Executive Committee Meeting
September 22, 2026
10:00 am to 11:30 am
Zoom Meeting

Attendance

Kelly Pawluczonek (Weston); Shaun McAuliffe (Hopkinton); Sara Schaffer (Brookline); Jhana Wallace (Wellesley); 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 August 25th PHEP EC Meeting Minutes

- Sara (Brookline) made a motion, seconded by Kelly (Weston), to accept the August EC meeting minutes.

II. HMCC Updates

- Kerry (HMCC) presented the budget status update, reporting that $83,000 had been spent to date, representing 13% of the overall budget with $535,000 remaining. He explained the budget allocation by category and mentioned ongoing planning initiatives including MHOA registration, hotel bookings, and various contractual services. Kerry noted that the QER1 report for DPH approval would be prepared within the next few weeks as they approach the end of quarter one.

- The team discussed the upcoming HVA meeting scheduled for September 23 in Needham, where participants will work in small discipline groups and engage in a hazard bingo activities. Garrett (PHEP) reported that approximately 35-40 people from public health, hospital, and community health center disciplines are expected to attend. Garrett also shared that the recent HHAN/WebEOC drill had a 70% completion rate, with most communities updating their 24/7 contact information, though one community from December 2024 remains non-compliant despite ongoing outreach efforts.

III. MDPH Updates

- No MDPH updates.

IV. Planner Updates

- Garrett presented proposed CERC-related trainings to be held during upcoming General Coalition meetings, with the first focusing on press releases and featuring a presentation from the Public Health Communications Collaborative. The training will cover press release templates, media distribution strategies, and CERC principles, followed by an activity analyzing sample press releases.

- The team discussed plans for upcoming trainings and emergency response framework updates. Garrett proposed inviting communications staff from municipalities to a training session, which Kerry supported.

- Garrett outlined two pathways for communities to update their emergency response frameworks: 25% of communities need to customize both the ERF and CERC templates, while 75% need to make one update to their ERF and complete the CERC template. The team plans to provide office hours and individual technical assistance to support these updates, with direct outreach to communities starting in early October. They also discussed plans for an exercise with a $40,000 budget and potential use of previous vendors.

V. MRC Updates

- Eric (MRC) reported that the MRCs have eleven or twelve deployments throughout the area in the remaining two weeks of September, and they also have eight or nine scheduled for October. He highlighted a significant development where Red Cross volunteers will now be able to participate in MRC training after nearly a year of planning. Eric also mentioned larger upcoming exercises, including a sheltering exercise in Milton this spring, a tabletop exercise in Ashland, and potential shelter drill in Marlborough.

VI. New Business

- No new business.

VII. Vote/Adjourn

- Jhana (Wellesley) made a motion to adjourn, seconded by Sara- motion approved. Motions to approve the minutes and to adjourn passed. Meeting adjourned at 10:44 am.