**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 17, 2022

3:30 PM to 4:30 PM

ZOOM Video Conference Meeting

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

**MHOA Conference**

Garrett advised that he prepared three options for the EC to consider for sending individuals to MHOA.

Liz commented that after reviewing the budget, up to $46K can be used for travel and conferences, which is $4K more than originally planned. There is an option to move $2K from contractual training and exercise and $2K from resource management.

Garrett advised that there are two steps involved:

Step One – Increase funds available to maximum permitted allocation

Step Two – Choose an option for how to fund attendance at MHOA and NACCHO.

There are 30 applicants, and the following options are available:

Option 1 – Send all (cost would be $21,766 (47.31% of the conference budget)

Option 2 – Send 50 % of the applicants

Option 3 – Send applicants based on BP3 percentages

Tim advised that there is not a specific preparedness track for this MHOA conference, but the conference does include preparedness topics.

Nancy feels they should be a MHOA member in order to attend the conference and would like to see one person per community funded to attend. 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.

Joanne said she feels two people per community should be funded to attend. Garrett said there would be a $2700 savings if the committee votes to send two people per community to MHOA.

Liz commented that MEHA has not taken place in the past two years and does not have an EP track this year so PHEP would not be funding attendance for MEHA.

Nancy made a motion, seconded by Natasha to approve two individuals from a community to attend MHOA; the staff will handle the details of who will attend and registration; and individuals can attend NACCHO if they attend MHOA however, preference will be given to one person per community unless there is extra money to send additional individuals. Also there will be a priority to send people who have not gone to a NACCHO or MHOA conference; and communities will identify who will attend from their staff – motion approved.

There was discussion regarding if individuals looking for funding to attend MHOA should be members of MHAO. Joanne felt very strongly that in order to attend and be funded through PHEP individuals should be members of MHOA. Kerry felt that individuals should not have to be members to attend however, PHEP will only cover the amount for member registration. If someone is not a member, they will have to cover the additional amount. Tim does not want to require people to be MHOA members to attend but only wants to cover/pay the member rate to attend.

Tim made a revised motion, seconded by Emily, that two individuals from a community can attend but only the early bird rate for members ($550) plus lodging will be covered or $175 per day (individuals will be encouraged to attend full conference) – motion approved.

 Regarding the PHEP meeting schedule, Emily thinks the next GC meeting should be held via Zoom. Kerry said there are two CLRs that the GC needs to approve before the next budget modification on November 18, 2022. Emily suggested moving the GC meeting to October. The meeting schedule will be discussed via email between the EC members.

Natasha made a motion, seconded by Nancy to adjourn the meeting.

Meeting adjourned at 4:37 pm.