



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee		
<b>Date:</b> 10/8/2024 <b>Time:</b> 5:00 pm – 6:30 pm	<b>Location:</b> Zoom	<b>Facilitators:</b> “Co-Chairs” Michael Archbald Garrett Simonsen

Attendees	
<p><b>Steering Committee Members:</b></p> <ul style="list-style-type: none"> <li>Garrett Simonsen, Shutesbury EDS</li> <li>Ryan Paxton, Montague EDS</li> <li>Mike Archbald, Frontier EDS</li> <li>Megan Tudryn, Greenfield EDS (Absent)</li> <li>Carmela Lanza-Weil, Mohawk EDS (Absent)</li> <li>Donna Gibson, Williamsburg EDS (Absent)</li> <li>John Hillman, Leverett EDS</li> <li>Kat Llamas (Absent)</li> </ul> <p><b>NON-VOTING MEMBERS:</b></p> <ul style="list-style-type: none"> <li>Randy Croshier</li> </ul>	<p><b>R-S-I Staff:</b></p> <ul style="list-style-type: none"> <li>Randy Cardonell</li> </ul> <p><b>FRCOG Staff:</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>HMCC Staff:</b></p> <ul style="list-style-type: none"> <li>Nick Licata</li> </ul> <p><b>OPEM-MDPH:</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Guests:</b></p> <ul style="list-style-type: none"> <li>Nina Martin-Anuzuoni (Colrain)</li> <li>Gina McNeeley – Conway BOH</li> </ul>

Agenda Items	
<b>1) Roll Call</b>	Roll Call Conducted
<b>2) Approval of Minutes</b>	Garrett 1 <sup>st</sup> Motion, Ryan Seconded, Pass Unanimous
<b>3) LSAC &amp; MRC Updates</b>	Michael led a meeting discussing a previous meeting with regional stakeholders focused on finalizing the financial components of closing Stewart Hospital and ensuring continuity of care during the transition. Preparations for cold weather emergencies were also discussed. Felicia and Liz Foley provided updates, including information on the upcoming MHOA Conference with available funding for attendance and travel. Access to a new planning tool called WebEOC and the FIT tool were mentioned. A key topic was the in-person Planner Coordinator meeting on November 6th, which Berkshire planners would not attend due to travel logistics. Liz discussed an upcoming virtual MRC meeting and plans for a volunteer event in March 2025. Michael provided an update on revising the Principles of Operations document, with the next meeting scheduled for October 31st before the LSAC meeting. Ryan

	expressed willingness to attend the Planner Coordinator meeting if deemed necessary by the team.
<b>4) Attending Quarterly OPEM Planner Coordinator Meeting</b>	Discussion about MAPHCO Planner Coordinator attending the DPH quarterly meeting in person. It was determined that Randy will attend in person as of right now.
<b>5) WAG Update</b>	Nick explained that the main focus of the group is to develop the Emergency Response Framework that will be used to develop the Training needs assessment.
<b>6) OPEM Update</b>	Update was attached to the agenda
<b>7) Grant Equipment (Hygiene Kits/Translators)</b>	Michael and Nick discussed the status of the Grant equipment, with Nick confirming that 6 out of 9 translators have been distributed and 3 remain. John asked about the translators, and Nick explained their functionality. Ryan requested a list of the translator recipients from Nick. Regarding the hygiene kits, Michael stated that some have been distributed, but more need to go out, especially to West County towns with Nina's help in coordinating the delivery.
<b>8) Storage Unit equipment Distribution</b>	Michael, Nick, and Ryan discussed the storage unit equipment and plans for the remaining items. Nick mentioned that they are about to move into the next phase, which involves moving the remaining items to the Conex boxes and figuring out what to do with the large number of items belonging to Masco. They plan to offer these items to the member communities and dispose of anything not collected within a certain deadline. Nick also mentioned that they will be conducting a more comprehensive inventory of the items available. Ryan raised a question about the disposal of items left in the storage area, to which Nick responded that they plan to dispose of damaged or expired items in one central spot. The cost of installing climate control in the Conex boxes was also discussed, with Nick mentioning that it cost around \$75,000. Ryan mentioned that his Conex box does not have climate control, which has led to the loss of materials.
<b>9) BP-1 Update - Workplan</b>	Attached and available to review for the steering committee as far as the upcoming work of Planner /Coordinator and MAPHCO.
<b>10) Mission Statement &amp; Principles of Operation Revisions</b>	Michael and Ryan discussed the need for a sub-group to work on the mission statement and principles of operation. Michael and Garrett volunteered to join these sub-groups. Ryan agreed to facilitate the meetings and update the documents. There was a discussion about the need for a red-line version of the principles of operation, which Ryan agreed to look into. The conversation ended with the understanding that the future of the organization and its mission depend on the participation and contributions of the team members.
<b>11) Calendar</b>	No Updates
<b>12) Open Items</b>	None
<b>13) Adjournment</b>	Ryan made the motion, Mike Seconded, Unanimous to adjourn