

Executive Committee Meeting

December 16, 2025

10:00 am to 11:30 am

Zoom Meeting

Attendance

Kelly Pawluczonek (Weston); Shaun McAuliffe (Hopkinton); Jhana Wallace (Wellesley); Sara Schaffer (Brookline); Felicia Balbi (MDPH OPEM), Kerry Clark (MRPC/HMCC); Garrett Simonsen, Steven Mauzy (Regional Planners); Eric Olsen (4AB MRC)

Meeting Minutes

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

I. Approval of the November 18th PHEP EC Meeting Minutes

- Sara (Brookline) made a motion, seconded by Jhana (Wellesley), to accept the November EC meeting minutes.

II. HMCC Updates

- Kerry (MRPC) reviewed the budget status, noting we continue to be on track for Q2; a little less than 25% has been spent so far. Kerry stated that there are funds remaining from the MHOA conference in November, and asked for a motion to reallocate the remaining MHOA funds to the NACCHO Conference. Sara made a motion, seconded by Jhana.

III. DPH Updates

- Felicia (MDPH) shared information about a respiratory virus dashboard and expired PPE available for training purposes. She also discussed the FIFA World Cup, which is coming to the Boston area this summer. Felicia noted that DPH has formed an interagency working group to plan for anticipated large crowds at matches involving Haiti, England, and Scotland.

IV. Planner Updates

- Steven (PHEP) provided updates on arrangements for the NACCHO Conference. The list of travelers has been finalized; registration, hotel, and flights will be booked by the end of December.
- Garrett (PHEP) updated on the All-Hazard Public Health Emergency Response Framework. He has completed the initial customization for all 60 communities and sent them out at the beginning of the month. Last week the planners held office hours to provide communities with technical assistance related to the framework, and about 6 communities participated. So far two completed frameworks have been received. The exercise for the framework will be held on January 15th in Natick, and registration so far has been encouraging.

V. MRC Updates



- Eric (MRC) shared that interviews have been conducted for the MetroEast coordinator position. He also updated on the new MA Responds system, which has been rolled out. Eric and the coordinators are familiarizing themselves with the new software and its features.

VI. New Business

- Vivian may be rolling off the PHEP EC.

VII. Vote/Adjourn

- Sara made a motion to adjourn, seconded by Jhana; motion approved. Motions to approve the minutes, reallocate funds from the MHOA conference to the NACCHO conference, and to adjourn passed. Meeting adjourned at 3:58 pm.