



Executive Committee Meeting

January 27, 2026

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); 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 10:04 am.

I. Approval of the December 16th PHEP EC Meeting Minutes

- Kelly (Weston) made a motion, seconded by Jhana (Wellesley), to accept the December EC meeting minutes.

II. HMCC Updates

- Kerry (MRPC) provided an update on the PHEP budget, noting that updated numbers were not available, but overall spending remained on track. Teri (MRPC) discussed upcoming stakeholder meetings, including a virtual 2026 FIFA World Cup and marathon planning meeting, and potential collaboration with MRCs on a shelter operations plan.

III. DPH Updates

- Felicia (MDPH) provided updates on federal funding and reporting. She announced that documents related to BP3 funding are in the final stages of being cleared by the CDC and are expected to be released in mid-February, with plans for level funding. The federal government is working on HP,P but provided no timeline. She mentioned that ASPR and CDC grants will not be combined as previously indicated.
- Felicia shared that the transition to the ReadyCamp system for federal reporting has extended to February 17th. Additionally, Felicia shared information about dashboards for foodborne and respiratory illnesses, as well as hospital capacity data. She concluded by discussing FIFA planning, noting that different countries are choosing their base camps and accommodations.

IV. Planner Updates

- Garrett (PHEP) reported that 70% of coalition communities (42 out of 60) have submitted response frameworks, with all submissions sent to DPH OPEM. In the recent exercise, 44 communities (73% of the coalition) participated, with 153 total attendees including public health, public safety, emergency management, and other partner representatives. The coalition will send draft after-action reports (AARs) to communities by March 9th for partner



review, with final AARs due by March 27th and all AARs to be submitted to DPH by March 31st.

- Steven (PHEP) shared updates on the Crisis and Emergency Risk Communication (CERC) project. Staff have been in conversation with the CERC training team at the CDC and hope to bring training to the region in March. Eliza Coll of Coll Consulting will also be joining us this spring to workshop a coalition-level CERC guide.

V. MRC Updates

- Eric (MRC) provided updates on MRC activities, including a planned shelter exercise in Walpole, which will serve as a learning opportunity for other municipalities.

VI. New Business

- The group also discussed staffing changes on the committee, with Vivian confirming she cannot continue on the EC due to time constraints. There will be a call for nominations at the next General Coalition meeting.

VII. Vote/Adjourn

- Kelly made a motion to adjourn, seconded by Jhana- motion approved. Motions to approve the minutes and to adjourn passed. Meeting adjourned at 10:58 am.