

## **Executive Committee Meeting**

*November 18, 2025*

*10:00 am to 11:30 am*

*Zoom Meeting*

### **Attendance**

Kelly Pawluczzonek (Weston); Taylor West (Southborough); Shaun McAuliffe (Hopkinton); Jhana Wallace (Wellesley); Sara Schaffer (Brookline); Linda Callan (Sharon); 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 10:02 am.

#### **I. Approval of the October 28th PHEP EC Meeting Minutes**

- Jhana (Wellesley) made a motion, seconded by Taylor (Southborough), to accept the October EC meeting minutes.

#### **II. HMCC Updates**

- Kerry (HMCC) presented a financial update, noting that the budget is 17% spent and on track, with recent invoices for salary, wages, and the MHOA conference registration submitted. He mentioned that Steven and Garrett are working on per diem reimbursements for attendees and hotel costs, which will reduce the budget line items.
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#### **III. DPH Updates**

- Steven (PHEP) read updates from MDPH OPEM and discussed federal reporting delays due to the government shutdown and mentioned a scheduled call to address these issues. He discussed a recent podcast that MDPH staff was on through ASTHO with Shane Keville-Wagner (starts at 24:00 mark). See [How Public Health Strengthens Emergency Preparedness Through Data Readiness.](#)

#### **IV. Planner Updates**

- Garrett (PHEP) discussed the special presentation by Eliza Coll at tomorrow's General Coalition Meeting, focusing on the framework's utility for public health emergency operations plans and accreditation standards. He also noted that he sent a notice to Coalition members emphasizing the importance of attending to understand the framework and grant requirements.
- Garrett reported that NACCHO registration is proceeding well, with DPH approval received and early bird deadline still within reach. The team is working to reconcile MHOA costs to determine total funding availability, after which they will initiate group registration and coordinate travel arrangements.
- Garrett also discussed the framework exercise planning, with the first planning meeting scheduled for Friday and has representation from local public health and OPEM. He noted



that the CDC Crisis and Emergency Risk Communication Training planning is delayed due to the shutdown, but the team will reach out again in the new year.

#### **V. MRC Updates**

- Eric provided an update on MRC activities and mentioned that one MRC Coordinator is a participant in the exercise planning committee, and he will restart monthly ICS classes beginning Thursday. He encouraged anyone interested in attending the ICS classes to contact him for the link.

#### **VI. New Business**

- No new business.

#### **VII. Vote/Adjourn**

- Taylor (Southborough) made a motion to adjourn, seconded by Sara (Brookline)- motion approved. Motions to approve the minutes and to adjourn passed. Meeting adjourned at 10:28 am.