



**MAHB Executive Committee
FY22 Executive Committee Board Meeting Minutes
June 2, 2022**

Please note – that the recording of the meeting and transcript can be found at

[https://harvard.zoom.us/rec/share/-](https://harvard.zoom.us/rec/share/-k0HD8RkMEKtauN7Nc_94hZeCmgeJYktW4v1SqPPmiBkr0djFx1fQUpwG9rGb1ec.iXplernkAibDcar3)

[k0HD8RkMEKtauN7Nc_94hZeCmgeJYktW4v1SqPPmiBkr0djFx1fQUpwG9rGb1ec.iXplernkAibDcar3](https://harvard.zoom.us/rec/share/-k0HD8RkMEKtauN7Nc_94hZeCmgeJYktW4v1SqPPmiBkr0djFx1fQUpwG9rGb1ec.iXplernkAibDcar3)

As such, detailed information has been eliminated from these minutes and only the major key issues are presented.

Location: meeting – Sheraton Four Points Hotel and Conference Center and Zoom

Time: 5:15PM – 7:45PM

Executive Committee Members Present (Voting Members): Marcia Testa, President; Joan Jacobs, Secretary/Clerk; Marcia Rising (Zoom), Treasurer; John Dougherty (Zoom), Ed Cosgrove and Ray Considine.

Non-Voting Members/Attendees: Mike Hugo, Cheryl Sbarra and Elaine LaCoursiere (Zoom), Guests David Alper, and Amy Staunton (Zoom) and Meghan O’Neil (Zoom) from AAFCPA.

Absent: Christopher Quinn, Vice President;

1. Greetings Introductory Remarks – All

2. Official Call to Order

Marcia Testa (Marcia T) called the meeting to order at 5:15 pm on June 2, 2022. The agenda for the meeting can be found on the MAHB Executive Committee Quarterly Meetings page – May 4, 2022 Agenda.

3. Approval of Minutes from May 4, 2022 Executive Board Meeting

Marcia T reviewed the minutes, and the Executive Committee approved the minutes of the previous Executive Committee regular meeting held on May 4, 2022.

4. Reports – President and Staff

a. President and Staff

Certificate program content and accessibility was discussed. The hard copy of the Legal Handbook was discussed and sent out to Executive Committee members as requested. David Alper discussed ways to increase membership because of product. Restrictions to web page resources was discussed.

President Marcia T turned the presentation to Amy Staunton and Meghan O’Neil to review the financial status of MAHB using the QuickBooks Online system. They presented the financial reports through March 31, 2022 – Management Report that can be directly downloaded using QuickBooks as well as other profit and loss statement by MAHB Program, MAHB Admin and HMCC Program. It was pointed out that the HMCC contract pays at the beginning of the 4-month period and as such, a report produced at the beginning will show a substantial income since the funds have not yet been expended.

Amy also showed a draft FY23 budget template. Budgeting is related, but distinct from accounting and is dependent upon the contracts that will come in. It was also pointed out that the membership dues are invoiced for all 351 Towns and Cities, showing revenue of \$45,270, however, only about 50% of that will eventually be collected since only that percentage of Town choose to join.

This part of the meeting lasted over one hour. For more details please go to the Zoom recording noted at the beginning of the minutes.

Executive Director’s Report: Cheryl Sbarra turned over the presentation to Mike Hugo, who she praised for his considerable effort and success at what is has undertaken after becoming a one-hundred percent employee beginning January 1, 2022. Mike gave an extremely comprehensive presentation of the new SAPHE grant. Extension Proposal. Round 1 – 14 grants, Round 2 – 27 grants, Round 3 -needed to be increased – by Round 4 also everyone had joined after considerable encouragement. For details, please refer to Zoom recording starting at time stamp 1:08.

Mike Hugo gave two examples of “civility has left some BOH’s” with two case studies – starting at time stamp 1:25 to 1:32.

Elaine gave an overview of the HMCC, starting at 1:34 timestamp. Region 5 requests were covered as well as a description of Crystal Lapine and Danielle (MAHB’s two HMCC employees). During COVID-19 they facilitated calls every day. They also had to rent a storage unit, and distribution of supplies (PPE’s – 13 hospitals and 97 towns). MAHB hired a logistics person to help in this distribution process. Hazard Vulnerability evaluation on 62 surveys using Survey Monkey, etc. These are deliverables for the HMCC contract. This has been a considerable challenge and the budget does not allow for hiring more staff. To listen to more detail go to timestamp 1:32 through 1:39.

Cheryl mentioned that MAHB needed to have a staff meeting/retreat to listen to the staff and what they need, and put it all together on a sunny day at the Cape.

Revisiting the Bylaws

Cheryl mentioned revisiting the Bylaws: Timestamp of discussion 1:41 –

Cheryl mentioned asking which one is the valid one, or amend it.

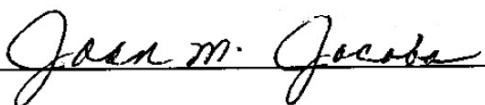
Who is eligible to vote – One says a Quorum of 51% and the older one says 45 regular members. Ray said he wanted to set up a Bylaw Committee. Discussion of a Bylaw Committee set up. Cheryl mentioned that Sharon Lincoln reviewed them and she submitted comments. David Alper mentioned again having a subcommittee – it has to be Board members (Cheryl). David, Ray and Ed volunteered. (*Note – David was not a member of the Board*). David laid out a plan, Cheryl will send the one with the comments.

Mike then brought up ARPA, 200 million dollars over 5 years given to local public health. 75 million dollars is for infrastructure and health disparities. 55 million dollars direct support, 15 million dollars for planning and grants, 10 million dollars for legal review, 30 million for workforce and training. Please refer to timestamp 1:47 through 1:52.

Old and New Business – COVID-19 home testing vs PCR testing was discussed as well as masking, and scheduling another meeting.

5. **Adjournment** - The Meeting adjourned at 7:45 PM

Respectfully Submitted,



A handwritten signature in cursive script, reading "Joan M. Jacobs", is written over a solid horizontal line.

Clerk