



**Health & Medical Coordinating Coalition
Region 3D North Shore/Cape Ann
Public Health Emergency Preparedness (PHEP) Coalition**

**Executive Committee
Meeting Minutes**

***Wednesday, October 23, 2024
12:30 PM
100 Ash St
Police Training Room
Danvers, MA***

Call to Order

- A. Petty called the meeting to order at 12:30 p.m.

Welcome & Introductions/Attendance Roll Call

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

Approval of Meeting Minutes

- The committee approved the of the August 28, 2024, and September 25, 2024, meeting minutes.

MDPH/OPEM Update

- J. Wallitsch provided the MDPH update on behalf of F. Balbi's notes provided to the coordinators ahead of the meeting. The email is posted below for reference.
 - o *WebEOC Updates o Planner/Coordinators received read only access to support LPH with validating the EDS Board and the 24/7 Contact Board. o MDPH provided training to the planner/coordinators.*
 - o *Planner/Coordinator in person meeting*
 - o *November 6th 12-2pm at MDPH Marlborough Office*
 - o *PHIT Tool – NOW LIVE*
 - ☐ www.mass.gov/emergency-preparedness-data-report-builder
 - ☐ *New public-facing, interactive Emergency Preparedness Data Report (EPDR) builder is now live.*
 - ☐ *The EPDR builder is a curated set of data indicators, contextualized content, and resources within the Massachusetts Population Health Information Tool (PHIT) platform which offers preparedness planners critical information for supporting health equity and enhancing inclusive community planning activities.*
 - ☐ *The EPDR builder allows users to easily create and share custom reports as well as export data for advanced analysis. The report presents over 25 relevant data indicators, including electricity-dependent Medicare beneficiaries, language spoken at home, computer and internet access, and social vulnerability. Users can view data by city/town, county, PHEP coalition, and HMCC region. When available, data are presented with demographic information such as age, sex, and race and Hispanic ethnicity.*
 - ☐ *MHOA Conference o We received the agenda and details on sessions from MHOA 2024 and have determined that there is the opportunity for an attendee to spend 50% of the time at the first two days of the conference at EP sessions (ie, there is 50% of content that is related to EP, meeting the GMM requirement).*
 - ☐ *The conference is approved for use with PHEP funds, following the GMM, its travel appendices, and sponsoring org's policies around travel & reimbursement. Overnight accommodations if qualified can be approved for Tuesday night and Wednesday night.*



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- ☐ *If you have not done so, please send your request to attend forms ASAP as the conference is rapidly approaching. You do not need to attach an agenda, but all other items required on the form must be included.*
- ☐ *NACCHO Conference Have a few requests to attend this conference and the requests will be reviewed once a final agenda is released.*
- ☐ *Reversion Numbers*
 - ☐ *Working to finalize documentation from the Sponsoring Organizations.*
 - ☐ *Anticipate having final information over the next several weeks.*
 - ☐ *Covid 19 Test kits available for LPH: The Massachusetts Department of Public Health (MDPH) has worked with US/HHS's Administration for Strategic Preparedness and Response (ASPR) to allow public health and healthcare organizations supporting underserved populations access to at-home rapid antigen kits. This federal supply of test kits is available to request through the Health Partner Ordering Portal (HPOP), while supplies last. Tests will have at least a 60-90 day expiration and will ship directly to your organization within 10 days. If your organization has been established in HPOP, you may use the link below to sign in and submit your request. <https://hpop.hhs.gov/>*
 - ☐ *Alternatively, you may submit a request via the MDPH requesting survey (linked below) and we will create your HPOP account and submit the first order for processing. Requests processed through the survey may be routed through HPOP, prompting an automated email to verify your HPOP account. Account validation emails are good for 48 hours and are required for future HPOP ordering. [Bit.ly/covidtestrequestMA](https://bit.ly/covidtestrequestMA)*
 - ☐ *Please note that requests may be fulfilled in multiple staggered shipments. Brand of testing kits cannot be guaranteed. If you are unsure about your organization's HPOP status, need assistance with request status, or have any additional questions, please email the MDPH resource box at dph.resource.request@mass.gov.*
 - ☐ *Upcoming important dates for LPH:*
 - ☐ *1st QER/ and RST Quarterly update due last Friday in October 10/25*
 - ☐ *Felicia's email: felicia.balbi@mass.gov or Scheduling time to use Felicia's booking under the signature page.*

Budget Discussion

- J. Wallitsch provided an update regarding the current funds remaining in the 3D budget.
 - o The coordinators are in the process of creating a scope of work for a potential second Mental Health Resiliency training that will focus on other public health roles.
 - Peabody will support lunch for another half or full-day training for frontline staff if approved.
 - The coalition will be required to put this out for bid due to Massachusetts compliance. Need to hear about ideas from you all now.
- B. Roberts and D. Witts joined the meeting during the budget discussion at 12:34 pm.
 - o De-escalation and customer service training was brought up by the committee as a major discussion for the mental health resiliency training either in the first or second.

PHEP Coordinator Update

- J. Wallitsch provided the following PHEP Coordinator update.



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- Moving forward the coalition will see some slight changes in the minute format as the coordinators work to make these as efficient as possible.
 - o In addition, it will be outlined in the minutes who the voting member is for each community.
- There will be a training on December 3, 2024.
 - o The coordinators held a HHAN training on October 10, 2024.
 - If the coalition has any questions/missed it and would like to have the chance to take the class, please let the coordinators know.
 - o On October 2, 2024, 3D Drill, Danvers, Gloucester, Wenham and Hamilton did not participate on time, the other 11 communities did.
 - As a reminder these drills will be happening monthly
 - o For the DPH Quarterly drill 14/15 communities completed it on time, 15/15 are now compliant.

PHEP Planner Update

- K. Sterneck gave the PHEP Planner gave the planner update.
- The analysis of the survey will be conducted in December and ready for the upcoming workshop
- In regard to the Emergency response framework:
 - o Three communities did not respond to the open-ended survey on the emergency response framework.
 - o The goal of the survey is to create future response action sheets and build off current response action sheets.
- K. Sterneck handed out slides detailing the potential response action sheets as a preview to the discussion in the workshop to come.
- A. Petty and D. Greenbaum discussed more options based on the sheets and found the draft agreeable for future response action sheets.
 - o They gave examples of beach closures, mosquito warnings, school disease outbreaks, sewer overflows.
 - o The next steps will be in working with vulnerable communities and communications based on the potential feedback of the coalition and other coalitions working with BME.
 - K. Sterneck proposed separating the materials into “Tools & Resources” and “Response Action Sheets.”
- The mandatory workshop will be by March 31.
 - o A survey is to follow to collect ideas for certain dates and potential spaces to hold the workshop. The survey will be sent out before the holidays.

HMCC & MAPC Update

- D. Witts gave the HMCC & MAPC meeting sharing that the stakeholder meeting will take place on November 14, 2024, at Northern Essex Community College.
 - o The meeting will feature subject matter experts presenting in the morning and breakout rooms in the afternoon. This is a conference style event with a new structure.
- The HMCC has been supporting the hospitals as a result of the Baxter plant in North Carolina being impacted by hurricane Helene.
 - o Currently Region 3 HMCC has not received any requests for IV fluids

New Business Unforeseen by the Chair

- No unforeseen business

Adjourn

Motion put forth by A. Petty

- Adjourn the meeting at 12:48 p.m.



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- Seconded by E. Kamarinos
- In Favor: All.
- Opposed: None.
- Abstain: None.
- The motion passed.

****Next Meeting: December 11, 2024; 12:30 P.M.****
At the Danvers Police Training Room
120 Ash Street, Danvers, MA 01923

Voting Members in Attendance:

David Greenbaum	Salem Health Department
Erini Kamarinos	Lynn Health Department
Andrew Petty	Marblehead Health Department

Non-Voting Members in Attendance:

Jenifer Wallitsch	MAPC
Dan Witts	MAPC (Virtual)
Beth Robert	MAPC (Virtual)
Nina Miscioscia	MAPC
Kendra Sterneck	BME

The following documents were used during the meeting:

- Meeting Minutes for August 28, 2024
- Meeting Minutes for September 25, 2024
- Meeting Agenda for October 23, 2024