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Marlborough
Maynard
Medfield
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Sharon
Sherborn
Southborough
Stow
Sudbury
Walpole
Waltham
Wayland
Weston
Winchester
Woburn
Wrentham

Thursday, December 7th 2017

10:00 A.M. – 12:00 P.M.

Meeting Location:

Wayland Town Hall (Selectmen's Meeting Room)
41 Cochituate Road, Wayland, MA

EC MEETING MINUTES

Meeting Start: 10:36 AM

Meeting End: 11:58 AM

Total meeting minutes: 1 Hour 22 Minutes (87 Minutes)

A.) Welcome and Introductions/Call to order & Quorum Call

Cody, Gerard (Chair)

- Members Present- Anderson, Beverly (Sharon), Cody, Gerard (Lexington), Fantasia, Linda (Carlisle), Hartnett, Ellen (Sherborn), Lumenello, Susan (Burlington), White, James (Co-chair, Natick)
- Additional staff- Bonaccorsi, Tyler (4A Emergency Preparedness planner), Dunlop, Jendy (Program Manager for the Metro Regional Preparedness Coalition), Foley, Liz (MDPH OPEM), Hansen, Amy (4A MRC Coordinator), Winograd, Ari (Planning and Operations Coordinator for Metro Regional Preparedness Coalition)

Meeting called to order @ 10:36 AM 1st: Cody, Gerard 2nd: White, James

B.) Administrative business:

1. Opening comments – *Cody, Gerard (Chair)*

2. Community allocations-

- Communities have been sent their quarter two community allocations.
- Previous issues of disbursements not being sent out in a timely manner have been addressed along with issues of checks being returned to CHA
- Quarter 3 checks are expected to be sent out on time with no issues.

3. Topics for GC presentations-

- Several trainings were looked at to be presented at the remaining general coalition meetings including-
 - A presentation about region 2's fiscal and operations practices
 - An MRPC regional overview
 - Susan Lumenello suggested a presentation highlighting changes in the new EDS guidance.
- For the next general coalition meeting scheduled for March 2018, a presentation by region two is the priority. For the final quarterly meeting there will be a joint 4AB general coalition meeting reviewing the regional project.

4. Jurisdictional risk assessment

- The jurisdictional risk assessment was held on October 2nd in Somerville. The risk assessment highlighted priorities within the region to focus on for the next two fiscal years. A final report was sent out to the region from the vendor.

5. Funding for non-participants

- A discussion was held about several communities last year who used funds but do not complete required deliverables and meetings. A spreadsheet will be shared within the EC and a decision will be made about what to do about communities who do this in the future.

6. ICS Tracking

- A deliverable for this year requires information to be collected about members of communities who complete ICS trainings online. In the past, a spreadsheet has been used

within the region to track the information, the executive committee said they would try to locate the form for the planner.

7. Quarter one expense reports
 - Quarter one expense reports will be sent out to the executive committee and out the entire region. The expense report will highlight remaining regional funds and community allocations.
8. Community questionnaire
 - A community questionnaire has been developed and the initial draft has been shared with the executive committee. Updates will be made to the questionnaire which will be used in the 4AB project and will be sent out to the region.
9. Executive committee meeting length
 - The executive committee will continue to meet for 2 hours for the remaining of the budget period.
10. Other-
 - The 4A planner is to amend and resend out the meeting minutes for 9/28/17 before final approval.
11. BP1 funds
 - The executive committee will work with CHA on determine remaining funds. Remaining funds will be made available to region through a mini grant program. Dates and timelines will be share with the region once finalized
 - A discussion was held about hiring a financial planner for the region. The planner would survey the region by working with each community to see what allocations have been spent and what is remaining for the region.
 - Linda Fantasia suggested hiring a financial planner to help communities spending plans and assist the executive committee in tracking remaining funds and items purchased throughout the region. Linda also questioned the food policy requirements and a potential waiver process
 - Region 4A is one of the last regions to do community allocations where other regions spend funds out of a community pool. Region 2 will share their spending practices and the next general coalition meeting.
12. Open meeting law guidance
 - A discussion was held about the posting requirements for the region as there has been no access to the 4A website for the fiscal year.
 - The 4A planner and the regional coordinator are going to look into how other regions post and the state requirements for public health regions.
 - Ruth Mori stated that agendas must be posted on town websites and in the town where the meeting will be held. She asked that we get an opinion from MDPH.

C.) Quarterly Updates:

11:23 AM

1. 4AB merger status and updates

- The 4AB project request for proposal was sent out to multiple vendors including MHOA, Indeed, Regina villa and others and was approved by MDPH 12/6/17. Beverly Anderson was reluctant to vote when only one contractor was looked into after initial posting.
- Regina villa was selected by both 4A and 4B as the project vendor. A contract has been developed and is waiting to be executed.
- Concerns were brought up about the length of time remaining to complete the project before the end of the budget period. An initial planning meeting will be held with Regina villa to address these concerns and discuss the project going forward.

F.) Adjourn Executive Committee meeting

11: 58 AM

Motion to adjourn meeting 1st: White, James 2nd: Anderson, Beverly