**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 11, 2022

1:30 PM to 2:30 PM

ZOOM Video Conference Meeting

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

**Nancy opened the meeting at 1:32 PM.**

**Approval of July 21, 2022 EC Meeting Minutes**

Melissa made a motion, seconded by Kelly to approve the July 21, 2022, EC Meeting minutes– motion approved.

**Finance Committee**

There was no update from the Finance Committee as they have not met recently.

Kerry advised that there are two communities that were unable to complete/take delivery of their CLRs from FY22 due to supply chain issues. Canton requested a power supply source for their vaccine refrigerator and Medfield requested two iPads for clinic operations. Both requests were approved last fiscal year. Kelly made a motion, seconded by Joanne, to approve Canton’s and Medfield’s CLRs from the prior budget period – motion approved.

**HMCC Updates**

Kerry advised that a Stakeholder’s Meeting is scheduled for September 29, 2022, at 10:00 am in Needham with a topic of monkeypox and vaccine (ID versus IM vaccination). Joanne commented that she would like to see training on how to administer the monkeypox vaccine.

Kerry said that BP3 has been closed out. She is currently scoping out some projects with Liz including Steven’s staff position and the MRC Lead position.

Kerry advised that approximately $95K in funding was returned from FY22. Staff was a large portion of the funding returned equaling $47K. Also, $10K for the PHEP Assistant position was returned due to length of time it took to approve the contract. The focus this year is to spend money more wisely and approve contracts in a timelier manner. The PHEP website review will be a priority this year and tracking expense forms.

**MHOA Conference**

Kerry advised that she, Garrett, and Katie have pulled together information from communities that would like to attend MHOA. The travel line item in the budget is capped at $42K and that amount is usually used to pay for MHOA and NACCHO attendance. Communities have until August 17th to respond if they would like to attend.

Garrett advised that based on the communities that have requested to attend MHOA he would deem them as participating communities. Last year funding covered the cost of people’s MHOA membership fee if they were not members to take advantage of the reduced cost to attend. Joanne feels that people should be members if they want to attend MHOA. Garrett said that only one or two people on the list this year are not MHOA members.

Kerry advised that last year the MHOA attendance cost was $11,400 and NACCHO was $25K. Garrett said so far there are 28 requests to attend equaling $20,270. Kerry commented that the travel policy should be referenced if requests exceed the budgeted amount of $21K for each conference.

It was decided not to hold the GC meeting on August 17, 2022, as there is no new business to discuss. Instead, the EC will meet on August 17, 2022, from 3:30 to 4:30 to further discuss MHOA.

Kelly made a motion, seconded by Melissa to adjourn the meeting – motion approved.

The meeting adjourned at 2:30.

**Planner Updates**

The Planners are still awaiting their contracts. Steven will have a contract until he is brought onboard as a full-time employee. Liz will check on the status of their contracts.

**DPH Updates**

Liz said that Roberta Crawford, Public Health Planner, is retiring after 15 years. Her position will be posted shortly. A program manger position was just posted. COVID data has been fluctuating up and down. DPH has recently received 2K doses of monkey pox vaccine and those should start to be distributed this week. There are currently 41 cases of monkey pox in Massachusetts.

The GMM is currently in the final draft for review. There does not appear to be any major changes. September is National Preparedness month. DPH is working on a campaign using some previous year’s materials and will be working this year on new materials for September 2023. The state is working on behavioral health and senior health issues. There are still many nursing shortages.

**Meeting Dates**

Emily will check into Sudbury for meeting locations and Tim said Needham will be available in the fall and they can host the September Stakeholder’s meeting. Liz said she and Garrett can also help with finding meeting locations.

**New Business**

Liz asked what a potential PHEP Orientation guideline would look like. It would be helpful to provide to new GC communities and public health personnel. Perhaps a video would be an interesting approach.

There was discussion regarding how to add local public health performance standards to the new statutory responsibility focus. Tim would like to make sure certain important public health elements that do not have statutory requirements are not ignored. Liz will convey this discussion to DPH.

There was discussion about the cell phone applications and the concern that two applications did not meet the standards for being strictly used for public health. Cell phone requests are funded for $21K and the current requests total $13K.

Natasha made a motion, seconded by Kelly, to approve all the cell phone requests under the contingency that the community sign up for the HHAN, SWN, and 24/7 – motion approved.

Natasha made a motion, seconded by Emily to adjourn – meeting adjourned at 3:00 pm.