

Executive Committee Meeting

October 28, 2025

10:00 am to 11:30 am

Zoom Meeting

Attendance

Kelly Pawluczonek (Weston); Taylor West (Southborough); Shaun McAuliffe (Hopkinton); Jhana Wallace (Wellesley); Linda Callan (Sharon); Felicia Balbi (MDPH OPEM); 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 10:03 am.

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

- Taylor (Southborough) made a motion, seconded by Kelly (Weston), to accept the minutes from the September EC meeting.

II. HMCC Updates

- Kerry (HMCC) presented the budget status, noting that Q1 spending was reconciled and Q2 spending was at 14%, with new contracts executed for various projects. Teri (HMCC) discussed the recent Hazard Vulnerability Analysis (HVA), which drew 40 attendees from Public Health, Hospitals, Long-Term Care Facilities, and first responders throughout the region. The HVA identified the top 5 hazards as blister agent, ice storm, intentional water contamination, pandemic influenza, and cyber attack affecting infrastructure. Participants provided feedback on the group-based HVA process, with Jhana (Wellesley) and others finding it effective, though some suggested that providing handouts to all attendees could have enhanced the experience. Kerry thanked Teri, Steven (PHEP), and the intern for their efforts in completing the HVA within a shorter timeline than anticipated.

III. MDPH Updates

- Felicia (MDPH) shared that volunteers are needed to assist with an MDPH-sponsored winter essentials donation drive. To sign up: <https://arcg.is/rXueu>
- Felicia shared results from the Q1 statewide drill. State-wide, the response rate was 59%; region 3D and 4AB were the two highest-scoring regions, achieving 80% and 75% participation, respectively. Felicia mentioned that QERs were due at the end of the week and provided information on COVID test kit purchases through a state contract, as federal grants for distribution ended in June.

IV. Planner Updates

- Garrett (PHEP) discussed progress on several projects, including the framework project with Coll Consulting. Eliza will present a draft overview to the General Coalition on October 30, 2025. The exercise project with JSI is contingent upon the framework's completion, with an exercise planning team that includes Felicia (MDPH), Taylor (Southborough), and



representatives from Newton, Revere, and Hopkinton. The team also reported that 87% of communities updated their 24/7 contact information in quarter one. Steven (PHEP) discussed the upcoming MHOA conference. Expenses reports for attendees will be due within a week, allowing excess funds to be allocated to NACCHO quickly in the next budget modification. Garrett reported that 14 people expressed interest in attending NACCHO, and a request has been submitted to DPH for approval.

V. MRC Updates

- Eric (MRC) shared details about a successful Introduction to Sheltering training held on October 18th, which included a 4-hour classroom session and 3 hours of practical exercises, attended by 58 participants. The training demonstrated the importance of ICS and highlighted that personal experience should be set aside, and volunteers should execute missions as directed by emergency managers. The training was conducted at a private venue in Natick, with Eric noting that the facility could be suitable for future events due to its large size and convenient location.
- Eric covered updates on staffing changes, including the departure of the Metro East Coordinator and the search for a new hybrid position within BME.

VI. New Business

- Garrett raised a scheduling conflict for executive committee meetings. The new time overlaps with a standing department head meeting in Sudbury, a conflict for Vivian.

VII. Vote/Adjourn

- Taylor (Southborough) made a motion to adjourn, seconded by Jhana (Wellesley) - motion approved. Motions to approve the minutes and to adjourn passed. Meeting adjourned at 10:35 am.