

General Committee Meeting

May 31, 2023
2:00 pm to 4:00 pm
Zoom Meeting

Attendance

Sheryl Ball (*Acton*), Natasha Waden (*Arlington*), Rajit Gupta (*Ashland*), Julie Genova (*Bedford*), Wesley Chin (*Belmont*), Sigalle Reiss (*Brookline*), Nancy Porter and Derrick Neal (*Cambridge*), James Goodrich (*Canton*), Linda Fantasia (*Carlisle*), Flor Amaya (*Chelsea*), Kylee Sullivan (*Dedham*), Sabrina Firicano & Krista Costello (*Everett*), Nancy Funder (*Hanover*), Scott Moles (*Holliston*), Shaun McAuliffe (*Hopkinton*), Lauren Antonelli (*Hudson*), Joanne Belanger and Alicia McCartin (*Lexington*), John Garside (*Marlborough*), John McVeigh and Sarah Ward (*Millis*), Caroline Kinsella (*Milton*), Michael Boudreau (*Natick*), Tim McDonald and Tiffany Zike (*Needham*), Shin-Yi Lao (*Newton*), Stacey Lane and Abbi Atkins (*Norwood*), Sopheaksosandy So (*Quincy*), Adrienne Maguire (*Revere*), Linda Callen (*Sharon*), Ellen Hartnett (*Sherborn*), Karen Carroll (*Somerville*), Taylor West (*Southborough*), Emily Amico (*Sudbury*), Melissa Reniri and Trish Fisher (*Walpole*), Mike Delfino (*Waltham*), Shuang Shen (*Watertown*), Michele Schuckel (*Wayland*), Kelly Pawluczzonek (*Weston*), Ivan Kwagala (*Westwood*), Karen DaCampo (*Winchester*), Meredith Hurley (*Winthrop*), Meghan Doherty and Alyson Roche (*Woburn*), Matt Tanis (*Wrentham*), Shelia Dibb and Caeli Zampach (*MRC*), Kerry Dunnell, Teri Clover (*MRPC*), Liz Foley (*MDPH OPEM*), Garrett Simonsen, Steven Mauzy (*4AB PHEP*)

Meeting Minutes

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

I. Approval of April 26 GC Meeting Minutes

- Joanne (Lexington) made a motion, seconded by Shawn (Hopkinton), to accept the April 26th GC meeting minutes – motion approved.

II. BP5 Proposal (*Garrett Simonsen & Steven Mauzy, PHEP Planners; Kerry Dunnell, MRPC*)

- Garrett began by reviewing the deliverables for BP5. Historically, deliverables have been anchored in Emergency Dispensing Site planning. In BP5, there are two notable changes to the deliverables. The first is around the concept of health equity and how we integrate health equity approaches to whole community planning. In BP4, we have been utilizing funding to engage a subject matter expert to help build a framework for how to integrate health equity concepts into public health planning. The second change is an ask to focus on the public health roles and responsibilities in mass care, and to identify resources and gaps in current plans. Other deliverables (e.g. Incident Command Structure training) are consistent from years past.
- Proposed Focus Areas and activities in BP5 include: a multi-step assessment related to health equity and mass care planning, planning with local communities and community partners to address disproportionate impacts in mass care hazards, and a notification

drill and table top exercise around communications to disproportionately impacted populations. The last focus area is around coalition management and the administrative things we have to do to expend the funds.

- Overall goals for the BP5 program include identifying mitigation strategies that address both the public health and disproportionate impacts associated with mass care hazards. This will be addressed through the assessment phase, which will include an assessment of the region's readiness to both engage in whole community planning with a health equity focus, and to use that whole community planning process to address public health and disproportionate impacts associated with mass care hazards. The second part of the assessment is to identify traditional public health roles that are associated with mass care response. Mass care as a capability is defined broadly and can be inclusive of sheltering and distribution (e.g., water). Another objective is to work with LBOH to convene local stakeholders who work with populations likely to be disproportionately impacted. A planning workshop with stakeholders will be used to determine how we can mitigate disproportionate impacts. Impacts in need of mitigation may be associated with the hazard itself or from impacts associated with the fact that the mitigation strategies don't always reach every population or reach every practice in the same way. The final objective is to evaluate with drills and exercises.
- Through this proposal, we are looking to engage an equity consultant to help advise on the assessment, evaluation of data related to health equity, recommendations in assessment reports, and participation in any workshops or exercises that we do. The communications consultant would be contracted to help with communication workshops.
- In discussion of the proposal, Tim (Needham) said he thought the plan was ambitious, a reach in a good way, and he liked the approach. Tim opened the discussion to see if others thought it was a good fit for them and their community. Shaun (Hopkinton) stated he thought the plan was needed, especially given recent focus on environmental justice in Hopkinton.
- Kerry reviewed the proposed BP5 Budget. Slightly less than half the budget is for personnel costs, including fringe benefits, salaries and wages. Proposed non-personnel costs include travel, contractual, and other DPH funded. The travel line item is reflective of the maximum allowable per the MDPH OPEM Grant Manual; \$23,000 is proposed for NACCHO Preparedness Summit only. Under contractual, funding has been set aside to support all 4AB MRC units, a regional PHEP planner, and a communications contractor. Other DPH funded includes a line item supporting 4AB PHEP website maintenance, storage unit rental, and a contract to support training. Funding from a BP5 MDPH OPEM Health Equity Project is also included in the budget. Equipment and supplies are not funded this budget period.
- Comments from the coalition included Linda (Carlisle), who raised a concern that without PHEP support her budget would not support a cell phone. Tim (Needham) responded that the coalition had previously voted to remove cell phones from the

budget, but that today's budget vote is the coalition's opportunity to make changes. Also included in the discussion was a review of the Executive Committee's recommendation to only fund travel to the NACCHO Preparedness Summit this year given the administrative burden of organizing conference attendance. Linda (Carlisle) voiced a need for more tangible resources from PHEP programming that can provide value-add to LBOH. Tim (Needham) expanded the comment to say: how do we make sure we are engaging communities when the coalition is focused on planning rather than "stuff." Nancy (Cambridge) asked if the coalition could put together a flow chart outlining fiscal flow from grant to CHA to communities.

III. Upcoming Events (*Garrett Simonsen & Steven Mauzy, PHEP Planners*)

- Kerry introduced an upcoming Emergency Dispensing Site training hosted by MDPH. It will be a two-day workshop in July. The Health Equity Workshop will be held June 13th at Needham town hall.

IV. New Business

- No new business.

V. Vote and Adjourn

- Nancy moved to approve the budget. Melissa seconded. All communities voted to approve the minutes and the budget. Nancy (Cambridge) made a motion to adjourn at 4:01 pm; Melissa (Walpole) seconded that motion.