



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee		
Date: 7/1/2024 Time: 5:00 pm – 6:30 pm	Location: Zoom	Facilitators: “Co-Chairs” Michael Archbald Garrett Simonsen

Attendees	
<p>Steering Committee Members:</p> <ul style="list-style-type: none"> Garrett Simonsen, Shutesbury EDS Ryan Paxton, Montague EDS Mike Archbald, Frontier EDS Megan Tudryn, Greenfield EDS Carmela Lanza-Weil, Mohawk EDS Donna Gibson, Williamsburg EDS John Hillman, Leverett EDS Gina McNeeley – Conway BOH <p>NON-VOTING MEMBERS:</p>	<p>R-S-I Staff:</p> <ul style="list-style-type: none"> Randy Cardonell Melissa Waller Jarrah Strobach <p>FRCOG Staff:</p> <ul style="list-style-type: none"> Alexander Sylvain <p>HMCC Staff:</p> <ul style="list-style-type: none"> Nick Licata <p>OPEM-MDPH:</p> <p>Guests:</p> <ul style="list-style-type: none"> Gina McNeeley

Agenda Items	
1) Role Call	Roll Call Conducted
2) Approval of Previous Meeting Minutes	5/6/24 Ryan Motion, Megan 2 nd , Note Unanimous to Accept 6/25/24 Carmela Motion, Megan 2 nd , Unanimous to Accept
3) LSAC Update Local State Advisory Committee	Mike A. Statewide organization. Statewide concern reversion of funds for both PHEP and MRC funds. Review of Principles and Mission Statement of the group. What is the role of PH in emergency response. Who takes the lead in managing the response. These are the current areas of discussion.
4) Equity Workshop Update	Melissa – Final report was produced and distributed to SC. Overview of outcomes: Keynote speakers from other agencies. Define roles and responsibilities. What is PH role in communication. Extending list of agencies and groups in communication. Extend the list of involvement in planning to avoid duplication. Possibility of developing a map showing the key homeless areas.
5) Grant Equipment Status	Hygiene Kits have arrived. Two Pallets arrived. Michael informed the team that the hygiene kits had arrived and were

	<p>ready for distribution. Nick requested an asset receive confirmation form be filled out and returned to ensure the vendor was paid. Randy suggested dividing the kits by community, population, or region for distribution. Michael agreed, stating the kits would be made available to communities in need. The kits contain various hygiene products and have a relatively long shelf life as long as they're stored in a climate-controlled environment. Ryan offered to store the kits in his climate-controlled facility. 875 total kits received. Montague and Springfield have storage for their kits.</p>
6) EDS Plan Template Update	<p>Randy: The team discussed the proposal of posting a plan template on the website. The team considered the potential security risks and possible hosting platforms, eventually deciding to seek approval from the appropriate authorities. Randy also announced that he would manage team contact information through local boards of health. OPEM (Felicia Balbi) will need to be involved in the posting of the EDS Template Plan.</p>
7) PHEP 101 Update	<p>Additionally, Randy provided updates on the Eds plan and the upcoming PHEP 101 update, which included six webinar segments for distribution on the website. Lastly, Randy was coordinating with Alexander and GoDaddy to finalize the website setup, to be communicated to the steering committee and all MAPHCO Members.</p>
8) Website Update	<p>Website built. Alexander and Randy are working the finalizing the business part of this.</p>
9) SC Standing Meeting Day/Time	<p>Send a survey to full MAPHCO to see if there is a better time to hold MAPHCO meetings to increase participation. Then survey or discuss with SC for next steps.</p>
10) BP-1 Update - Workplan	<p>Garrett; Status of the RST Reporting Submission Tool) Alexander said it is approved and need to be moved into developing SMART Objectives. Scope of Services will need to be developed from the Objectives from the workplan. RSI needs to develop the wok plan and share with SC.</p>
11) Calendar	<p>No Changes</p>
12) Open Business Items	<p>Randy Open meeting laws to be reviewed and RSI would try to develop a summary to SC. Storage unit costs were not included in the budget, but this can be added back. \$150.00/mo. Extend for at least 3 mo. EDS supplies are stored. The list is on a google drive for SC members. John Hilman asked about the status of the election of SC. Started the electronic process, but was put on hold. Suggested the next FC hold the nominations and election process.</p>
13) Adjourn	<p>Motion Donna, John 2nd Vote Unanimous</p>