

General Committee Meeting

November 19, 2025

10:00 am to 12:00 pm

Zoom Meeting

Attendance

Penelope Funaiolo & Susan Sama (Acton), Jessica Kerr & Kylee Foley (Arlington), Rajit Gupta (Ashland), Sara Schaffer (Brookline), Derrick Neal & Nancy Porter (Cambridge), Jennine Blum & Linda Fantasia (Carlisle), Sam Menard (Dedham), Gael Varsa (Dover/Sherborn), Krista Costello, Rana Wehbe & Sabrina Firicano (Everett), Bill Murphy (Framingham), Nancy Funder & Will Barrett (Hanover), Scott Moles (Holliston), Shaun McAuliffe, Simone Carter & Tom McGrail (Hopkinton), Lauren Antonelli & Michelle Andrade (Hudson), Alicia McCartin (Lexington), Trish McGean (Lincoln), Emmanuel Osei-Acheampong (Marlborough), Caroline Kinsella (Milton), Jessica Cliff (Natick), Kristin Scoble, Julie McCarthy, & Taleb Abdelrahim (Needham), Shemeka Hill (Newton), Abbie Atkins (Norwood), Adrienne Maguire (Revere), Linda Callan (Sharon), Sarah Lapin (Sherborn), Karin Carroll (Somerville), Katie Betts (Sudbury), Jhana Wallace (Wellesley), Kelly Pawluczzonek (Weston), Jennifer Murphy (Winchester), Alyson Roche & Meghan Doherty (Woburn), Eric Olsen, Jackson Lieb, Lois Luniewicz, Paul Martin & Michaela Bucca (MRC), Teri Clover (MRPC), Garrett Simonsen & Steven Mauzy (4AB PHEP), Amy Cullum, Alyson Cobb & Nye Day (JSI), Eliza Coll (Coll Consulting)

Meeting Minutes

- Shaun McAuliffe (Hopkinton) opened the meeting at 10:04 am.

I. Approval of September 27th GC Meeting Minutes

- Adrienne (Revere) made a motion, seconded by Sara (Brookline), to accept the meeting minutes – motion approved.

II. HMCC Updates

- Teri (HMCC) presented the current budget status. The HMCC is on track for BP2 spend down, with funds allocated for salary and wages, travel (including potential additional spots for the NACCHO conference), equipment for Steven and Eric, and various contractual items. The budget includes costs for storage units, website maintenance, and supplies for MRCs, with some funds reserved for overages.

III. MDPH Updates

- Felicia (OPEM) discussed federal reporting delays due to the government shutdown and mentioned a scheduled call to address these issues. She 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 plans for a public health emergency response framework exercise, noting Alyson and her team from JSI are leading the planning. The exercise needs to be completed by the end of January, with registration and invitation information to be distributed within the next 2-3 weeks. Garrett explained that the deliverable for local boards of health and health departments is to develop an all-hazards public health emergency response framework, and that our coalition is building a framework that also aligns with accreditation standards. The framework will be customized by each community before the exercise, which will involve cross-discipline participation, and result in an after-action report and improvement plan for each community.

V. Special Presentation: All-Hazards Public Health Emergency Response Framework

- Eliza Coll from Coll Consulting presented the draft Emergency Response Framework, a customizable template for public health emergency operations plans. She explained that the framework is organized by CDC public health emergency preparedness domains and capabilities, and while it can serve as a community's EOP, it does not replace existing plans. Eliza emphasized that communities should customize the framework by replacing highlighted text with their own agency names, branding, and positions of authority, and she clarified that the plan is all-hazards and broader than medical countermeasure dispensing. Garrett and Steven will provide technical assistance to help communities with customization of the plans.
- Eliza outlined key customizable sections, including community-specific data, roles and responsibilities, and public health orders. Eliza also shared insights from her work with rural counties in Arizona, noting that some communities choose to adopt accreditation standards without formally pursuing accreditation.
- Nancy (Cambridge) emphasized the importance of incorporating Public Health Accreditation Board standards into the plans, particularly in light of potential funding cuts. She shared her experience with accreditation, highlighting its benefits in standardizing processes and improving departmental clarity.

VI. MRC Updates

- Eric (MRC) announced the release of a new version of the MRC Leader's Handbook. Lois (Central Middlesex MRC) reported on community visits and outreach events, as well as work on SOP updates. Paul (MetroWest MRC) discussed follow-ups on a poster campaign, a radio training program, and progress with faith-based teams. Michaela (Middlefolk) shared updates on MA Responds migration, volunteer management, and upcoming events. Jackson reported on Metro East and Norfolk County 8 activities, including volunteer management, vaccine clinics, and hiring for a new coordinator. Eric announced the restart of monthly ICS Introduction/Refresher courses.

- Garrett discussed regional training updates, including challenges with scheduling Crisis and Emergency Risk Communication Training due to the federal government shutdown, and hopes for an environmental health response training.

VII. New Business

- No new business.

VIII. Vote and Adjourn

- Alicia (Lexington) motioned to adjourn; Rajit (Ashland) seconded that motion. Motions to approve the minutes and to adjourn passed. The meeting adjourned at 10:58 am.