

General Committee Meeting

August 27 2025

10:00 am to 12:00 pm

Zoom Meeting

Attendance

Matthew Dow, & Susan Sama (Acton), Jessica Kerr (Arlington), Rajit Gupta (Ashland), Heidi Porter (Bedford), John Kleschinsky & Sara Schaffer (Brookline), Derrick Neal & Nancy Porter (Cambridge), Moira Carter (Concord/Maynard), Sam Menard (Dedham), Gael Varsa (Dover), Krista Costello, Sabrina Firicano & Rana Wehbe (Everett), Robin Williams (Framingham), Shaun McAuliffe & Simone Carter (Hopkinton), Lauren Antonelli (Hudson), Alicia McCartin (Lexington), Tricia McGean (Lincoln), Francis Dagle (Littleton), Paige Ferriter (Marlborough), John McVeigh (Millis), Caroline Kinsella (Milton), Jessica Cliff (Natick), Tim McDonald & Ginnie Chacon-Lopez (Needham), Shin-Yi Lao & Lisa Heyer (Newton), Stacey Lane (Norwood), Jae Cho (Quincy), Adrienne Maguire (Revere), Linda Callan (Sharon), Sarah Lapin (Sherborn), Katie Bates (Sudbury), Abbey Myers (Watertown), Julia Junghanns (Wayland), Jhana Wallace (Wellesley), Kelly Pawluczzonek (Weston), Karen Dacampo (Winchester), Eric Olsen, Michaela Bucca, Jackson Lieb, Lois Luniewicz, Paul Martin, Ingrid R. Maurice Knowles, Thomas Pratt (MRC), Kerry Clark (MRPC), Garrett Simonsen, Steven Mauzy, Hannah Delahaye (4AB PHEP)

Meeting Minutes

- Kelly Pawluczzonek (Weston) opened the meeting at 10:04 am.

I. Approval of September 27th GC Meeting Minutes

- Nancy (Cambridge) made a motion, seconded by Adrienne (Revere), to accept the 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. This modification provided more details on the website vendor, Going Clear. The next quarterly report is due at the end of October.

III. MDPH Updates

- Felicia (MDPH) announced that the MHOA conference has been approved for PHEP funds. Kerry emphasized that funding for the conference would be determined on a first-come, first-serve basis. Overnight accommodations are reimbursable if the one-way travel distance to the conference is 60 miles or greater from the attendee's office. Kerry reported that \$20,000 has been set aside for MHOA conference attendance, with further research needed on hotel costs and per diem rates to determine the number of people who can be funded.

IV. Planner Updates

- Garrett provided details on three new requests for proposals (RFPs) for public health emergency preparedness projects, including an all-hazards response framework, an exercise, and a Crisis and Emergency Risk Communication (CERC) guide. The 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 a 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.
- Steven (PHEP) reported progress on securing CDC training for crisis and emergency risk communication. The CDC's CERC programming is considered the gold standard, and the coalition has received MDPH approval to proceed with a request to the CDC. The CDC CERC team requested we follow up in October when they begin planning for 2026.
- Garrett addressed a transition to Google Groups for managing the Coalition distribution list. Staff are still transitioning to Google Groups, but in the future, emails may not always come from Garrett or Steven and may instead come from the listserve.

V. MRC Updates

- Eric (MRC) announced a new Metro East coordinator, Thomas Pratt. Jackson (NC-8 and MetroEast) provided updates on flu clinic planning, training activities, and collaboration with other organizations. NC-8 is hosting a training day this week, featuring presentations from the Red Cross and other organizations. The Brookline MRC is hosting a sheltering training in October. MetroWest has been conducting outreach at farmers' markets and increasing recruitment strategies. Middlefolk is also conducting recruitment drives and in-person team building events. Central Middlesex is working to integrate the MRC more into their communities, promote the MRC, and build engagement and recruitment.

VI. New Business

- Garrett explained that two positions on the Executive Committee need to be filled. He noted that Linda Callan (Sharon) and Jhana Wallace (Wellesley) had expressed interest and were present at the meeting. Nancy (Cambridge) provided details about the committee's responsibilities, including monthly meetings, proposal selection support, and decision-making roles. The group agreed to accept formal nominations for the two positions. Tim (Needham) made a motion to accept the candidates, seconded by Nancy.

VII. Vote and Adjourn



- Nancy made a motion to adjourn the meeting, seconded by Tim. Motions to accept the minutes, approve new EC members, and adjourn the meeting passed. The meeting adjourned at 11:02 am.