**Region 3D North Shore Cape Ann Public Health Emergency Preparedness Coalition**

**Meeting Minutes**

Meeting Location

Danvers Police Department

120 Ash Street, Danvers, MA 01923

Wednesday, December 14, 2022

1:30PM - 3:30PM

**Voting Members in Attendance:**

Andrew Petty, Chair Marblehead Health Department

Teresa Kirsch Beverly Health Department

Judith Ryan, Frank Giacalone Danvers Health Department

Mary Ellen Rose Gloucester Health Department

Dennis Palazzo Hamilton Health Department

Michele Desmarais Lynn Health Department

Wendy Hansbury Manchester Health Department

Tracy Giarla Marblehead Health Department

John Coulon Nahant & Rockport Health Department

Chassea Robinson Peabody & Rockport Health Department

David Greenbaum, Suzanne Darmody Salem Health Department

Rachel Lee Regional (Essex, Hamilton, Rockport, and Wenham)

**Non-Voting Members in Attendance:**

Felicia Balbi MDPH/OPEM

Brad Downey MAPC

Brian Luther MAPC

Anna Wielgosz BME

Dan Witts MAPC

Liisa Jackson MRC

Caeli Tegan BME

Beth Robert MAPC

**Voting Members Absent:**

Bill Burke Beverly Health Department

Erin Kirchner, Kellie Keenan Essex Health Department

Cindy Junker Gloucester Health Department

Norris Guscott, M.J. Duffy-Alexander, Jennifer Almonte Lynn Health Department

Ellen Lufkin, Pam Crehan Manchester Health Department

Antonio Barletta, Anna McNicholas Nahant Health Department

Sharon Cameron Peabody Health Department

John Fralick, Teresa Riley-Singh Saugus Health Department

Neia Illingworth, Jeff Vaughan Swampscott Health Department

Andrew Ting, Maribeth Ting Wenham Health Department

**The following documents were used/referenced during the meeting:**

* Coalition Meeting Agenda for December 14, 2022
* Coalition Meeting Minutes from October 26, 2022

**Call to Order**

* Chair Mr. Petty called the meeting to order at 1:44pm.

**Welcome & Introductions/Attendance Roll Call**

* Mr. Petty welcomed everyone to today’s meeting and introductions were made.

**Approval of Meeting Minutes**

* Motion put forth by Mr. Giacalone to approve the draft minutes for the October 26, 2022, meeting with minor corrections. Mr. Palazzo seconded.

**MDPH/OPEM Update**

* Ms. Balbi provided the MDPH/OPEM update.
* There was a discussion on therapeutics and how they are tracked and monitored.
* There was a discussion on possible shortages of Tamiflu and children’s Motrin and some planning that MDPH has been doing regarding the issue.
* There was an update on winter response planning and a discussion on the possibility of brownouts due to potential shortage of natural gas.
* MDPH/OPEM has been working on regional context to plan for Ebola.
* LSAC met on December 12. There was a discussion about the spending of different regions and how important it is to spend down the budgets to maintain level funding for future fiscal years.
* An upcoming HAHN drill will likely occur on Christmas week, likely to make an update to the WebEOC board. There will be a coalition wide WebEOC drill next week.

**Budget Discussion**

* Mr. Downey provided a budget/purchasing update.
* Vaccine coolers have been ordered and being delivered. Receiving documents have been sent out and should be signed and returned to the coordinators once confirmation
* Inventory updates will need to be completed by late January. There will be an email with instructions forthcoming over the next few weeks.

**PHEP Coordinator Update**

* Mr. Luther provided the PHEP Coalition Coordinator update.
* Discussion on suggested changes to principles of operations that were highlighted by Mr. Coulon at a previous meeting regarding the election of executive committee members will take place at the next meeting, so members should be prepared to discuss that.
* Next meeting will be January 25, 2023.

**PHEP Planner Update**

* Ms. Wielgosz gave the Planner update.
* Planners have been working on EDS plan updates for each of the communities. They have been restructured so community-specific information is located at the beginning of the plan. Maps and diagrams are being redone into a more workable format.
* Introduction to new members from BME, Jason and Caeli, who will be involved in some of the PHEP work.

**HMCC/MAPC Update**

* Ms. Robert provided the HMCC/MAPC update.
* The Q2 stakeholder meeting took place and was successful. For Q3, there will be an in-person stakeholder meeting on February 23 in Haverhill which will be a tabletop exercise with FEMA. Invite will be forthcoming. Planning for Q4 stakeholder meeting is underway, it is being planned as a training day which will take place on a Saturday.
* The HMCC is working on inventory updates and is working to purchase labels to stick on all PHEP funded equipment.
* There was a brief update on the equity project including information on the project content and work done with project partners, along with a brief description of the project development and anticipated products that come out of it.

**MRC Update**

* Ms. Jackson provided the MRC update.
* There was a discussion on some data analysis on the work that was done by MRC volunteers, including the number of clinics they helped staff, other activities/projects they helped with, the number of volunteers, etc.
* There is a discussion on an MRC volunteer thank-you event. There are some supplies that can be passed out to volunteers as appreciative favors. Ms. Jackson is looking into possible venues to host it at. Ms. Ryan will be in touch with Ms. Jackson, as the nurses wanted to do most of the planning as a thank you to Ms. Jackson.

**COVID 19 Discussion/Community Updates**

* Ms. Kirsch reported for Beverly. There has been an overall increase in COVID cases across town. Bill Burke’s final day in Beverly will be January 6, 2023. There are currently vacancies on the board of health, so the board cannot meet.
* Ms. Ryan reported for Danvers. There has been a spike in COVID and flu numbers since Thanksgiving, another regional clinic is being planned for both COVID and flu.
* Ms. Lee reported for Essex. They are planning to run flu clinic later this week.
* Ms. Rose reported for Gloucester. They have been running clinics throughout the fall which have been successful. They are working on building up their public health team in the community.
* Ms. Lee reported for Hamilton. They are running a COVID clinic with bivalent booster today. They are working on getting a sharps collection program set up in Hamilton. Program allows individuals to take sharps disposal containers home with them.
* Ms. Desmarais reports for Lynn. COVID numbers are up but clinic numbers are down. TB cases are up and they’re watching for Ebola cases. Last week opened the Phoenix Food Pub, which is a food pantry/kitchen.
* Ms. Hansbury reported for Manchester-by-the-Sea. They are planning some clinics for January. State representative came to visit Manchester recently.
* Ms. Giarla reported for Marblehead. They are planning to have some clinics over the next few months. There has been an increase in COVID cases, and the testing kits are in high demand. The town received $200,000 from ARPA to put towards mental health. They are planning on ways to spend opioid money.
* Mr. Coulon reported for Nahant. There is a new public health nurse in Nahant and Deb Murphy will be retiring.
* Ms. Robinson reported for Peabody. They had a successful flu clinic last week. They worked on a submission for some resources for an opioid prevention program.
* Mr. Coulon reported for Rockport. They are working on getting a full-time public health director, hopefully by the end of this month. They’ll be running a clinic this weekend. A board of health member has been running clinics across town on weekends. COVID statistics are being posted on the town website.
* Mr. Greenbaum reported for Salem. Administrative transition will be occurring across the city in January as a new mayor takes over.
* Ms. Lee reported for Wenham. An additional flu/COVID clinic will be held Friday at the housing authority.

**New Business/Items Not Reasonably Anticipated by the Executive Committee**

* LSAC discussed getting a permanent vaccine tracking system like COLOR. Currently the State provides licenses for COLOR, which may not be an option once COVID vaccines are no longer freely provided by the government.

**Motion to adjourn made my Mr. Petty, Ms. Lee seconded.**

* Motion approved unanimously.

**The meeting adjourned at 3:36 PM.**