Executive Committee Meeting

*January 17, 2023*

*10:00 am to 12:00 pm*

*Zoom Meeting*

**Attendance**

Emily Amico (Sudbury); Melissa Ranieri (Walpole); Nancy Porter (Cambridge); Natasha Waden (Arlington); Kelly Pawluczonek (Weston); Joanne Belanger (Lexington); Tim McDonald (Needham); Kerry Dunnell (MRPC/HMCC); Garrett Simonsen (Regional Planner), Steven Mauzy (Regional Planner); Liz Foley (MDPH OPEM)

**Meeting Minutes**

* Nancy Porter (Cambridge) opened the meeting at 10:05 am.

1. ***Approval of the November 3rd PHEP EC Meeting Minutes***

* Tim made a motion, seconded by Melissa, to accept the November 3rd EC meeting minutes as amended – motion approved.

1. ***Finance Committee: Community Level Requests (CLRs)***

The executive committee reviewed the community level requests that were submitted to the finance committee. Finance committee had previously reviewed all applications and supporting documents and made the recommendation for the general coalition to approve all proposals.

* + Bedford ($599.99 – cell phones)
  + Cambridge ($1899.00 – latitude, laptop and iPad)
  + Chelsea ($4687.50 – printing and mailer for direct services for special needs registry campaign)
  + Dedham ($3570 – 50-person shelter and EDS care kit)

*Discussion:* Does Chelsea’s mailing project need postage covered? Natasha made a motion to approve the Finance Committee’s recommendations, including any postage requests from Chelsea; Nancy seconded. Motion approved.

1. ***HMCC Updates***

* Kerry reviewed Community Level Requests to be reflected in the next budget modification. Nancy suggested an announcement of a $500 minimum at the next GC meeting. Liz also noted that the Finance Committee discussed the proposed change to move the coalition away from covering community cell phone costs beginning in the next budget period. The Executive Committee discussed how many communities truly cannot support cell phone coverage for their public health staff?

1. **Budget Mod**

* Kerry noted for the group that a previous budget modification had been submitted to DPH and approved, however she realized that she had taken funds from a line item instead of spending down the available community level request line item. She then suggested that for the upcoming budget modification, funds will be pulled from the Q1 unfilled MRC Coordinator line item as well as the remaining community level request line to cover CLRs. Joanne made a motion to accept the budget modifications; Kelly seconded. Motion approved.

1. **NACCHO Conference (April 2023)**

* Steven informed the group of the survey results. There were 17 requests to attend in-person, 1 to attend virtually. After discussion around the available dollars (per the DPH grants management manual and the coalition budget), the EC decided to fully fund one person from each municipality, or 12 in-person individuals. This will include all costs associated with their travel, including flight, per diem, conference registration and hotel. Registration only will be offered to individuals who requested a second attendee. The virtual attendee registration will also be paid for.

1. **MDPH Updates**
   * Liz provided an update on the PHEP regional equity project. Technical advisors have been assigned to each region for the equity data project; kick off meetings will be held at the beginning of February. Technical advisors will present regional data to start the conversation of incorporating equity into emergency preparedness. The initial meeting will also solicit feedback on what next steps should be.

* She also noted that OPEM is hiring a new epidemiologist and a resource coordinator position. Beds and staffing continue to be a strain for the hospitals, and DPH OPEM continues to provide support to acute care hospitals through facilitating weekly meetings to discuss barriers, constraints, and any concerns amongst the facilities.

1. **Planner Updates**
   * *Training and Exercise Contract*

Steven shared that Coll Consulting has been brought on board and there was a kickoff meeting last week. Program staff will be working with Eliza to develop an emergency risk communication exercise series. This will include developing materials for and facilitating a seminar and workshop, and developing materials for a table top, drill, functional exercise, and full-scale exercise, to be exercised at a later time. The group is targeting March for the seminar, and April/May for the workshop.

* + *Health Equity Contract*

He also noted that Dr. Deion Hawkins (Emerson University/S107 Consulting) is being brought on to conduct a health equity seminar and a regional health equity assessment, develop an equity framework or tool that can be applied to FEMA doctrine (e.g., HSEEP) and PHEP planning, and lastly conduct a seminar on the integration of equity into the EP planning process. Kerry confirmed that CHA is in the midst of completing the contracting process with him.

* + *Workgroup Updates*
    1. Environmental Health Workgroup

Meeting not scheduled last quarter due to staffing changes and scheduling difficulties; another scheduling survey will be distributed.

Communities: Ashland, Chelsea, Revere, Newton (Inspector)

Staff: Steven, Garrett, Liz

* + 1. Epidemiology Workgroup

Next meeting Friday 1/17, time TBD.

Communities: Quincy Staff: Steven, Garrett, Liz

1. **Meeting Schedule**
   * Staff to send doodle to set regular cadence and for next EC on 2/14.
2. **Adjourn**

Melissa made a motion, seconded by Nancy to adjourn at 11:40 – motion approved.