

Executive Committee Meeting

August 14, 2023

3:00 pm to 4:00pm

Zoom Meeting

Attendance

Tim McDonald (Needham); Kelly Pawluczzonek (Weston); Nancy Porter (Cambridge); Joanne Belanger (Lexington); Terri Clover (MRPC/HMCC); Steven Mauzy (Regional Planner); Lauren Ward (MDPH OPEM)

Meeting Minutes

- Tim McDonald (Needham) opened the meeting at 3:01 pm.

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

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

II. BP4 Closeout

- Teri (MRPC) updated that both the PHEP and MRC QER have been submitted and budget approved. Lauren (MDPH OPEM) added that she would be reaching out in coming days to review the proposed direction of BP5 Focus Areas for MRC units. Joanne (Lexington) asked to be included as part of the 4A steering committee and asked staff to look into the amount of PHEP funding that was reverted.

III. OPEM BP5 Health Equity Proposal

- Proposals for MDPH OPEM BP5 Health Equity funding are due at the end of August. While staff had a general outline for how to use this funding in the spring's original budget, a cohesive, standalone health equity project had not been fully identified. As staff examined takeaways from BP4 and looked at what is missing in our PHEP plans, the need for community-specific population information rose to the top. We are building hazard specific information, like the work done around water, sanitation, and hygiene emergencies, and we are building plans for how to respond to those hazards, but the connection between the hazard, the plan, and community populations is still missing. To address this, we proposed using the MDPH OPEM funding to hire a contractor to assist staff in designing and populating community profiles. Especially given staff turnover throughout the region, community profiles provide municipalities with a centralized resource for information on municipal demographics, including populations likely to be at risk or disproportionately impacted within your community. Illuminating heterogeneity in 4AB communities will contribute to understanding who comprises the “whole community” and aid in resource allocation as well as program and plan development. While data resources exist, such as the

MDPH OPEM Emergency Preparedness Populations Planning Tool, none offer a robust set of population descriptors.

- Indiscussing the proposal, Nancy (Cambridge) suggested the Academic Public Health Corp as a possible source of personnel assistance. Nancy also expressed interest in more detailed housing data, such as percentage of units owned vs. rented, location and type of shelters available in town, number of houses that are ADA accessible, etc. Tim (Needham) suggested we make a realistic projection about unspent BP5 funds from unfilled salaries so as to maximize the coalition's impact with contracted services this budget period.

IV. B5 PHEP Budget and MRC Funding Requests

- The executive committee chairs met with Christian Lanphere at CHA to discuss the direction of the coalition. Now that the budget has been approved, funds should be spent as early in the budget period as possible to avoid a rush at the end of the fiscal year. Other recommendations to ease the CHA procurement process included using existing, pre-approved vendors. The executive committee discussed Cambridge Health Alliance's role as the financial custodian of the PHEP grant. Tim (Needham) stated he believes, at least in the short term, that we have the best chance of building a functional administrative system through filling open positions with CHA. Nancy said she and Tim have made a commitment to meet more regularly with program staff to help foster increased engagement and ownership from coalition communities in the PHEP program.
- Terri (MRPC) reviewed the approved BP5 budget, which includes: salaries, wages and fringe benefits, travel to NACCHO Preparedness Summit, contractual services to support Focus Areas and a planner, and other DPH funded line items (storage unit rental, website maintenance, training or exercise contractor, MDPH OPEM Health Equity project). No funding for equipment and supplies has been included. Tim (Needham) reiterated a request to see an updated budget given the known unutilized salary funding.

V. New Business

- No new business

VI. Adjourn

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