



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee		
<b>Date:</b> 2/5/2024 <b>Time:</b> 5:00 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</li> <li>Carmela Lanza-Weil, Mohawk EDS (Absent)</li> <li>Carolyn Shores-Ness</li> <li>Mae Tanner, Hawlemont EDS</li> <li>Donna Gibson, Williamsburg EDS</li> <li>John Hillman, Leverett EDS</li> </ul> <p><b>Coalition Members:</b></p> <ul style="list-style-type: none"> <li>Nerene Pease</li> <li>Kat Conway</li> <li>Catherine Hilton</li> <li>Wibby Swedburg</li> <li>Fritz Vohr, MD</li> <li>Arleen Read</li> <li>Lynn Dole</li> <li>Carl Nelke</li> <li>Gene Garland</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>Alexander Sylvain</li> </ul> <p><b>HMCC Staff:</b></p> <ul style="list-style-type: none"> <li>Nick Licota</li> </ul> <p><b>OPEM-MDPH:</b></p> <ul style="list-style-type: none"> <li>Gail Bienvenue</li> </ul> <p><b>Guests:</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>

Agenda Items	
<b>1) Welcome / Introductions</b>	Introductions of participants
<b>2) Review / Approve Draft Minutes</b>	Motion Donna G. Second Megan T Discussion None Vote: Unanimous Acceptance
<b>3) Status Update of rented Storage Unit</b>	List of supplies sent out to coalition. Nick & Megan itemized and list available for requesting it and distributed so storage can be emptied, and lease terminated. Discussion about pick up process. Coordinate with Nick. Timeline to empty by end of Feb.

4) Annual FC In-Person Meeting - Logistics	Logistics: Butterfly Museum, Greenfield Country Club. Funding source needed as grant funds cannot be used. Question of education or topic to discuss at the meeting. Educational opportunity. Sub-group created: Mike, Garrett, Megan, Gail.
5) Intro to PHEP 101 Development - Timeline	Sub-Group or survey to determine content. <b>Send a survey.</b> Donna G. Possible topic of new upcoming bugs, an epidemiologist?
6) Local BoH Training Reports	Excel sheet will be sent to all primary contacts of each BoH to be completed as part of MDPH requirements. Donna G. questioned if there are required updated training, It was explained only if taking additional classes. Questioned if actual records need to be on file. Randy explained that it is believed the local BoH should maintain these on file. The excel sheet will have the links for both the IS classes and the site to request transcripts.
7) Principles of Operation (PoO) Draft	Discussion: Wibby - Vote ability must attend 3 of 4 full coalition meeting. Intent is that this can't be invoked until the actual FC meetings are actually held. Increasing frequency of FC meetings and Monthly SC meetings. Nick suggest striking the line. Norene suggested leaving it because of the need to develop more involvement from the local entities. Carolyne concurs. This is to have participation and input from FC. Need to change the amended date at the very top of document and adopted date.
8) Vote for adoption PoO by FC	Motion: Donna G. Second: Caroline Ness Vote: Unanimous
9) Equity Project Discussion - Update	Scope of Work and proposal will be sent to Zander shortly. The project will focus on scenario of flooding and address communication difficulties with challenged populations. The concept is to develop a workshop with other entities working on similar projects to identify possible solutions. Grant funding is ~\$7,500.00. Wibby, John, and Kat need copies of Scope of Work.
10) Emergency Dispensing Site - Update	Randy reported for Diedre. Diedre is creating a standardized EDS plan that has annexes to update for a specific EDS. Also working with the State to determine actual number of needed EDS in MAPHCO. Diedre suggesting that some updates can still be conducted by the EDS, Ex. Contact lists for staffing and volunteers, MOUs/MOAs. Gail was asked if the State has a plan of number of EDS groups. Gail said it will depend on MAPHCO, but required only needs one plan, but annexes can be developed for whatever EDSes are to be utilized. Caroline identifies traffic flow is key, therefore, minimally 4-5 sites will be needed. Not practical to have one plan. Gail questioned if there is a standardized plan that is expandable with annexes and or types of EDSes to be stood up, i.e. Drive-through, mobile, building, etc. Megan, noticed how many items need to be updated in her EDS plan even if a single plan is utilized.
11) Mass Care Plans - Update	Randy – Mass Care and Sheltering are tied together. We will start investigating what the current status is in the Local BoH.
12) Calendar	Randy – notice that there are more FC meeting planned.
13) Open Items	Zander – Budget: \$16,500.00 additional funds available. Annual meeting costs can be part of this. Purchases need to be in this budget modification because they need to be purchased prior to June 30 <sup>th</sup> .

	Equipment Survey needs to be sent out immediately. Possibly a guest speaker on rural Public Health. MA does not have counties so bringing someone in to speak about County Public health may not be beneficial.
<b>14) Meeting Adjourned</b>	Motion: Caroline Second: Mae Vote: Unanimous