

Executive Committee Meeting

April 28, 2026

10:00 am to 11:30 am

Zoom Meeting

Attendance

Kelly Pawluczonek (Weston); Shaun McAuliffe (Hopkinton); Alicia McCartin (Lexington); Taylor West (Southborough); Jhana Wallace (Wellesley); Felicia Balbi (MDPH); Kerry Clark, Teri 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. MDPH Updates

- Felicia (MDPH) reported that the Notice of Funding Opportunity application was submitted to CDC on April 16th, with funding decisions expected around July 1st. Quarterly reports were received and under review, with initial work plans for next year due by May 8th. The group discussed an upcoming EDS (Emergency Dispensing Site) drill focused on updating locations, contacts, and population information in WebEOC, with password resets allowed during the exercise.

II. HMCC Updates

- Kerry (HMCC) presented updates on the Q3 report and budget modifications, noting that 70% of funding has been spent with 30% remaining. He highlighted potential reallocations, including from the NACCHO conference balance and MRC units, and discussed plans to purchase virtual meeting systems pending DPH approval. The team also reviewed the successful Boston Marathon response, with Terry and Eric representing the region.
- The team also reviewed the status of the Send Word Now notification system, with Kerry confirming that a request has been submitted to DPH and will be implemented once approved to include public health, hospitals, EMS, and long-term healthcare facilities. Garrett noted that public health contacts are consistent across both WebEOC and Send Word Now platforms.

III. Planner Updates

- Steven (PHEP) announced an upcoming Crisis and Emergency Risk Communication (CERC) workshop on May 7th with Eliza Coll which will cover CERC basics and rumor management. Garrett (PHEP) noted that the workshop is open to local public health officials and others with risk communication roles, including fire department personnel.
- The team reported a 81.7% success rate in the Quarter 3 drill for updating 24/7 contact information, an improvement of 10% from the previous quarter, with 96.7% of communities updating their information by the end of March. Garrett is preparing to present slides on priority areas and deliverables for the next budget period at an upcoming Coalition meeting.



- Garrett presented the proposed approach for Budget Period 3 priority areas, outlining three main focus areas: updating the Public Health Emergency Response Framework, conducting training on environmental health and disaster debris, and holding an exercise on the local CERC template.
- Garrett discussed conducting training in Budget Period 3 using a model that combines self-paced online training with live application labs. The training will focus on risk communication, water sanitation and hygiene (WASH), and disaster debris, with the goal of developing risk communication templates available to all communities.
- The team also discussed updating the local Crisis and Emergency Risk Communication Plan template and developing regional standard operating procedures, with plans to conduct sub-regional exercises focused on responding to mis- and disinformation by March 25th, 2027.
- Garrett detailed that 48 out of 60 communities participated in the response framework exercise, and that DPH requires selecting at least two items from the exercise to update the framework by April 30, 2027. Garrett proposed providing technical assistance and developing template language to address the four most common gaps identified across communities, with flexibility for communities to focus on specific areas relevant to them.

IV. MRC Updates

- Eric provided MRC updates, including the appointment of a new MetroEast MRC Coordinator named Luca Miller, and announced several shelter-related events planned for May, including a full-scale shelter exercise in Walpole.

V. New Business

- No new business.

VI. Vote/Adjourn

- Kelly made a motion to adjourn, seconded by Alicia- motion approved. Motions to approve the minutes and to adjourn passed. Meeting adjourned at 11:07 am.