Official Meeting Minutes

The Regular Executive Committee Meeting of Region 5C Public Health Emergency Preparedness (PHEP) Coalition met on June 12, 2025 via Zoom.

- EC Members Present:
  - Gerry Cody
  - Lisa Cullity
  - Rob Casper
  - Kathleen Waldron
  - Absent: Kayla Smith
- Region 5C Planner: Tim Blanchard
- HMCC Members Present:
  - Elaine LaCoursiere
  - Chrystal LaPine
  - Absent: Danielle Dennis
- MDPH
  - Felicia Balbi
- Guests Present:

Meeting called to order at 12:33pm by Chairman Gerry Cody.

Motion made by Lisa, seconded by Rob to accepted April & May EC meeting minutes. Passed unanimously.
Motion made by Lisa, seconded by Rob to accept April & May coalition meeting minutes. Minutes include minutes for executive session. Motion passes unanimously.

Budget update:
Elaine spoke. Budget was efficiently utilized and spent. Had some money leftover, approximately $3,000-$4,000, that will be sent back.
Discussed BP2 budget. There are two-TBD trainings included in the budget, per DPH deliverables for BP2.
Gerry mentioned that come October 1, the federal budget goes to Congress. Moving forward as if the budget will be level-funded.
Cell phone payments were processed on June 11, 2025. 10 Towns were processed.

DPH Updates:
Felicia spoke. Notice of awards are being processed. Federal partners are processing partial-funding. Remaining funding is anticipated to be awarded in September but is not guaranteed. Total budget anticipation is level-funding but won’t be confirmed until MDPH receives award notice.

State-wide participation in WebEOC drills have improved, up to 57% across the State.

EDS boards were reviewed by Felicia and she reached out to Towns to confirm EDS sites. 100% contact has been done by Felicia.

COVID test kits are no longer available through the Federal HPOP program, as of June 3, 2025.

Regarding BP2 RST: bugs in the BP2 RST have been addressed. Felicia discussed the BP2 submission and displayed a DPH recommended approach for each of the priority sections. Felicia discussed and recommended following the approach in Region 3, the 5 coalitions are each providing 2 trainings and inviting the other coalitions.

Gerry asked about who is responsible for the AAR and is it expected to hire a vendor. Felicia stated that it is up to each coalition. Lisa pointed out that outside vendors have been used in the past. With the additional funds unallocated, could be utilized. Felicia stated that we can have each community present, with break outs per community to address the priority area #3. Lisa stressed the importance and benefits of having an outside vendor. Lisa proposed allocating a total of $35,000 from the budget to the priority area 1 training.Gerry recommended BME Strategies.

Rob C left the meeting at 1:10pm, dropping below quorum for any votes.

Kathleen joined at 1:28pm. Quorum achieved. Motion made by Lisa to increase training budget up to $40,000 and to empower Admin to work with vendor to get competitive bids. Seconded by Gerry. Passed unanimously.

Due to time constraints, motion to adjourn the meeting was made by Lisa, seconded by Kathleen at 1:32pm.