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

**Executive Committee**

**Meeting Minutes**

Meeting Location: Via Zoom Conferencing

<https://us06web.zoom.us/j/83991032176?pwd=U1BEeGluOTNpYk05VFc2SERqT2FRdz09>

Meeting ID: 839 9103 2176   
Passcode: 364909

Audio Call In – 1-646-876-9923

Wednesday, February 15, 2023

12:00PM - 1:00PM

**Voting Members in Attendance:**

Andrew Petty Marblehead Health Department

David Greenbaum Salem Health Department

Rachel Lee Hamilton Health Department

**Non-Voting Members in Attendance:**

Felicia Balbi MDPH

Brad Downey MAPC

Brian Luther MAPC

Beth Robert MAPC

Anna Wielgosz BME

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

* Executive Committee Meeting Agenda for February 15, 2023.

**Call to Order**

* Chair Andrew Petty called the meeting to order at 12:07pm.

**Welcome & Introductions**

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

**Budget Discussion**

* Mr. Downey provided a budget/purchasing update.
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* There was a discussion on how to spend the remaining funding for FY23. Pocketalk Plus translation devices and accessories, power banks, FatMax rolling cases, hand carts, and utility carts were discussed as possible options.

**Motion put forth by Mr. Greenbaum to spend remaining FY23 funding on Pocketalk devices and accessories, hand carts, and power banks as funding is available.**

* Mr. Petty seconded. Ms. Lee, Mr. Petty, and Mr. Greenbaum approved. Motion approved.

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

* Mr. Luther began a conversation regarding upcoming PHEP Coalition Meetings. It was previously decided that the meeting on February 22nd would be rescheduled due to a conflict with school vacations. The full Coalition needs to vote on Notice of Funding Concurrence prior to March 16th. The next Coalition meeting is to be held on either March 8th or March 15th to accommodate the vote.
* Mr. Petty, Mr. Greenbaum, and Mrs. Lee discussed the possibility of holding all meetings as hybrid meetings for the rest of the fiscal year.
  + The Legislation that allows Public Meetings to be held virtually or hybrid expires on March 31st, 2023.
  + The next Coalition meeting will be held hybrid. All remaining meetings for the rest of the fiscal year, assuming an extension of the current legislation or a permanent solution that permits hybrid and/or remote meetings, will be held hybrid.

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

* Mr. Petty seconded. Ms. Lee, Mr. Petty, and Mr. Greenbaum approved. Meeting adjourned at 12:59PM.