



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

**Full Coalition
Meeting Minutes**

**Wednesday, October 23, 2024
1:30 P.M.
100 Ash St
Police Training Room
Danvers, MA**

Call to Order

- A. Petty called the meeting to order at 1:37 p.m.

Welcome & Introductions/Attendance Roll Call

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

Approval of Meeting Minutes

- Approval of the August 28, 2024, and September 25, 2024, meeting.
- Roll Call: Peabody abstained. All others approved August 28, 2024, minutes
- Roll Call: Beverly & Peabody abstained. All others approved September 25, 2024, minutes

Budget Discussion

- J. Wallitsch provided an update regarding the current funds remaining in the 3D budget.
- 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. A bid for this will be put out due to Massachusetts compliance.
- The leftover funds will be allocated to the 2 AFrames per community.
- De-escalation and customer service training was brought up by the Executive Committee as a major discussion for the mental health resiliency training either in the first or second.
 - T. Giarla discussed cultural competency as well as a potential training point.
- K. Diaz entered the meeting in person during the budget discussion at 1:45 p.m.

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.
 - *WebEOC Updates*
 - *Planner/Coordinators received read only access to support LPH with validating the EDS Board and the 24/7 Contact Board.*
 - *MDPH provided training to the planner/coordinators.*
 - *Planner/Coordinator in person meeting*
 - *November 6th 12-2p.m. at MDPH Marlborough Office • 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.*



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- *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*
- *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.*
- *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 request 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 organizations 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. (October 25, 2024)*



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- *Felicia's email: felicia.balbi@mass.gov*
- *Scheduling time to use Felicia's booking under the signature page.*

PHEP Coordinator Update

- J. Wallitsch provided the following PHEP Coordinator update.
- The mental health resiliency training will be on December 3, 2024, at Mass Task Force One, coalition members have received emails to register.
 - o A HHAN training was held on October 10, 2024. If the coalition has any questions or missed it and would like to have the chance to take the class, let us know.
 - o In the October 2, 2024, 3D Drill, Danvers, Gloucester, Wenham and Hamilton did not participate on time, the other 11 communities did participate. 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.
 - o The coalition going forward will see that in the current and future minutes, the coordinators will be listing who the voting member is of each community, who will be the director unless they are not in attendance.
 - The coordinators will also list who is virtual and who is in person.
- B. Robert joined the meeting virtually during the PHEP Coordinator update at 1:53 p.m.

PHEP Planner Update

- K. Sterneck shared information on the PHEP Planner update.
- The soon-to-be created action sheets for the coalition are intended to encapsulate the roles of the public health staff in emergencies.
 - o This will be flushed out in more depth during the emergency workshops that will be taking place in March.
- A survey will be sent out to determine when in March and where the workshop should be held. The thought of creating sample communications templates came up, that the group felt positive about.
 - o The analysis of the survey will be conducted in December and prepared for the upcoming workshop
- In regard to the emergency response framework:
 - o Three communities did not respond to the open-ended survey.
 - 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.
 - o A. Petty gave examples of beach closures and flooding to clarify the coalition's questions, discussed primarily by W. Hansbury, around the responsibilities of the response action sheets.
- J. Ryan entered the meeting during the PHEP Planner update at 2:02 p.m.
 - o The slides will be sent out virtually to the coalition after the meeting.
- 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.
- The mandatory workshop will be by March 31.
 - o K. Sterneck will report on the Needs Assessment survey, and the response action sheets at the workshop.
 - 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.
 - o Attendance is mandatory for at least one member of each community.
- A. Petty, based on the PHEP discussion brought up that the coalition should check on their the HHAN updates.



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HMCC & MAPC Update

- D. Witts shared 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.

MRC Update

- L. Jackson shared the MRC update which included that the MRC volunteers enjoy working with the Public Health departments in any capacity and it is very beneficial to keep them engaged. The volunteers are also well versed with shelter set up.
- L. Jackson noted that she has current response action sheets available and will be sharing them with the coordinators to distribute to the coalition after the meeting.
- C. Robinson brought to the attention of L. Jackson that there have been less volunteers from MRC. L. Jackson is looking into the concern and will report back.

New Business Unforeseen by the Chair

- J. Ryan (Hamilton) talked with nurses at her clinic and will be ordering 100 COVID-19 vaccines for the beginning of November. The tentative date is November 13, 2024, for the clinic either in Salem or Danvers
- E. Kamarinos followed up that the Latino Health Collaborative will be having a COVID-19 vaccine clinic in Lynn as well with gift cards to be distributed to those who attend.
- T. Giarla noted to host the in-home vaccination program, the host must utilize both the flu shot and the COVID-19 vaccine.

Adjourn

- Motion put forth by J. Ryan
- Adjourn the meeting at 2:27 p.m.
 - o Seconded by W. Hanbury
 - o In Favor: All.
 - o Opposed: None.
 - o Abstain: None.
- The motion passed.

****Next Meeting: December 11, 2024****

**At Danvers Police Training Room
100 Ash St, Danvers, MA 01923**



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Voting Members in Attendance:

Andrew Petty, Chair (Voter)
Elsa Wright (Virtual)
Erini Kamarinos (Voter)
Wendy Hansbury (Voter)
John Coulon (Voter)
Chassea Robinson (Virtual)
Sharon Cameron (Voter)
David Greenbaum (Voter)
Elsa Wright (Virtual, Voter)
John Fralick (Virtual, Voter)
Kitzia Diaz
Tracy Giarla
Cindy Juncker (Virtual, Voter)
Jeff Vaughan (Voter)
Teresa Riley-Singh
Judith Ryan (Late)
Teresa Kirsch (Voter)

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

Non-Voting Members in Attendance:

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

Liisa Jackson (Virtual)	MRC
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Voting Members Absent:

Neia Illingworth
Dennis Palazzo
Pamela Crehan
Antonio Barletta
Anna McNichols
Andrew Ting
Maribeth Ting
Erin Kirchner
Frank Giacalone
Dominique Hurley
Laura DelleChiaie
Lisa Tobin
Suzanne Darmody

Swampscott Health Department
Hamilton & Danvers Health Departments
Manchester Health Department
Nahant Health Department
Nahant Health Department
Wenham Health Department
Wenham Health Department
Essex Health Department
Danvers Health Department
Gloucester Health Department
Beverly Health Department
Lynn Health Department
Salem Health Department

The following documents were used/referenced during the meeting:

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