Public Health
Emergency Preparedness
Massachusetts 4AB
Prevent. Promote. Protect.

Executive Committee Meeting
October 27, 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 (MRPC/HMCC); Garrett Simonsen, Steven Mauzy (Regional Planners); Eric Olsen (4AB MRC)

Meeting Minutes

- Kelly Pawluczonek (Weston) opened the meeting at 10:05 am.

I. Approval of the September 22nd PHEP EC Meeting Minutes

- Jhana (Wellesley) made a motion, seconded by Adrienne (Revere), to accept the September EC meeting minutes.

II. HMCC Updates

- Kerry (HMCC) noted that quarterly reports were due Friday, October 30th with most already submitted. PHEP, Metro East, and NC8 reports will need final number adjustments, but will be submitted shortly. Kerry also shared that the top five hazards from the Hazard Vulnerability Analysis are blister agent, pandemic flu, intentional water contamination, cyber attack, and nuclear explosion. Results of the HVA will be shared with MDPH.

III. Planner Updates

- Garrett (PHEP) outlined plans for a press release training session at the General Coalition meeting on October 28, 2026. This training will feature the Public Health Communications Collaborative and will cover writing effective public health press releases and address changes in the media landscape, with additional materials to be shared with coalition members after the session.
- Garrett discussed two main projects for the current budget period: the Emergency Response Framework (ERF) and Crisis and Emergency Risk Communication (CERC) initiatives. Communities need to make improvements to their ERF based on previous exercise results or self-assessment, and customize the CERC plan template as an attachment to their ERF. Garrett noted that 15 out of 60 communities had not submitted an ERF in the previous budget period. Resources have been emailed and technical assistance is available to help everyone complete the deliverables by the end of January.
- The team also addressed the potential cancellation of the statewide contract for phone translation services, reminding communities about existing Pocketalk language translators and offering additional devices to those who need them.

IV. MRC Updates

- The meeting covered MRC updates, with Eric (MRC) reporting that all units are in their training cycle and conducting outreach programs, with most completing fall flu shot activities. Flu clinics have been utilizing MRC volunteers, and a fair amount of support has been provided between units this fall. One unit has begun conversations with the Red Cross about overlap between programs for volunteers. Eric mentioned an upcoming briefing about a sheltering exercise conducted with Ashland that revealed several gaps in MRC capabilities.

V. New Business

- No new business.

VI. Vote/Adjourn

- Shaun (Hopkinton) made a motion to adjourn, seconded by Jhana, motion approved. Motions to approve the minutes and to adjourn passed. Meeting adjourned at 10:47 am.