



Executive Committee Meeting

August 25, 2025

3:30 pm to 5:00 pm

Zoom Meeting

Attendance

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

Meeting Minutes

- Shaun McAuliffe (Hopkinton) opened the meeting at 3:32 pm.

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

- Melissa (Walpole) made a motion, seconded by Taylor (Southborough), to accept the July 25th EC meeting minutes— motion approved.

II. HMCC Updates

- Kerry (HMCC) reported on the budget status for the fiscal year so far, noting that everything was on track. The first budget modification is due Friday, August 29th and has been submitted to MDPH; the modification provided more details on the website vendor, Going Clear. The next quarterly report is due at the end of October.
- The team discussed the approval of PHEP funds for the MHOA Conference, which MDPH has recently approved. Kerry will work with the PHEP team to develop a plan for selecting attendees and managing the \$20,000 budget, which includes overnight accommodations, conference registration, and transportation and per diem reimbursement. The conference is November 5-7 in Springfield. The team debated whether overnight stays would be covered due to the conference's proximity to Region 4AB, with Kerry suggesting they may be eligible given the 60-mile rule for PHEP funding. Staff will finalize details and present them to the General Coalition on Wednesday.

III. DPH Updates

- Steven (PHEP) informed the group that Felicia Balbi (MDPH) will be joining this month's General Coalition meeting to provide DPH updates.

IV. Planner Updates

- Garrett provided details on three new requests for proposals (RFPs) for public health emergency preparedness projects, including an all-hazards framework, an exercise, and a Crisis and Emergency Risk Communication (CERC) guide. The all-hazards framework will be similar to some of the work done last budget period on disaster debris, but will take an all-hazards perspective. This document will be designed to be adopted either as a standalone emergency operations plan for a local health department or integrated into your community's Comprehensive Emergency Management Plan. The second RFP is for a



discussion-based exercise of the framework that will be held by the end of January. The last RFP is for a coalition-level CERC guide that builds off of the community-level CERC plan created a few years ago. Responses to the RFPs are due at the beginning of September.

V. MRC Updates

- Eric (MRC) updated that a sheltering training is upcoming on October 18th for MRC volunteers.

VI. New Business

- Garrett welcomed Sara (Brookline) to the executive committee and opened a discussion about the two remaining vacancies. Linda Callan (Sharon) and Jhana Wallace (Wellesley) expressed interest in joining the EC in July, but were unable to attend the July meeting. Both have confirmed their attendance for the upcoming meeting.
- The EC meeting discussed changing the meeting time, but held off on making any decisions until the new members are added.

VII. Vote/Adjourn

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