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

**Executive Committee**

**Meeting Minutes**

Meeting Location: Via Zoom Conferencing

https://zoom.us/j/94974410529

Meeting ID: 949 7441 0529

Audio Call In – 1-646-876-9923

Wednesday, May 7, 2021

11:00PM - 12:00PM

**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):**

Karen Contador BME

Anna Wielgosz BME

Bryan Murphy-Eustis BME

Felicia Balbi MDPH

Beth Robert HMCC/MAPC

Dan Witts HMCC/MAPC

Brian Luther MAPC

Brad Downey MAPC

Amy Reilly MAPC

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

* Executive Committee Meeting Agenda for May 7th, 2021
* BP3 PHEP Workplan Draft
* BP3 PHEP Budget Draft

**Call to Order**

* Chair Andrew Petty called the meeting to order at 11:05 pm.

**Welcome & Introductions**

* Mr. Petty welcomed the Executive Committee to the May 7th Region 3D North Shore/Cape Ann Public Health Emergency Preparedness Executive Committee Meeting.
* Mr. Luther took roll and noted attendance.

**Budget Discussion**

* Mr. Downey provided a budget update.
* In BP2 Q3, the allocation for the PHEP Coordinator under Salaries and Wages is expected to be roughly $1,100 dollars under budget.
* Motion put forth by Mr. Greenbaum to reallocate any remaining funds for the PHEP Coordinator from ‘Salary and Wages’ to ‘Supplies’.
	+ Ms. Kirsch seconded.
	+ Mr. Petty, Mr. Greenbaum, andMs. Kirsch voted to approve, motion accepted.
* The total Region 3D PHEP Coalition budget is level-funded at 137,231.00.
* The Coordinator Allocation budgeted for $43,728.09. A $2,317 reduction when compared to BP2. Expenses include Salary, Wages, and Travel to in-person meetings anticipated in BP3.
* The COVID supply line is $20,085.00, level funded from BP2.
* The Phone Allocation is budgeted for $24,000.00, a $3,200 reduction from BP2. All expenses are listed in ‘Contractual’ and include monthly bills and $4,000 equipment contingency.
* The PHEP Coordinator Allocation is budgeted for $43,900.00, level funded from BP2.
* Due to expected cost savings, $5,517.19 is free to be reallocated.
	+ Ms. Balbi noted that other Regions, specifically 3B, voted to increase funding for the PHEP Planner due to expected increases in time for Deliverable 4, the After-Action Report/Improvement Plan Conference.
	+ Ms. Reilly stated the amount should be properly budgeted and pre-determined before allocated or contacts executed.
	+ Mr. Eustis stated the deliverable will create changes in the typical annual scope of work, but the costs associated are difficult to project.
	+ It was decided that unallocated funds would be dedicated to AAR expenses up to the amount of $5,517.19 and can include meeting materials, supplies, and increased PHEP Planner expenses.
* Motion put forth by Mr. Greenbaum to allocate $5,517.19 to ‘Contractual’ for expenses related to Deliverable 4, the After-Action Report Conference.
	+ Ms. Kirsch seconded.
	+ Mr. Petty, Mr. Greenbaum, andMs. Kirsch voted to approve, motion accepted.

**BP3 Workplan Discussion**

* Ms. Balbi provided an overview of the BP3 workplan.
* Deliverable 4 in the BP3 workplan includes an After-Action Plan Conference in which the Coalition will decide a conference date, and the PHEP Planner will prepare conference materials, and collect data from communities to be used at the conference. The Improvement Plan is to be drafted, distributed, and delivered to MDPH by March 25th, 2022.
* Deliverable 6 includes reviewing the After-Action Report and Improvement Plan to identify gaps related to EDS plans, and to update EDS plans accordingly.
* The optional seventh deliverable listed in the BP3 workplan is often accompanied with PHEP funds. In the absence of funding from Region 3D it was decided to remove Deliverable 7.
	+ Ms. Robert noted that this deliverable and funding can be added during BP3 if needed.
* Motion put forth by Mr. Greenbaum to approve the BP3 budget as corrected.
	+ Ms. Kirsch seconded.
	+ Mr. Petty, Mr. Greenbaum, andMs. Kirsch voted to approve, motion accepted.
* Motion put forth by Mr. Greenbaum to approve the BP3 budget as corrected.
	+ Ms. Kirsch seconded.
	+ Mr. Petty, Mr. Greenbaum, andMs. Kirsch voted to approve, motion accepted.

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

* No items were brought to the attention of the Committee.

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

* Mr. Petty seconded. Mr. Petty and Mr. Greenbaum approved. Meeting adjourned at 11:33 pm.