

Official Meeting Minutes

The Regular PHEP Coalition Meeting of Region 5C Public Health Emergency Preparedness (PHEP) Coalition met on July 10, 2025 via Zoom.

- EC Members Present:
 - Gerry Cody (Randolph)
 - Kathleen Waldron
 - Rob Casper
 - Absent: Kayla Smith, Lisa Cullity
- Region 5C Planner: Tim Blanchard
- HMCC Members Present:
 - Elaine LaCoursiere
 - Chrystal LaPine
 - Danielle Dennis
- MDPH
 - Felicia Balbi
- Towns Present:
 - Bob Valery (Halifax)
 - Lori Desmarais (Marion)
 - Connie Dolan (Rochester)
- Guests Present:
 - Sheila Wallace
 - Amanda Richardson - Shared Services Group in Randolph

Meeting called to order at 1:35pm by Chairman Gerry Cody. No quorum present so no votes can be made.

Budget update:

Elaine spoke. The final budget spreadsheet for BP1 was sent out, returning \$5,386. Overall, money was well spent. Elaine submits an expense report at the end of July that outlines how the funding was spent in BP1.

For BP2, approvals are moving forward. Elaine gave a broad overview of the BP2 budget. There are things up in the air due to the unknown funding issues, but moving forward with level-funding.

DPH Updates:

Felicia spoke. On June 27, 2025, DPH received a partial award of funding, with the rest expected to be received in the fall. Planner access to WebEOC will continue to the same extent it has been in BP1. Felicia discussed the ERF discussion-based exercise that needs to be done by October 31 and the AAR/IP completed by December 31. Gerry asked about how to get vendors, Felicia said it can be done several ways, including bid process.

HMCC Updates:

Chrystal spoke. Tim began work on July 2, 2025. HMCC will be meeting with the FTE planners, as there are some new expansions of job duties and regular, annual updates. Some of the new duties include updating inventory caches and being in the 24/7 duty officer rotation. Planners will also provide updated contact lists each quarter.

Planner Updates:

Tim spoke. Tim is submitting the RST for Q4 of BP1. Will be sending out a poll for dates and who hasn't done the ERF for their local plans. Will be working with HMCC on cache inventory and other resources/venues. Will also be looking at a training on the TranslateLive devices.

Next meeting August 14

Motion adjourned at 2:00pm