

Executive Committee Meeting

May 18, 2023

2:00 pm to 4:00pm

Zoom Meeting

Attendance

Natasha Waden (Arlington); Tim McDonald (Needham); Kelly Pawluczzonek (Weston); Joanne Belanger (Lexington); Kerry Dunnell, Terri Clover (MRPC/HMCC); Garrett Simonsen, Steven Mauzy (Regional Planners); Liz Foley (MDPH OPEM)

Meeting Minutes

- Tim McDonald (Needham) opened the meeting at 2:03 pm.

I. Approval of the May 18th PHEP EC Meeting Minutes

- Natasha made a motion, seconded by Kelly, to accept the May 18th EC meeting minutes—motion approved.

II. BP5 Budget

- Kerry introduced the draft BP5 PHEP budget.
 - Roughly 45% of the budget is dedicated to Salary and Fringe, and is inclusive of the proposed PHEP Program Manager, MRC Program Coordinator, and a PHEP Planner.
 - Roughly 45% of the budget is dedicated to Contractual and includes a PHEP Planner, MRC direct unit support, and deliverable support.
 - 4% of the budget is dedicated to travel to the annual NACCHO conference; roughly 4% is also allocated to the website, storage unit, and training.
- The Executive Committee discussed the administrative burden of conference attendance, cessation of cell phone funding, and the possibility of additional training funding.
- MRC budgets and funding requests are still being finalized; units are very different and it is hard to compare units. Kerry suggested it would be helpful to have guidelines and policy on MRC funding. This is inclusive of both funding formulas for determining units' annual funding, and guidelines/policy for additional funding requests that details what the coalition is willing to fund, costs, criteria, etc.
- Given the different starting places and capabilities of MRCs in the region, Garrett suggested the possibility of an outside contractor who can conduct an assessment of volunteer capabilities in the region, and how we support the units regionally.

III. BP5 Workplan

- Garrett presented on the revised BP5 Focus Areas. The main goal is to identify mitigation strategies and communication needs to address the public health and disproportionate

impacts associated with Mass Care hazards, especially the hazards outlined in local mitigation plans.

- Focus Areas include assessment, planning, exercises, and coalition management. Objectives include:
 - Objective 1: Continue building on BP4 equity work and assess readiness for whole community planning of public health and disproportionate impacts associated with mass care hazards.
 - Objective 2: Assessing the status of mass care planning and identify public health roles in mass care response.
 - Objective 3. To convene community stakeholders to plan for mitigation of the disproportionate impacts associated with mass care hazards and the communication needs of the impacted populations.
 - Objective 4. To evaluate notification of trusted stakeholders and communication tools to reach disproportionately impacted populations concerning mass care scenarios.

IV. New Business

- No new business

V. Adjourn

- Tim made a motion, seconded by Kelly, to adjourn at 3:55 – motion approved.