



Executive Committee Meeting

February 26, 2024

3:30 pm to 5:00 pm

Zoom Meeting

Attendance

Tim McDonald (Needham); Nancy Porter (Cambridge); Joanne Belanger (Lexington); Kelly Pawluczonek (Weston); Vivian Zeng (Sudbury); Kerry Clark, Terri Clover (MRPC/HMCC); Garrett Simonsen, Steven Mauzy (Regional Planners); Liz Foley (MDPH OPEM)

Meeting Minutes

- Tim McDonald (Needham) opened the meeting at 3:06 pm.

I. Approval of the January 22nd PHEP EC Meeting Minutes

- Joanne made a motion, seconded by Nancy, to accept the January 22nd EC meeting minutes— motion approved.

II. HMCC Updates

- Kerry (MRPC) started the meeting with an update on open positions in the region. Interviews for the Regional MRC Coordinator have been conducted. This is a CHA employee position and everything is moving forward with CHA HR. Kerry shared the current budget status. There is still some funding in the MRC line item to be spent down. Spending in contractual line items (e.g., Planner and JSI) is on track, as is spending for the website. There is still some work to be done, after which the remainder of unspent funds will be clear. Teri (MRPC) continued the budget discussion. During BP4, the HMCC had tried to order ProPac supplies for the MRCs that unfortunately were not delivered in time and had to be canceled; however, despite canceling, these supplies were still shipped. These are supplies that the MRCs want and need, and at the GC meeting, the HMCC will ask for a vote to use \$2,706 for the Central Middlesex and Brookline MRCs. Nancy made a motion to approve spending on the ProPac supplies, Kelly seconded; the motion was unanimously approved.
- The HPP is holding a regional tabletop exercise on a new patient evacuation system; Crawford & Associates will be the vendor. The second HMCC stakeholder meeting of the year was just held and tackled the first part of the annual HVA. There was a great showing from Public Health. Smaller focus groups will complete discipline-specific information that is required for the HVA model.
- The website vendor has provided some templates for the new website and the design phase is well underway. Once the mock-up is finalized and approved, the vendor will move into the coding phase. If anyone has photos of MRC activities, please email Teri.

III. DPH Updates

- The PHEP notice of funding opportunity (NOFO) dropped last week. The NOFO is a little shorter and a little more succinct than in the past. One change is the CDC is looking for a



five-year work plan and budget, as opposed to yearly planning. There will be a state-wide call in March to review the deliverables and overall approach to the grant. A concurrence vote will be due by April 4th.

- Garrett (PHEP) continued the discussion of the NOFO and the de-emphasis of MCM planning, noting that this cooperative agreement emphasizes equity, risk communication, and whole community preparedness for the public health aspects of community risk.

IV. Planner Updates

- Garrett (PHEP) updated that the NACCHO arrangements have been finalized, and the conference is in about a month. Garrett also updated that the Extreme Temperatures Project is well underway. The whole team will attend the next GC meeting and give updates on individual components.

V. Principles of Operation

- Liz reviewed changes to the Principles of Operation. A draft with changed highlighted will be circulated.

VI. New Business

- Kerry introduced the idea of an in-person 'Back to Basics' training. Possible ideas could include PHEP 101, ICS for public health, lessons learned from NACCHO, meet your MRC, or the new cooperative agreement. Kerry is also putting together the job description for the PHEP coordinator role. Joanne made a motion to amend the currently approved PHEP Coordinator role to more of an administrative position that can support the HMCC; motion seconded by Nancy and unanimously approved.
- Joanne asked about the possibility of instituting direct funding to communities or something to help reengage communities that feel they don't have time or understand why engaging with preparedness is important. How to reengage smaller communities was proposed as a topic of conversation at the next meeting.

VII. Vote/Adjourn

- Nancy made a motion to adjourn at 5:03, a motion seconded by Kelly.