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

**Executive Committee**

**Meeting Minutes**

Meeting Location:

Danvers Police Department

120 Ash Street, Danvers, MA 01923

Wednesday, December 14, 2022

12:00PM - 1:30PM

**Voting Members in Attendance:**

Andrew Petty Marblehead Health Department

David Greenbaum Salem Health Department

Rachel Lee Hamilton Health Department

**Non-Voting Members in Attendance:**

Anna Wielgosz BME

Caeli Tegan BME

Felicia Balbi MDPH

Brian Luther MAPC

Brad Downey MAPC

Dan Witts MAPC

Beth Robert MAPC

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

* Executive Committee Meeting Agenda for December 14, 2022.
* Executive Committee Meeting Minutes from October 26, 2022.
* Executive Committee Meeting Minutes from November 8, 2022.

**Call to Order**

* Chair Andrew Petty called the meeting to order at 12:24pm.

**Welcome & Introductions**

* Mr. Petty welcomed everyone to the Region 3D North Shore/Cape Ann Public Health Emergency Preparedness Executive Committee Meeting.

**Approval of Minutes**

* Motion put forth by Mr. Greenbaum to approve the draft minutes for the October 26, 2022, meeting as submitted.
  + Ms. Lee seconded.
  + Mr. Greenbaum and Ms. Lee voted to approve. Motion accepted.
* Motion put forth by Ms. Lee to approve the draft minutes for the November 8, 2022, meeting as submitted.
  + Mr. Greenbaum seconded.
  + Mr. Greenbaum and Ms. Lee voted to approve. Motion accepted.

**MDPH/OPEM Update**

* Ms. Balbi provided the MDPH/OPEM update.
* There was a discussion on hospital surge capacity and how it relates MDPH/OPEM’s work.
* There was a discussion on therapeutics and how they are tracked and monitored.
* There was a discussion on the distribution of test kits and additional vaccines to communities, including challenges regarding funding and purchasing of vaccines, pediatrics, and role of private vaccination providers like CVS.
* 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 and has continued to monitor monkeypox.
* There was a discussion on the different programs used by the state to communicate and push out messages to other state agencies and to the municipalities.
* An upcoming WebEOC drill is planned, and a coalition wide drill will be scheduled for next week.

**Budget Discussion**

* Mr. Downey provided a budget/purchasing update.
* Vaccine coolers have been ordered and are starting to be delivered. Receiving documents are coming in for payment to be processed.

**PHEP Coordinator Update**

* Mr. Luther provided the PHEP Coalition Coordinator update.
* A survey was sent out to the coalition about meeting preferences and the results are in. There is a discussion on the merits of having the meetings virtually versus in person. Hybrid options are good to have in the event of illness or unforeseen challenges, but ideally in person attendance will be the norm.
* Next meeting is scheduled for January 25, 2023.

**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.

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

* None.

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

* Mr. Greenbaum seconded. Ms. Lee, Mr. Petty, and Mr. Greenbaum approved. Meeting adjourned at 1:36 pm.