

STEERING COMMITTEE MEETING MINUTES

Thursday, June 4th, 2026

In-Person Meeting

Tree House Brewing Company-129 Sturbridge Rd. Charlton, MA 01507

IN ATTENDANCE: Camille Griffin (Chair)(Webster), Trevor Brusco (Vice-Chair)(Holden), Pam Masters (HMCC/Sponsoring Org), Kim Buccini (Notetaker), Jay Dulmaine (Fitchburg), Catherine Hoover (Fitchburg), Jim Philbrook (Charlton), Angela DiPrima (Gardner), Lauren Saunders (Gardner), Eric Babin (Gardner), Jack Chandler (Sterling), Erin Hightower (Northbridge), Annette Garcia (Shrewsbury, Grafton, West Boylston), Derek Kwok (Medway) Ivan Kwagala (Oxford), Devan Thorton (Worcester), Barry Lein (Wachusett MRC), Jen Sullivan (Westborough), Kaitlin Donahue (Uxbridge), Cheryl Rawinski (Sutton+), Thomas Bonci (Clinton), Jamie Terry (BME Strategies), Agnieszka Podstawka (Douglas), Matthew Rollins (Upton), Debra Vescera (Upton), Doug Mercurio (Brimfield), Ann Marie Muckenstrom (Boylston), Justin Lapham (Dudley), Michelle Powell (Leominster), Philip Leger (Royalton+), Jordan Brusco (Auburn), John Mott (Hardwick), Sandra Knipe (E. Brookfield)

The meeting was called to order by Chair Camille Griffin at 09:11 AM.

Roll Call: A verbal roll call was done.

Chair's Announcements: Camille Griffin stated that this would be her last meeting as Chair. They will be taking nominations for Chair and Vice-Chair at the August meeting.

Minutes Review: The minutes from the May 7th, 2026, Steering Committee meeting were presented for review and approval.

Cheryl Rawinski made a motion to accept the May 7th, 2026, Steering Committee meeting minutes as presented. This was seconded by John Mott. The motion passed.

HMCC Sponsoring Organization:

- FY26 Priority Areas & Budget Updates
 - Purchases- Pam Masters stated that unfortunately, the vendor for the handwashing stations cannot deliver them by July 1st. In August, Pam will find out how many communities still want one.
 - Tabletop AAR/IP Submissions-If there are any submissions left, please send them to Pam.
 - Trainings- After today's meeting, Deb Vescera and Erin Hightower are holding a Hoarding Training.
 - Service Plans FY26 & FY27-For those of you who received service plans this year, you will be getting an email asking for a letter from your Finance Department confirming that all funds have been spent. Please keep an eye out for it today or

tomorrow. Also, please start to think about whether or not you want a plan in the new fiscal year. \$10k has been set aside in the budget. Keep in mind, the service plan has to be used for your 24/7 contacts.

- PHEP Rep Letter FY27 -A reminder to get the PHEP Rep Letters approved by your Board and please date them after July 1st. Pam will send out a letter template. Also, when you submit it, please let Pam know if you are interested in being on the Executive Committee.
- FY27 Priority Areas & Budget-Pam stated that the priority areas and budget were submitted to OPEM and we have received approval for both. Once PHEP funds have been awarded and sent to Worcester, we can start spending. This usually happens during the August-late October timeframe. Also, Pam brought some of the smaller purchases that have not been picked up yet and will distribute them after today's meeting.

BME Strategies:

- CERC Guide & Toolkit-Jamie Terry thanked everyone for participating in the workshops and providing input. The CERC Guide and Toolkit will be very useful in emergency situations. The Guide is dense, but the Toolkit is intended to be used right away during an emergency. BME Strategies used many resources and best practices across the country to develop both. The goal was to provide information on what to do with misinformation and disinformation. Jamie also went over some of the feedback that was provided-Social Media section would be useful, how to manage interactions with the press, best practices, and resources. These can also be used to develop templates for specific communities. Jamie handed out a guide for Clear Communication for Local Public Health.

MDPH Updates:

- FIFA Update-Pam Masters stated that you should be receiving updates concerning FIFA from OLRH. The healthcare and hospital side has also been receiving information. The next few months will be very busy. There are watch parties planned in Worcester and Fitchburg. If you discover that your community is holding one, please make sure that your EMD lets MEMA know. They are tracking these for situational awareness. Also, OPEM has been sending out situational reports via HHAN. If you have any issues or concerns in your community, there is a 24/7 epidemiology line you can contact for guidance.
- FY27 Update- Pam stated that we are just waiting for the state to receive the Notice of Award. Please email Pam if you have any questions for Felicia Balbi. Also, please make

sure that you are aware of your WebEOC password and keep your contacts up to date, especially during the next two months.

LSAC Rep Updates: Jay Dulmaine stated that their last meeting was quick. DPH Commissioner, Robbie Goldstein, came on and answered a few questions about funding. Annette Garcia added that he didn't say too much, just that it is a tough time for funding overall. Also, rural communities, FIFA and the PHEP budget were discussed.

MRC Updates: Barry Lein stated that the Wachusett MRC had a slow month in May. They have several meetings and elections in June.

Pam Masters stated that the Worcester Regional MRC had a Stop the Bleed training and they are looking at next year's training list.

HMCC Rep Updates: Pam Masters stated that they moved the meeting and just had a quick email update. There were no major updates. They are working on trying to acquire a twelve decedent morgue cube, but they are not sure if will receive it by July 1st. She will have an update on it in August. They have been working on deliverables and will be submitting all paperwork on time.

Any additional business: Sandra Knipe stated that she would like to take Trish Parent out to dinner over the Summer, so please contact her if you would like to attend. Trevor Brusco announced that today would be Jim Philbrook's last PHEP Meeting. He thanked him for his years of support.

Next Meeting-August 13th-virtual

Jay Dulmaine made a motion to adjourn the meeting. This was seconded by John Mott. The meeting adjourned at 9:43 AM by unanimous consent.