

Executive Committee Meeting
February 14, 2023
11:00 am to 12:30 pm
Zoom Meeting

Attendance

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

Meeting Minutes

- Nancy Porter (Cambridge) opened the meeting at 11:05 am.

I. *Approval of the January 14th PHEP EC Meeting Minutes*

- Tim made a motion, seconded by Melissa, to accept the February 14th EC meeting minutes—motion approved.

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

- No new Community Level requests to discuss.

III. *HMCC Updates*

- Kerry updated that a preferred candidate has been identified for the HMCC's Planning and Operations role. A tentative start date has been set for mid-March.
- Kerry reported interest from other HMCC disciplines in a local conference. She will discuss an MRPC conference in further detail with Joan Cooper Zac from South Shore Hospital and the EMS Council.
- Kerry updated that Budget modifications are due to DPH on 2/24 and asked what the region would benefit from that can be purchased for a spend down. The committee discussed potential purchases, which included: IT systems, emergency communication systems, a Zoom platform upgrade, misters for heat, a possible sub-contract with a community to help fill Katie's role/administrative support, and an infectious disease manual.

IV. *MDPH Updates*

- Liz updated that OPEM received the notice of funding opportunity for the next budget period. The grant as a whole will be level-funded for next year. A concurrence vote will be needed by mid-March. There is a Statewide call on Thursday at 1 pm to review deliverables. Liz also remarked that the Hospital Preparedness Program (HPP) notice of funding was received, and DPH is moving forward. Lastly, Liz provided a brief update on Brockton Hospital's evacuation the previous week; coordination work is ongoing in Region 5.

V. *Budget Modification*



- Kerry reviewed the current budget and sources of unspent funds. Most unspent funds are from unspent staff compensation, either due to unfilled MRC contracts or PHEP Staff leave.
- Kerry noted that BME Strategies will be contracted to take on MetroEast MRC and MRC coordinator work.

VI. Planner Updates

- Steven updated that the Epidemiology Workgroup convened and identified the need for more resources related to Epidemiological surge events. Steven also updated that participants have been registered for the NACCHO conference in April, and staff are in communication with the travel agent.

VII. Meeting Schedule

- The group discussed scheduling conflicts with the Local State Advisory Committee (LSAC) and Thursday's GC meeting. The GC Meeting will be changed to a virtual format. The possibility of using March's MRPC Stakeholder meeting as a PHEP GC meeting was discussed. The possibility of a May 30th meeting to prepare for the June 7th General Coalition meeting was discussed.

VIII. Adjourn

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