430 in CLRs and $16635 in travel, the end result is $163,116 unspent funds pre-NACCHO conference travel. They are estimating $34,635 for 19 people to attend NACCHO leaving approximately $145,606 in unspent funds.

Liz said 4A may still use some of the $58,344 for staff. They may use approximately $20K for a position they will be posting.

Garrett advised that depending on the budget amount will determine which COVID-19 test kits can be ordered. Between $50K to $70K locks in for fewer kits and if every community participates, they would each receive between 44-60 test kits. If there is between $100K to $125K, I-Health kits can be purchased and with equal allocation, each community would receive between 166 to 208 kits. Garrett would need to survey the communities to see who wants test kits. Garrett said that smaller communities would most likely want them. He would like to see proportional allocation.

Tim asked that Garrett include in the survey that this is what the EC is thinking of spending money on and will your community use them or want them. Tim suggested also including acceptable use of test kits; public health staff, MRC volunteers, communities with high risk areas, and socio-economic groups that may not have access to kits.

Garrett said he will send the survey by next week. He plans to use SWN or Survey Monkey to send it out.

There was a consensus among the EC on the approach for the kits. Nancy commented that the testing kits could be delivered to Cambridge.

**New Business**

Tim advised that the LSAC concurrence is coming up. Last year 4AB did not concur based on vaccine distribution. GC concurrence will be needed before 3/21/2022. Liz said the next LSAC meeting is scheduled for 2/16/2022. Tim said there will be slightly more funding than last year based on staff pay increases. The PHEP 4AB money turn back has decreased based on EC discussions over the years to spend money on larger purchases and staff support.

Tim advised that there is a co-chair position open on the EC. Nancy said she would be interested in being the co-chair with Tim. Natasha made a motion, seconded by Emily to approve Nancy as the co-chair – motion approved.

Kerry advised that Canton sent in a late CLR in the amount of $1100 for a portable generator to support their vaccine refrigerator. The EC discussed the request and felt it was a one-time request and approved forwarding it to the FC for their review.

Natasha made a motion, seconded by Emily to adjourn – motion approved.

The meeting adjourned at 11:30 am.