**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, 2022

10:00 AM to 12:00 PM

Rosemary Recreation Center

Needham, MA

Emily Amico (Sudbury), Melissa Ranieri (Walpole),Nancy Rihan-Porter (Cambridge), Natasha Waden (Arlington), Tim McDonald (Needham), Kerry Dunnell (MRPC/HMCC), Mia Nardini (MRPC/HMCC), Garrett Simonsen (Regional Planner), Steven Mauzy (Regional Planner), and Katie Capobianco (PHEP Assistant)

 Tim opened the meeting at 10:05 am.

**Approval of August 11, 2022 and August 17, 2022 EC Meeting Minutes**

Natasha made a motion, seconded by Melissa to accept the August 11th and August 17th EC meeting minutes as amended – motion approved.

**RFP – Health Equity Project**

Garrett advised that he sent a proposal to the EC for a Health Equity Project. Page 1 contains background information and the focus for review should be the bottom of page 1 to page 3 that contains that scope of work. The idea behind this project is to build an exercise series based on recommendations from the AAR COVID 19 report.

This project will help address the equity work that CDC and DPH are emphasizing this year. The project aligns with 4AB focus areas, connects to PHEP deliverables, and supports UASI communities to meet their deliverables. Garrett said they are proposing homeland security discussion-based exercises. The project will start with a seminar that will focus on communities requesting more information on what exactly health equity and disproportionate distribution is. The plan is to hire a consultant for this project and bring local health together to go over risk communication plans toward the end of Budget Period 3. The next step would be a workshop to collaborate to set standard procedures done in the context of a scenario.

In Budget Period 5, the plan would be to develop a tabletop exercise. This would involve a separate contract. There would be three operations-based exercises starting with local communities who serve disproportionately affected communities. There would be a functional exercise as a region on how to coordinate public health messaging and a lastly, a full scale exercise.

Kerry advised that there is $50K available in training and exercise and $30K in health equity (in addition to the state provided $15K). Garrett commented that he felt $50K was a reasonable amount to accomplish this for a vendor to implement a portion of the Health Equity Project. The second phase of a tabletop exercise and three operation-based exercises will require additional funding. The contracting process will allow a sole source contract to a vendor to continue the second phase of the project in FY24.

Tim voiced concern over finding a qualified vendor to bid on the RFP. Kerry advised that they discussed the scenario that they may find a contractor who can meet two of the three criteria and perhaps that contractor could sub-contract a health equity specialist to fulfil the RFP. This option may require additional funding.

The EC agreed with moving forward with the RFP. Kerry and Garret will put out the project to bid and then add target dates.

**HMCC Updates**

Kerry advised that she is busy working on getting contracts out. There is $45K available in funding for a Resource Management position and Kerry is looking into working with Steven on this as he is interested in the position. Steven’s position to staff employee is in the works but may be delayed due to the person who needs to sign off on it is out of the office at this time.

The Stakeholder’s Meeting will be held on September 29, 2022, in Needham with a topic of Monkey Pox. There appears to be high interest in attending the meeting.

**DPH Updates**

Liz was not present. Garrett advised that there are a lot of COVID 19 test kits available. Kerry said that HMCC is looking for a storage facility and may be able to store some of the excess test kits there. Tim would like to investigate a regional collaboration to pay for storage. Kerry will discuss this with Liz.

**New Business**

Tim advised that he is now the temporary LSAC Chair. They are reviewing the LSAC mission and want to look at COVID 19 and the management report on how the state did/did not work with local board of health during the pandemic. They are looking at the funding formula for PHEP dollars. Currently 30% goes to local public health. Western Massachusetts is pushing to change the funding formula. In FY23 LSAC tried to tweak the formula to help Western Mass. This tweak cost Region 4AB and Region 5 each $11k to help Western Mass.

Tim gave a brief overview of the LSAC which is a subcommittee of the coalition of Local Public Health. There are 15 members, and their main task is to bring the state (DPH) funding plan to local regions for a concurrence vote. At present, the state puts in the bare minimum of 10% to match federal funds and a lot of this money goes to the MRCs. The LSAC would like to see the state push for more funding.

Nancy commented that in the spirit of equality, she feels there is room to help the smaller Western Mass communities that are trying to fund their public health. However, she would like to know what they would do with the extra money. Tim said if there is a change in the funding formula there is a chance that it would be $25K to $50K less for Region 4AB and the region would still need to be able to meet all required deliverables. Tim would like to know if the change amount is $25K, $50K, or $75K and how would that impact Region 4AB meeting deliverables, trainings, etc. Tim will bring back more information after the next LSAC meeting.

Emily requested a copy of the Grant’s Management Manual and Principles of Operation. Katie will send both out the EC.

The CLRs for Canton and Medfield will be added to the next GC Agenda.

Melissa made a motion, seconded by Emily to adjourn at 11:37 – motion approved.