**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, June 22, 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):**

Anna Wielgosz BME

Felicia Balbi MDPH

Beth Robert HMCC/MAPC

Brian Luther MAPC

Brad Downey MAPC

Dan Witts HMCC/MAPC

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

* Executive Committee Meeting Agenda for June 22, 2022
* Executive Committee Meeting Minutes from May 25, 2022

**Call to Order**

* Chair Andrew Petty called the meeting to order at 12:05 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 25, 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.
* 6 months to 5-year old COVID vaccines from Moderna and Pfizer were authorized by the CDC.
* There is the expectation that there will be a drill for updating your EDS sites. You will have until June 30th.
* A few cases of Highly Pathogenic Avian Influenza were detected in Nahant. Protocol was implemented and the State is monitoring individuals that were exposed to birds that were tested.
	+ Mr. Petty and Greenbaum reiterated that communication from the State to Local Public Health failing. There is no guidance from the state and once the reports go the papers, people start calling their local health office, who don’t have information to tell the public.
* There will be some coverage shifting at DPH as Roberta Crawford, a senior staff member, has resigned.
* Budgets were submitted and Region 3D was asked to provide more language surrounding the budget
	+ General language referencing EDS plans: Proper refrigeration for vaccines is required per the 3D communities' EDS plans (included in the site surveys and the equipment lists). The plans specify that cold chain must be maintained during transport and storage of vaccine to EDS locations.

**Budget Discussion**

* Mr. Downey provided a budget/purchasing update.
* FY22 Closeout has been occurring over the last few weeks.
* Once the FY23 budgets are approved, coordinators will begin the procurement process for the hotspot devices and vaccine coolers.
* Inventory updates will be needed back by mid-July, and an email with more information will be shared with the coalition later this week.
* There was a discussion on the review and evaluation of the MRC and 3D Planner/Coordinator proposals for the upcoming fiscal year.

**PHEP Coordinator Update**

* Mr. Luther provided the PHEP Coalition Coordinator update.
* Executive Committee elections were held this past month via email.
	+ Andrew Petty was re-elected as Chair for the two years.
	+ David Greenbaum was re-elected as Vice-Chair for the two years.
	+ Rachel Lee was elected as Secretary for the one year.
* Coalition and EC members will receive calendar invites for meetings in BP4 in July. Meetings are intended to be in-person and hosted at the Danvers’ Police Department Training room.
	+ Adjustments to the meeting format may be made depending on COVID numbers at the discretion of the EC and Coordinator.
	+ The Virtual Open Meeting extension (til end of year 2023) was included in most recent Senate budget, but has not been approved.
* Meetings are subject to change, but are intended to be held on:
* August 24th, 2022 (if necessary)
* September 28th, 2022
* October 26th, 2022
* December 7th, 2022
* January 25th, 2023
* February 22nd, 2023
* March 22nd, 2023
* April 26th, 2023
* May 24th, 2023
* June 28th, 2023
* The first thing on the BP4 agenda will be Principals of Operations edits. Staff will send the most recently updated copy and members can make requests for changes.

**PHEP Planner Update**

* Ms. Wielgosz gave the Planner update.
* The Planners are focusing on the final few deliverables for the fiscal year, including the After-Action Report.
* Reach out to Anna if you need update your EDS sites for the upcoming drill.

**HMCC/MAPC Update**

* Ms. Robert provided the HMCC/MAPC update.
* Q4 HMCC stakeholder meeting is taking place on June 23rd in Haverhill.
* The HMCC will be sending out survey evaluations for the planner/coordinator performance review.
* Receiving documents for purchases need to be signed and returned quickly to make payment to the vendors.

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

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

* Ms. Ryan seconded. Mr. Petty and Mr. Greenbaum approved. Meeting adjourned at 12:52 pm.