**Executive Committee**

Meeting Minutes

***Wednesday, January 24, 2024***

***12:30PM - 1:30PM***

***Danvers Police Department***

***120 Ash Street, Danvers, MA 01923***

**Call to Order**

* Mr. Petty called the meeting to order at 12:44 p.m.

**Welcome & Introductions/Attendance Roll Call**

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

**Approval of Meeting Minutes**

Motion put forth by Mr. Petty

* Approve the December 2023 meeting minutes.
* Seconded by Ms. Giarla.
	+ In Favor: All.
	+ Opposed: None.
	+ Abstain: None.
* The motion passed.

**MDPH/OPEM Update**

* Mr. Nelson, who is filling in for Ms. Felicia Balbi, provided the MDPH/OPEM update. Ms. Balbi will return from leave on February 5th.

**Budget Discussion**

* Ms. Wallitsch provided the Budget update.
* There are several budget modifications necessary to facilitate the mass care kit purchase.
	+ Move $1,100.00 from the push carts line item to the phone line item.
	+ Move $1,575.29 from push carts to mass care kits line item.
	+ Move $545.72 from translation device line item to mass care kit.
	+ Move $350.00 from travel line to mass care kit line item.

Motion put forth by Mr. Petty.

* Approve the movement of funds as listed above.
* Seconded by Mr. Greenbaum
	+ In Favor: All
	+ Opposed: None.
	+ Abstain: None.
* The motion passed.

**PHEP Coordinator Update**

* Ms. Wallitsch provided the PHEP Coordinator update.
* Any questions on GETS cards reach out to Brian Luther at bluther@mapc.org. Members are encouraged to set up the GETS Card Pin as soon as you receive the card.
* The 3rd equity session will take place in March. Information on that will be coming out in the coming weeks. The next equity session is expected to take place in March at Northern Essex Community College in Lawrence.
* The Mass Care kits will be ordered in the weeks to come.
* Inventory updates are due by 1/31 to jwallitsch@mapc.org
* The Pockettalk translation devices and their accessories have and are ready for pick-up at today’s meeting.

**PHEP Planner Update**

* Mr. Tallman provided the PHEP Planner update.
* The Planners will focus on mass Care and EDS for the remainder of BP5. Please be sure to read the email sent out on 1/23 from Joshua Tallman regarding these goals.

**HMCC & MAPC Update**

* Mr. Witts provided the HMCC/MAPC Update.
* The ENS contract is almost ready and there are no major differences for Public Health expected.
	+ Public Health may need to work directly with their IT departments to ensure the emails to do no get sent to spam.
* Quarterly stakeholder meetings will continue to be held in-person. Q3 and Q4 are expected to be related to cyber security with a tabletop exercise.
* The HVA will be conducted soon
* On February 27th the HMCC will be conducting am ENS drill.
	+ The ENS system has moved from Red Flag to ReGroup.
	+ When you get the alert on the 27th please be sure to mark it as received.

**New Business Unforeseen by the Chair**

* None

**Adjourn**

Motion put forth by Mr. Andrew Petty.

* Adjourn the meeting at 2:43 p.m.
* Seconded by Ms. Hansbury.
	+ In Favor: All.
	+ Opposed: None.
	+ Abstain: None.
* The motion passed.

**\*\*Next Meeting: February 28th, 2024\*\***

**Voting Members in Attendance:**

Andrew Petty, Chair Marblehead Health Department

David Greenbaum Salem Health Department

Tracey Giarla Marblehead Health Department

**Non-Voting Members in Attendance:**

Jenifer Wallitsch MAPC

Dan Witts MAPC

Brian Luther MAPC

Beth Robert MAPC

Michael Nelson DPH

Josh Tallman BME

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

* Executive Committee Meeting Agenda for January 24, 2023.
* Executive Committee Meeting Minutes for December 2023