



Executive Committee Meeting

June 24, 2024

3:30 pm to 5:00 pm

Zoom Meeting

Attendance

Tim McDonald (Needham); Joanne Belanger (Lexington); Melissa Ranieri (Walpole); Natasha Waden (Arlington); Nancy Porter (Cambridge); Garrett Simonsen (Regional Planner); Liz Foley (MDPH OPEM); Eric Olsen (Regional MRC Coordinator)

Meeting Minutes

- Tim McDonald (Needham) opened the meeting at 3:02 pm.

I. Approval of the May 21st PHEP EC Meeting Minutes

- Joanne made a motion, seconded by Melissa, to accept the May 21st EC meeting minutes—motion approved.

II. HMCC Updates

- Liz (MDPH) reviewed the final version of the Principles of Operation. Changes included more explicitly referring to the General Coalition and Executive Committees instead of using “Region 4AB” to refer to both. The requirement that each coalition community authorize a representative in writing was changed to state PHEP Coalition staff will confirm the representative from each municipality as needed due to vacancies and at the start of the budget period. Language around work plans was changed to reflect the shift to focus on priority areas. Executive Committee term limits were changed to include a provision that allows for an additional term if no successor has been identified and with approval by the General Coalition. Provisions were added to allow the Executive Committee to vote on time-sensitive issues when a decision is needed between General Coalition meetings. Updates from the MRC were changed from required annually to quarterly. A line was added reflecting MDPH’s request for a letter of endorsement from the Coalition for the use of PHEP funds. Language around the finance committee was removed as the committee no longer exists. Tim (Needham) suggested terms be synchronized with the fiscal year. After reviewing members’ terms of service, Nancy, Tim, and Natasha would be scheduled to roll off at the end of the month. In order to help the committee transition, it was proposed that Tim stay on until the end of his term in November. There was a discussion about transitioning Taylor onto the MRPC Executive Committee, given her role in Emergency Management. A new co-chair will need to be elected by the new Executive Committee.
- PockeTalks have arrived. Each community will receive four devices, lanyards, and cases. 27 communities received their PockeTalks at the Back To Basics training day. Staff will work on a distribution plan for the remaining communities. The website is almost done and can be unveiled to the coalition in the first quarter of the new budget period; HMCC staff have been trained.



III. DPH Updates

- An updated WebEOC quick reference guide will be circulated, and there will be a drill this week. A lot of work is still being done around the Steward response, and the department continues to support emergency sheltering. Garrett updated that he has added Felicia and Donna to all regional notifications. Liz will remain on hospital and MRC notifications.

IV. Planner Updates

- Garrett is closing out the Extreme Temperatures project with JSI. Garrett will send out individual emails to communities this week with the template health action plan and community specific resources (e.g., Community Profile) that were created this budget period. Nancy asked for an opportunity for communities to share feedback on the project. The Back to Basics training day was last week and included presentations from MDPH OPEM on the cooperative agreement, Roberta Crawford on ICS, Dr. Martin on health equity, and Dr. Fowler from BIDLs on influenza and pandemic influenza. Garrett noted one activity highlighted how many young public health professionals were in the room and how much staff turnover has occurred in the last year or two. Garrett also noted one person provided the feedback that they had hoped for more basic emergency preparedness information. Conversely, some people may not have attended because they have been in the workforce for a few years and may not have thought basic training was relevant. Liz suggested doing training every year.

V. New Business

- No new business

VI. Vote/Adjourn

- Natasha made a motion to adjourn, seconded by Nancy - motion approved. The meeting adjourned at 4:03.