

Executive Committee Meeting

July 28, 2025

3:30 pm to 5:00 pm

Zoom Meeting

Attendance

Melissa Ranieri (Walpole); Kelly Pawluczzonek (Weston); Vivian Zeng (Sudbury); Taylor West (Southborough); Shaun McAuliffe (Hopkinton); Kerry Clark (MRPC/HMCC); Garrett Simonsen, Steven Mauzy (Regional Planners); Eric Olsen (4AB MRC)

Meeting Minutes

- Shaun McAuliffe (Hopkinton) opened the meeting at 3:36 pm.

I. Approval of the June 23rd PHEP EC Meeting Minutes

- Melissa (Walpole) made a motion, seconded by Vivian (Sudbury), to accept the June EC meeting minutes— motion approved.

II. HMCC Updates

- Kerry (HMCC) reported that the initial PHEP budget has been submitted to DPH, with some questions pending approval. He also announced the completion of BP1 closeout, with \$88,000 being returned. Slightly less than the previous year due to delays in DPH responses.

III. Planner Updates

- Garrett (PHEP) provided an update on the development of three separate RFPs for BP2, including work on the response framework, a discussion-based exercise, and a coalition-level crisis and emergency risk communication guide. DPH is reviewing the RFPs, and the exercise timeline has been extended to the end of January 2026.
- Garrett discussed the bidding process for multiple vendors and the planning of two trainings: one on environmental health response and another on crisis and emergency risk communication. CDC trainers will conduct an in-person format targeting public health risk communicators. He mentioned that these trainings are likely to take place in February or April of the next calendar year. Additionally, Garrett reported outreach efforts to public health contacts for the Regional PHEP Coalition to encourage participation in the Executive Committee or Exercise Planning Committee for a discussion-based exercise.

IV. MRC Updates

- Eric (MRC) provided an update on an upcoming exercise day in October related to sheltering. The group discussed the need for municipalities with existing shelter plans to share them for guidance.

V. New Business



- Garrett reported two Executive Committee vacancies and received nominations from Jhana Wallace of Wellesley and Linda Callan of Sharon. Both candidates attended the recent PHEP conference in San Antonio. Although Linda is on vacation and cannot attend Wednesday's meeting, Jhana plans to attend but would defer if a competitive race were to arise. Vivian expressed approval of both candidates, and Garrett noted that while geographic spread was previously important, the merged 4A and 4B now function as a single coalition. Additionally, Taylor West (Southborough) and Lisa Heyer (Newton) have expressed interest in joining the Exercise Planning Committee, and Garrett mentioned plans to work with Eric to bring in an MRC Coordinator.
- The committee discussed the need for a new co-chair to help facilitate meetings and participate in MRC meetings. Garrett and Kerry debated whether to postpone the decision until new EC members are appointed or to vote immediately. Kelly (Weston) volunteered to be the co-chair. Melissa made a motion to vote Kelly as the co-chair, seconded by Taylor. Motion passed. The group also discussed adding LSAC updates as a standing agenda item for future General Coalition meetings.

VI. Vote/Adjourn

- Melissa made a motion to adjourn, seconded by Kelly - motion approved.