**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/96305868856

Meeting ID: 963 0586 8856

Audio Call In – 1-646-876-9923

Wednesday, May 25, 2022

12:00PM - 1:30PM

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

Andrew Petty Marblehead Health Department

David Greenbaum Salem Health Department

Judith Ryan Danvers Health Department

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

Karen Contador BME

Anna Wielgosz BME

Felicia Balbi MDPH

Beth Robert HMCC/MAPC

Brian Luther MAPC

Brad Downey MAPC

Elizabeth Ferrara BME

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

* Executive Committee Meeting Agenda for May 25, 2022
* Executive Committee Meeting Minutes from May 3, 2022

**Call to Order**

* Chair Andrew Petty called the meeting to order at 12:08 pm.

**Welcome & Introductions**

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

**Approval of Minutes**

* Motion put forth by Ms. Ryan to approve the draft minutes for the May 3, 2022, meeting with minor corrections.
  + Mr. Greenbaum seconded.
  + Mr. Petty, Mr. Greenbaum, and Ms. Ryan voted to approve. Motion accepted.

**MDPH/OPEM Update**

* Ms. Balbi provided the MDPH/OPEM update.
* MDPH/OPEN is preparing budgets to be delivered to the state for a July 1 start time for FFY23.
* State has requested 100 smallpox vaccine doses for monkey pox from the national stockpile.
* 2 new staff will be starting on June 6.
* Two Gothams’ Therapeutics sites are being transitioned across the state. One from Pittsfield to Berkshire Medical Center. One in Dartmouth is transitioning to a location in Fairhaven.
* Mr. Petty voiced his communications concerns to the state via an email to OPEM and OLRH regarding the timeliness of Monkeypox notifications.
  + Camp inspections are being conducted this week and need to be included in those inspections.

**Budget Discussion**

* Mr. Downey provided a budget/purchasing update.
* A draft budget for the upcoming fiscal year has been developed. Coordinator and planner lines have remained level funded from last year. A contractual line for hotspot devices and service was added, and the contractual allocation for FirstNet devices and services increased slightly from last year. The supplies line will include funding for vaccination coolers. The coalition received $999 less than last year.

**PHEP Coordinator Update**

* Mr. Luther provided the PHEP Coalition Coordinator update.
* Starting next budget period, budget decisions are tied into the new focus area document that the coalition will be using for the next fiscal year in place of workplans. An overview was given of how coordinators and planners developed the budget and focus areas for the region. The coalition needs to attest that all deliverables will be met.
* Motion put forth by Mr. Greenbaum to approve the Budget Period 4 focus areas.
  + Ms. Ryan seconded.
  + Mr. Petty, Mr. Greenbaum, and Ms. Ryan voted to approve. Motion accepted.
* FirstNet agreed to update the tier of the coalition’s service and coordinators have continued following up on complaints regarding service issues.
* Coordinators are working to secure a location for in person meetings for next year.
* Elections for next year will have to occur next meeting. Mr. Petty and Mr. Greenbaum expressed interest in continuing in the position. Ms. Ryan will look to see if there are other nurses who might be interested in taking over her position for the next FY.
* The next meeting is scheduled June 22nd, 2022.

**PHEP Planner Update**

* Ms. Wielgosz gave the Planner update.
* Planners are wrapping up the regionwide AAR. Coalition wide AARs are given to the state through Ms. Balbi. The regionwide AAR will be given to coalition to decide whether they want to follow up with the state.
* Planners are working with Hamilton to update their EDS plans, along with other communities to make sure EDS plans are updated before the close of the budget period.

**HMCC/MAPC Update**

* Ms. Robert provided the HMCC/MAPC update.
* HMCC/MAPC is working on closing out purchases for FY22.
* RFPs for FY23 planners and coordinators are out.
* A survey was pushed out that must be completed annually for coalition members to provide feedback on PHEP planners and coordinators, and MRC coordinators.
* The HMCC will be hosting an in-person Q4 meeting to be held June 23, 2022, from 1-3:30 at Northern Essex Community College campus in Haverhill. The meeting will be focused on hazard mitigation for regional stakeholders.

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

* Brief discussion on how the state determined the number of monkeypox doses to order from national stockpile.

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

* Ms. Ryan seconded. Mr. Petty and Mr. Greenbaum approved. Meeting adjourned at 1:04 pm.