

Official Meeting Minutes

The Regular Executive Committee Meeting of Region 5C Public Health Emergency Preparedness (PHEP) Coalition met on October 9, 2025 via Zoom.

- EC Members Present:
 - Gerry Cody
 - Kathleen Waldron
 - Kayla Smith
 - Rob Casper
 - Lisa Cullity
- Region 5C Planner: Tim Blanchard
- HMCC Members Present:
 - Elaine LaCoursiere
 - Danielle Dennis
 - Chrystal LaPine
- MDPH
 - Felicia Balbi
- Guests Present:
 - Sheila Wallace (5B Planner)
 - Jamie Terry (BME Strategies)

Meeting called to order at 12:32pm by Chairman Gerry Cody.

Motion made by Kathleen, seconded by Lisa, to approve both EC and Coalition meeting minutes from September. Passed unanimously.

Budget update:

Elaine spoke. Q1 is completed. QER has been completed. Budget is on target. Budget mod is upcoming in November. Elaine brought up the admin budget line for HMCC. It is normally a part of the budget but was not included this year due to the unknowns. Last year was budgeted \$12,000. Currently, \$3,200 has not been allocated. Kathleen suggested allocating the \$3,200 for now and then readdressing the training budget lines at a future time. Due to the Executive Order "Defend the Spend," Elaine suggested tabling this for now until more discussions with MAHB can be had. From the LSAC meeting, Plymouth only returned 3%, which is the lowest in the State, for FY25.

DPH Updates:

Felicia spoke.

- September 25th was the State-wide drill. 2% response rate increase across the State. 5C had a 69% response rate.
- Update on the ShowMe app:
<https://www.mass.gov/info-details/show-me-for-emergencies>. May be able to attend our next meeting for a demo.

- COVID test kits may be eligible to purchase off a State contract, specifically HSP45 (or 44): <https://www.mass.gov/info-details/health-and-medical-contract-user-guides>
- There is local interest in viewing the DPH facility/warehouse. Working on a date for a field trip.
- NofA came out for HPP and PHEP in full, until June 30, 2026

HMCC Updates:

Chrystal spoke. Q1 is finished and doing the wrap-up. Planners will be turning them in a week before due to DPH.

- HVA is currently being worked on. The report is due by October 31.
- November HMCC meeting includes a presentation on whole community planning.

Planner Updates:

- ERF Update
 - Introduced Jamie Terry from BME Strategies. Gave a general overview of the exercise.
 - October 29, 2025 12-4pm, with pre-registration.
- POO Update
 - Kathleen made a motion to approve the PoO as amended.
- Elections
 - Reminder of nominations at the coalition meeting.

Motion made by Kathleen Waldron, seconded by Rob Casper to adjourn meeting . Passed unanimously. Ended at 1:08pm.