

Executive Committee Meeting

November 27, 2023

3:00 pm to 5:00 pm

Zoom Meeting

Attendance

Joanne Belanger (Lexington); Melissa Ranieri (Walpole); Natasha Waden (Arlington); Nancy Porter (Cambridge); Kelly Pawluczonek (Weston); Garrett Simonsen, Steven Mauzy (Regional Planners); Liz Foley (MDPH OPEM)

Meeting Minutes

- Nancy (Cambridge) opened the meeting at 3:06 pm.

I. Approval of the October 30th PHEP EC Meeting Minutes

- Melissa made a motion, seconded by Natasha, to accept the October EC meeting minutes—motion approved.

II. HMCC Updates

- Garrett updated the committee that the next HMCC Stakeholder meeting will be held on Wednesday, December 6th, from 11 am to 2 pm in Needham. The format of the meeting will be a report out from discipline stakeholders. The PHEP presentation will look back over the years of the cooperative agreement, highlighting progress and change, and discuss the direction of projects in Budget Period 5.
- Still waiting for an update on the status of the PHEP budget modification. This modification maximized funding for NACCHO and added some funds to the Extreme Temperatures project. Natasha (Arlington) asked about the status of a funding request from MetroEast MRC; Liz followed up: the requested funds are in the budget modification. Garrett added that there may be remaining PHEP funds in the MRC line item. Joanne (Lexington) asked if her MRC unit should follow up with requests for items not purchased in BP4. Kelly (Weston) followed up on Joanne's question, asking if reimbursement was possible for supplies ordered in BP4 that should have been canceled, but were still delivered. Garrett replied that an additional meeting to discuss MRC funding could be scheduled. The next budget modification will address unspent funds and other funds that could be used for MRC.
- So far, nine individuals have responded to the survey indicating interest in attending the NACCHO conference. Garrett introduced two different funding options. One option would cover registration, airfare, and hotel for 19 people. The other option would cover registration, airfare, hotel, and per diem for 16 people. Historically, there has been more interest in attending than funding available. Committee members discussed the pros and cons of bringing more people to the conference, while still ensuring equity in access, as not all departments have funding to cover incidentals. The EC decided to see how many people indicate interest in attending, and if there are 16 or fewer people to cover incidentals. If incidentals are covered, staff will host a pre-trip meeting to facilitate smoother trip planning



and decrease the staff labor involved in financial management. Garrett voiced a comment from a coalition member expressing disappointment that only out-of-state conferences were funded during this budget period.

- Garrett updated that Kerry is finalizing the posting for a regional MRC coordinator to support all unit coordinators. Once a draft is finalized, it will go to CHA Human Resources to be finalized for posting. The MetroWest coordinator position has been posted.
- Nancy (Cambridge) brought up the vacant EC seat and asked if anyone had done outreach. The committee is currently balanced 4A/4B and small/large communities.

III. DPH Updates

- Liz updated that the state continues to support the hospitals with load balancing, respiratory illness data, and helping hospitals think through throughput, given the high capacity. She stated that OPEM leadership recently participated in a variety of tabletops. MDPH continues supporting vaccination efforts at work authorization clinics; in the first week, nurses saw over 400 people and provided 580+ flu and COVID-19 vaccines.

IV. Planner Updates

- Garrett updated that responses to the RFP on Extreme Temperatures Health Planning are due December 8th. Proposals will be discussed at next month's meeting.
- Steven updated that this quarter's 24/7 contact update will be combined with this year's ICS training update. Both are deliverables, and emails will be going out at the end of the week; responses are due 12/15.

V. Emergency Assistance Sheltering Update

- Hopkinton has an intern who has been made available to communities supporting emergency assistance shelters. Shaun will be asked to speak at the GC meeting with updates on those efforts.

VI. New Business

- Liz suggested adding the principles of operation and conference attendance policy to a future agenda.

VII. Vote/Adjourn

- Kelly made a motion to adjourn the meeting at 4:15 pm. Melissa seconded.