



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

**Full Coalition
Meeting Minutes**

*Wednesday, April 24, 2024
1:30PM - 3:30PM
Danvers Police Department
120 Ash Street, Danvers, MA 01923*

Call to Order

- Mr. Petty called the meeting to order at 1:41 p.m.

Welcome & Introductions/Attendance Roll Call

- Mr. Petty welcomed everyone to today's meeting and role call was done.

Approval of Meeting Minutes

Motion put forth by Mr. Greenbaum

- Approve the March 27th, 2024 meeting minutes with minor grammatical changes.
- Seconded by Ms. Ryan.
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

Motion put forth by Mr. Greenbaum

- Approve the April 8th, 2024 meeting minutes with minor grammatical changes.
- Seconded by Ms. Ryan.
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

Motion put forth by Mr. Greenbaum.

- Approve the April 12th, 2024 meeting minutes with minor grammatical changes.
- Seconded by Mr. Giacalone.
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

MDPH/OPEM Update

- Ms. Balbi provided the MDPH/OPEM update.
 - The first priority area outlines that a Response Framework needs to be developed and workshopped by the Coalition in the next budget period. This Response Framework is broader than previous EDS plans. The PHEP Planner will be responsible for drafting the response framework, with assistance from each community.



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- The PHEP Planner will be largely involved in the first priority area and responsibilities include preparing local response framework, preparing a response framework workshop, and developing an SOP for communications.
- The second priority area is related to workforce development.
- The third priority area will focus on communication to support the purchasing of devices, hotspots, service plans, and accessories.

Budget Discussion

- Ms. Wallitsch provided the Budget update. The additional care kit procurement is ongoing. The Coordinators should have the exact number within the next two weeks.
 - Items will be shipped directly to Marblehead and Mr. Petty will coordinate distribution.
- A discussion was started regarding any items/trainings that the Coalition would like to include in the next budget period budget.
 - Additional Sandwich Boards, like those used to display information at clinics and events would be useful to some members of the Coalition.
- While unconfirmed, it appears that Region 3D is to receive \$775.00 less in BP1 (FY'25) than the previous budget period.

PHEP Coordinator Update

- Ms. Wallitsch provided the PHEP Coordinator update. Coalition members are asked to check for razors in your care kit. Propac sent mislabeled kits out to some, but not all, communities. No razors have been found to date, but we want to be thorough in checking each kit as this item was not approved by DPH as an allowable expense.
- The Federal Government Emergency Telecommunications Service (GETS) Program is undergoing procedural changes.
 - GETS Cards are typically printed by the federal government and mailed to the 3D Point of Contact, which is the PHEP Coordinator, who mails them to community contacts.
 - Starting April 9th, GETS number and PINs will be emailed directly to the community contact.
 - Physical GETS cards are still available upon request.
- The Executive Committee terms are expiring at the end of this budget period. Mr. Petty, and Mr. Greenbaum have expressed interest in serving on the EC for another 2-year term.
 - The EC will need one more member to serve a 1-year term.
 - Typically, the EC has a Public Health Nurse (PHN) serve on the EC to represent the interests of the Nurses. While it is not required, if any of the PHNs are interested they should reach out to the Coordinators.
- If you can think of items that fit into our focus areas of the year that you would like us to purchase, please let us know now if you have any ideas

PHEP Planner Update

- Mr. Tallman provided the PHEP Planner update. Directors were contacted for a training opportunity on June 6th. The training is funded by Region 3B, but all are welcome with respect to the 60 person capacity of the venue.
- The PHEP Planner will reach out to communities, if not already contacted, regarding EDS plan updates.

HMCC/MAPC Update

- Mrs. Robert provided the HMCC/MAPC update. The Q4 HMCC Stakeholder meeting is scheduled for June 13th. More information will be provided via email.



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- The HMCC/MAPC is continuing their work on this budget period while planning for next year's budget period.
- The fourth and final equity workshop is scheduled for June 27th at Northern Essex Community College in Haverhill. More information and the invite in the coming weeks.
- Due to the changes in the PHEP Planner scope of work, the Planner contract will need to be procured for the coming budget period.

MRC Update

- Ms. Jackson provided the MRC update. Volunteers are well trained in shelter operations and have enough to staff any sheltering efforts.
- MRC volunteers have begun assisting with hoarding clean-up cases.
 - o The MRC has a waiver that discloses that the individual has no legal recourse in participating in the hoarding removal process.
 - o The MRC and City of Salem can share the agreements that have been used to limit legal liability in hoarding clean up cases.

New Business/Items Not Reasonably Anticipated by the Executive Committee

- There was no new business.

Adjourn

Motion put forth by Mr. Vaughan.

- Adjourn the meeting at 2:41 p.m.
- Seconded by Ms. Ryan.
 - o In Favor: All.
 - o Opposed: None.
 - o Abstain: None.
- The motion passed.

****Next Meeting:** Wednesday, May 22nd, 2024; 1:30 P.M.**



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Voting Members in Attendance:

Andrew Petty, Chair
Laura DelleChiaie
Teresa Kirsch
Frank Giacalone
Judith Ryan
Dominique Hurley
Cindy Juncker
Erini Kamarinos
Wendy Hansbury
John Coulon
Chassea Robinson
Sharon Cameron
David Greenbaum
Suzanne Darmody
John Fralick
Teresa Riley-Singh
Jeff Vaughan
Neia Illingworth
Maribeth Ting

Marblehead Health Department
Beverly Health Department
Beverly Health Department
Danvers Health Department
Danvers and Hamilton Health Departments
Gloucester Health Department
Gloucester Health Department
Lynn Health Department
Manchester Health Department
Nahant & Rockport Health Department
Peabody & Rockport Health Departments
Peabody Health Department
Salem Health Department
Salem Health Department
Saugus Health Department
Saugus Health Department
Swampscott Health Department
Swampscott Health Department
Wenham Health Department

Non-Voting Members in Attendance:

Jenifer Wallitsch	MAPC
Liisa Jackson	MRC
Josh Tallman	BME
Beth Robert	MAPC

Brian Luther	MAPC
Amy Reilly	MAPC
Felica Balbi	OPEM

Voting Members Absent:

Erin Kirchner
Kellie Keenan
Dennis Palazzo
Lisa Tobin
Pamela Crehan
Tracy Giarla
Antonio Barletta
Anna McNichols
Andrew Ting

Essex Health Department
Essex Health Department
Hamilton & Danvers Health Departments
Lynn Health Department
Manchester Health Department
Marblehead Health Department
Nahant Health Department
Nahant Health Department
Wenham Health Department

The following documents were used/referenced during the meeting:

- Coalition Meeting Agenda for April 24, 2024.
- Coalition Meeting Minutes for March 27, 2024.
- Coalition Meeting Minutes for April 8, 2024.
- Coalition Meeting Minutes for April 12, 2024.
- Region 3D Principles of Operation.