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

**Executive Committee**

**Meeting Minutes**

Meeting Location: Via Zoom Conferencing

https://zoom.us/j/97675110446?pwd=OWtoR1BWQnJQMzRSdVFpSUY3UVpkUT09

Meeting ID: 976 7511 0446

Passcode: Region3D

Audio Call In – 1-646-558-8656

Wednesday, January 27, 2021

12:00PM - 1:30PM

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

Andrew Petty Marblehead Health Department

David Greenbaum Salem Health Department

Teresa Kirsch Beverly Health Department

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

Michael Goldsbury BME

Karen Contador BME

Beth Robert MAPC

Amy Reilly MAPC

Brian Luther MAPC

Brad Downey MAPC

Mark Fine MAPC

Dan Witts MAPC

Felicia Balbi MDPH

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

* Meeting Agenda for January 27, 2021 Meeting
* Meeting Minutes from November 25, 2020 Meeting

**Call to Order**

* Chair Andrew Petty called the meeting to order at 12:06pm.

**Welcome & Introductions**

* Mr. Petty welcomed the Executive Committee to the January 27th Region 3D North Shore/Cape Ann Public Health Emergency Preparedness Executive Committee Meeting.
* Mr. Luther took roll and noted attendance.

**Minutes from November 25, 2020 Meeting**

* Motion put forth by Mr. Greenbaum to approve the draft minutes for the November 25th meeting as submitted.
	+ Mr. Petty seconded.
	+ Ms. Kirsch approved, motion accepted.

**Budget Discussion**

* Mr. Downey provided a budget/purchasing update.
* There are no remaining BP1 Carry Forward funds. All purchased items have been delivered to Marblehead. Items include ‘stand here’ marking tape rolls, sneeze guards, and two types of social distance signs.
	+ Mr. Petty stated that some, but not all of the sneeze guards are currently being used in Marblehead at the Beverly Task Force Site. There are approximately 12 sneeze guards that need to be distributed.
	+ Thermometers also need to be distributed.
	+ Communities interested in picking up supplies are instructed to reach out to Mr. Petty directly.
	+ Ms. Robert noted that the HMCC needs to be notified when items purchased with grant funds are distributed to their final destinations. DPH requires the HMCC to track this information for inventory management purposes.
* Several BP2 purchase requests are pending approvals from DPH. Items include sanitary buckets, decontamination supplies, hand carts, temporary file storage, and UV lights.
	+ It is anticipated that there will be a surplus of funding in the phone line item due to anticipated cell phone trade-in credit. It is recommended that this funding be moved to purchase additional supplies.

**PHEP Coordinator Update**

* Mr. Luther provided the PHEP Coalition Coordinator update.
* The Region 3D North Shore/Cape Ann PHEP Coalition webpage is now live on the MAPC website.
	+ Public notices and meeting materials will be posted on the webpage as well as sent to the Attorney General’s Office.
* The 3D PHEP Coalition’s Quarter Two report was sent to Ms. Balbi.
	+ The Coalition’s 24/7 Emergency Contacts list was also updated.
* Access granted for the Government Emergency Telecommunications Service (GETS) cards account.
	+ The updated 24/7 contact lists will be used to update the GETS cards accounts.
	+ For new account holders, look for emails to verify your information and activate your account.
* Previously reported service issues with the Coalition’s FirstNet phones and networks were remedied in the previous months. If anyone is still having service issues, contact Mr. Luther directly.
	+ Mr. Petty and Mr. Greenbaum reported that service at the Beverly Task Force Site is very weak. FirstNet should be aware that they are missing coverage in that area because it is an area that is heavily used by first responders.
* There will be a Q3 drill and all should be prepared.
	+ For those that need new WebEOC accounts or need help accessing their account, contact Mr. Luther and Ms. Balbi.
* The Full Coalition needs to confirm the date for next Executive Committee and Coalition meetings scheduled for Wednesday, February 24th.
	+ Ms. Balbi stated that the Notice of Funding Opportunities needs to be approved by all HMCC regions between February 26th and March 8th.
	+ Ms. Balbi will request that the date is moved because all HMCC regions are required to formally approve a concurrence of the State notice.
	+ Mr. Petty stated he would prefer to keep the scheduled meeting and add a meeting to vote on concurrence.

**PHEP Planner Update**

* Ms. Contador gave the Planner update.
* The planners are working with Ms. Ting in Wenham to create a large-scale drive-thru vaccination clinic model at a local park.
* Almost all Region 3D communities have completed their EDS plan updates.
* SNS drill requirements and forms have been completed by 5 communities.
	+ Mr. Petty recommended that Ms. Contador stay persistent in completing the forms for all communities.

**MDPH/OPEM Update**

* Ms. Balbi provided the MDPH/OPEM update.
* The CDC Notice of Funding Opportunity was recently sent to all LSAC members.
	+ The first discussion with LSAC members will be on February 8th.
	+ Region 3D will need to vote on Concurrence between February 26th and March 8th.
	+ Mr. Petty stated he would prefer to do a short separate meeting to approve concurrence and keep the scheduled date of February 24th for the Executive Committee and Coalition.
* A pamphlet with information for new HMCC members is currently being drafted and will be circulated once completed.
* A Q3 WebEOC drill is expected.
	+ An after-action report will be drafted as documentation to support potential purchases.
	+ If there is a purchase need identified during these WebEOC drills, it would be best to have supporting documentation to that point.
* A weekly COVID Vaccinator bulletin is being emailed to those who sign up. It includes information for those who perform vaccination clinics. Directions to sign up will be circulated by the Coordinator shortly.

**HMCC/MAPC Update**

* Ms. Robert provided the HMCC/MAPC update.
* Currently the HMCC is hosting daily meetings with the region’s hospitals in accordance with the Hospital Resurgence Guidance.
	+ The region’s hospitals are currently in Tier 4 of resurgence, the highest tier.
	+ The tiers are determined using statistics that include available hospital capacity.
	+ More information regarding the hospital tiers will be circulated after the meeting.
* There will be no HMCC stakeholder meeting for Q3 due to COVID. This decision will be revisited in Q4 for that quarter’s meeting.
* The PPE maintenance plan will be circulated shortly. One plan will be used for the entire region.
* The MEMA Food Assistance Program is operational and taking requests. More information will be shared with the full coalition and sent via email by the Coordinator.
* The BIDLS funding reimbursement deadline has passed.
	+ If you haven’t submitted required paperwork you cannot get reimbursed for those expenses.
	+ Remaining funds were used to purchase 10x10 tents.
	+ Other purchases are being explored, like a mobile pop-up clinic.

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

* Ms. Balbi mentioned that DPH has been circulating a weekly COVID vaccinator bulletin and information to receive that bulletin will be provided to the Coalition.

**Motion put forth by Mr. Greenbaum to adjourn the Executive Committee Meeting.**

* Mr. Petty seconded.
* Ms. Kirsch approved, meeting adjourned at 1:28pm.