**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, March 8, 2023

1:30PM - 3:30PM

**Voting Members in Attendance:**

Andrew Petty, Chair Marblehead Health Department

Laura DelleChiaie, Teresa Kirsch Beverly Health Department

Judith Ryan Danvers and Hamilton Health Departments

Frank Giacalone Danvers Health Department

Cindy Juncker Gloucester Health Department

Dennis Palazzo Hamilton Health Department

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

Wendy Hansbury Manchester Health Department

Tracy Giarla Marblehead Health Department

John Coulon Nahant & Rockport Health Department

Sharon Cameron Peabody Health Department

Chassea Robinson Peabody & Rockport Health Departments

David Greenbaum, Suzanne Darmody Salem Health Department

John Fralick, Teresa Riley-Singh Saugus Health Department

Jeff Vaughan, Neia Illingworth Swampscott Health Department

Maribeth Ting Wenham Health Department

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

**Non-Voting Members in Attendance:**

Felicia Balbi MDPH/OPEM Brian Luther MAPC

Brad Downey MAPC Dan Witts MAPC

Jason Peprah BME Strategies Beth Robert MAPC

Caeli Tegan Zampach BME Strategies

**Voting Members Absent:**

Erin Kirchner, Kellie Keenan Essex Health Department

Michele Desmarais Lynn Health Department

Ellen Lufkin, Bobbie Cody, Pam Crehan Manchester Health Department

Antonio Barletta, Anna McNichols Nahant Health Department

Greg Bernard, Andrew Ting Wenham Health Department

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

* Coalition Meeting Agenda for March 8, 2023.
* Coalition Meeting Minutes from January 25, 2023.

**Call to Order**

* Chair Mr. Petty called the meeting to order at 1:38pm.

**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 Ms. Ryan to approve the draft minutes for the January 25, 2023, meeting as submitted. Mr. Greenbaum seconded.
	+ Danvers, Essex, Hamilton, Lynn, Manchester-by-the-Sea, Marblehead, Peabody, Rockport, Salem, Saugus, Swampscott, and Wenham voted to approve.
	+ Motion approved.

**MDPH/OPEM Update**

* Ms. Balbi provided the MDPH/OPEM update.
* An overview of grant concurrence was presented. There have been higher level discussions at LSAC on budgets for the PHEP grant and improving equity across the state. The formula to determine municipal funding amounts was updated to increase equity.
* There was an overview on budget period 5 for the PHEP grant and a discussion on the concurrence voting timeline, deliverables, funding allocation, etc.
* BP5 deliverables are slightly different than in previous fiscal years. For community level changes, there is a shift to wider mass care resource development as opposed to the focus on EDS plans only.
* Chair Mr. Petty recommends a vote for concurrence.
* Motion put forth by Mr. Greenbaum to vote for concurrence. Mr. Coulon seconded.
	+ Beverly, Danvers, Essex, Gloucester, Hamilton, Lynn, Manchester, Marblehead, Nahant, Peabody, Rockport, Salem, Saugus, Swampscott, Wenham vote to approve.
	+ Motion approved.

**Budget Discussion**

* Mr. Downey provided a budget/purchasing update.
* Pocketalk plus devices and accessories are in process of being purchased and delivered and can be expected to arrive over the next few weeks. Once those have been purchased, coordinators will work to purchase utility carts.

**PHEP Coordinator Update**

* Mr. Luther provided the PHEP Coalition Coordinator update.
* Meetings will continue to be held hybrid anticipating an extension of legislature allowing hybrid meetings to be held until at least 2025.
* There was a discussion on the survey results sent out to gauge feelings on hybrid vs. in person PHEP meetings.
* There was a discussion on the principles of operation.
* Motion put forth by Mr. Greenbaum to define a member of good standing as a community that attended 3 of the last 5 meetings, amended from attending 3 of the last 4 meetings. Additionally, the motion includes that officers will be elected to the executive committee and then determine who will fill each role and includes the removal of language that officers are eligible for election for up to 3 terms. Ms. Ryan seconded.
	+ Beverly, Danvers, Essex, Gloucester, Hamilton, Lynn, MBTS, Marblehead, Nahant, Peabody, Rockport, Salem, Saugus, Swampscott, Wenham vote to approve.
	+ Motion approved.

**PHEP Planner Update**

* Mr. Peprah gave the Planner update.
* Planners are continuing to update EDS plans by incorporating feedback and new data received. Communities can request the plans from the planners if they would like to review them.

**HMCC/MAPC Update**

* Mr. Witts provided the HMCC/MAPC update.
* The Q3 meeting was cancelled and will not be rescheduled.
* A Q4 stakeholder meeting will be held in Bedford on a Saturday in May. Planning is underway for that event.
* Mr. Witts will be out for a few months on paternity leave and not will be working the duty officer line. Anyone who needs to contact the duty officer in his absence should call 978-946-8130.

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

* Mr. Greenbaum was notified of a Municipal Vulnerability Preparedness grant project in the region and was asked to submit a letter of support for the project, lead by Rockport.
* Laura from Beverly introduced herself as the new health director.

**Motion to adjourn made my Mr. Greenbaum, Ms. Hansbury seconded.**

* Motion approved unanimously.

**The meeting adjourned at 2:52PM.**