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

**Executive Committee**

**Meeting Minutes**

Meeting Location: Via Zoom Conferencing

https://zoom.us/j/97797113534

Meeting ID: 977 9711 3534

Audio Call In – 1-646-876-9923

Wednesday, January 26, 2022

12:00PM - 1:30PM

**Voting Members In Attendance (Virtual):**

David Greenbaum Salem Health Department

Judith Ryan Danvers Health Department

**Voting Members Not In Attendance:**

Andrew Petty Marblehead Health Department

**Non-Voting Members In Attendance (Virtual):**

Karen Contador BME

Beth Robert HMCC/MAPC

Mark Fine MAPC

Felicia Balbi MDPH/OPEM

Brian Luther MAPC

Brad Downey MAPC

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

* Executive Committee Meeting Agenda for January 26th, 2022
* Minutes from December 22nd, 2021

**Call to Order**

* In absence of the Chair, Vice-Chair David Greenbaum called the meeting to order at 12:05pm.

**Welcome & Introductions**

* Mr. Greenbaum welcomed the Executive Committee to today’s meeting.
* Mr. Luther took roll and noted attendance.

**Minutes from December 22nd, 2021, Meeting**

* The motion to approve the minutes from the December 22nd meeting was tabled until next month

**MDPH/OPEM Update**

* Ms. Balbi gave the update for MDPH/OPEM.
* The WebEOC drill conducted on Thursday, January 13th was completed correctly by 8 towns. 2 towns posted in an incorrect category.
* The CDC Notice of Funding was recently posted.
  + The first discussion with LSAC member will be February 2nd and members will look at deliverables.
  + Funding amount they didn’t put an amount. Currently using level funding.
  + Once LSAC approves Concurrence meeting dates will be known in next week.
* After Action deliverables efforts are continuing state wide. 3 conferences are planned in Region 3 in the next 3 weeks.
* COVID has caused some role shift at DPH.
* Coastal storm preparation has begun for this weekend’s storm.
* Ms. Balbi will work with Planners/Coordinators to update Workplan for Deliverable 1 which has been put on pause.

**Budget Discussion**

* Mr. Downey provided a budget/purchasing update.
* The 2nd iPad distribution event was a success, and all communities now have their 2nd iPads.
* Inventories were due to coordinators on the 24th. Any community that has yet to submit their inventory should do so as soon as possible and reach out to coordinators with questions.
* Per last months discussion, the committee has agreed to purchase 10 clocks for each community and then use the remaining funding to purchase traffic cones. The clocks are anticipated to cost approximately $3,300.00 allowing for roughly $5,600.00 to be spent on cones.
* **Motion** put forth by Ms. Ryan to purchase 10 clocks for each community and allocate the remaining money from the supplies line to traffic cones. Mr. Greenbaum seconded; motion approved.

**PHEP Coordinator Update**

* Mr. Luther provided the PHEP Coalition Coordinator update.
* The coordinators have been putting together an attendance list that will be more easy to track and manage which communities are in good standing to keep up with recently updated bylaws.
* The Q2 Workplan update was recently submitted, but we are constantly updating the 24/7 contact list.
* There is a discussion on FirstNet phone issues with service and devices. The coordinators will work with FirstNet to try and resolve these issues.
* Ms. Ryan address a concern on the strictness of the required attendance and how easily a red mark can be put on a community. Mr. Luther discussed possibly adding to the bylaw an exception for excused absences for situations where more pressing public health duties arise.
  + Mr. Greenbaum felt it would be beneficial to hold that discussion with Mr. Petty at the next meeting.
  + There was a brief discussion on how to proceed with communities that still have chronic absences.
* The next meeting is scheduled for February 23, 2022.

**PHEP Planner Update**

* Ms. Contador gave the Planner update.
* Since the After-Action Conference in December, the Planners have been working on collating the information shared from that Conference as well as others.

**HMCC/MAPC Update**

* Ms. Robert provided the HMCC/MAPC update.
* Daily meetings with hospitals. Seeing a leveling pattern now, needs are not growing. Staff out is decreasing and new COVID patients are slowing too.
* Working on purchases,

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

* None

**Motion put forth by Ms. Ryan to adjourn the Executive Committee Meeting.**

* Mr. Greenbaum seconded. Mr. Greenbaum and Ms. Ryan approved. Meeting adjourned at 12:41 pm.