



| Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee | | |
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| Date: 3-4-24 Time: 5:00 – 6:30 PM | Location: Zoom | Facilitators: “Co-Chairs” Michael Archbald Garrett Simonsen |

| Attendees | |
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| <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 Mae Tanner, Hawlemont EDS Donna Gibson, Williamsburg EDS John Hillman, Leverett EDS <p>NON-VOTING MEMBERS:</p> <ul style="list-style-type: none"> Carolyn Shores-Ness | <p>R-S-I Staff:</p> <ul style="list-style-type: none"> Randy Cardonell Melissa Waller Diedre Serene <p>FRCOG Staff:</p> <ul style="list-style-type: none"> Alexander Sylvain <p>HMCC Staff:</p> <ul style="list-style-type: none"> Nick Licota <p>OPEM-MDPH:</p> <ul style="list-style-type: none"> Gail Bienvenue <p>Guests:</p> <ul style="list-style-type: none"> None |

| Agenda Items | |
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| 1) Role Call | Completed and noted above |
| 2) Website Utilization | The team discussed the visibility of their website and the need for a webmaster, with Randy proposing the creation of MAPHCO’s own website. They also discussed the need for a clearer understanding of their responsibilities and roles. The team deliberated on a communication strategy for a new website, with Carmela proposing a mix of methods such as direct mail and newspaper ads. Randy confirmed the plan to move forward after receiving necessary approvals and agreed to prepare a budget plan. Ryan suggested posting the site on their respective town websites and Board of Health pages. |
| 3) EDS Sites | The team discussed the EDS site plan, with emphasis on the importance of a unified plan for all sites. Many towns are now part of shared service agreement (Valley Health Collaborative). The conversation also touched on the likelihood of different scenarios for EDS sites, with Garrett emphasizing the low probability of events such as an outbreak. The Collaborative is looking at the utilization of |

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| | <p>regional staff. Randy asked consideration of where would be the most logical place and flow of population depending on the scenario. The team also discussed the role of EDS in various scenarios and mutual aid agreements. Megan raised the question of mutual aid agreements for disaster situations, which Garrett confirmed Statewide Mutual Aid agreements exist but had not been previously discussed. Randy asked how many EDS do we want to plan for and where would they be based. Alexander talked about EDS per the COVID AAR needed to start moving to Shared Professional services. The team also agreed to review and approve the steering committee meeting minutes at their next meeting.</p> |
| <p>4) Annual Meeting Status</p> | <p>The team discussed the upcoming annual meeting and the issue of funding for food. Randy suggested approaching organizations and businesses for support. Baystate Medical Center as a possible location. There was also concern about potential reluctance due to the current spike in Covid, RSV, and flu cases. Michael suggested looking for deep-pocketed vendors and asked the team to be on the lookout for a survey on the topic. It was revealed that in the past, the grant or operational expenses had covered the cost of meals. Randy discussed a survey that would be sent out for feedback on food options, with the results helping to guide decision making. Alexander provided a historical perspective on food costs (FRCOG previously funded the meal from operational expense), suggesting a dinner might range from \$25 to \$35 per person.</p> |
| <p>5) Budget Modification</p> | <p>Alexander discussed the Budget Modification submitted by Randy.</p> |
| <p>6) PHEP 101 Content</p> | <p>Randy discussed the development of the training program and looking for any input from SC members. Plan is to provide multiple small segments to be available for review. Establish early on the goal/objective of the training. What is the PHEP program and what are the goals and responsibilities. Also include Health Equity as a component.</p> |
| <p>7) Equity Project Status</p> | <p>Melissa stated the project has been submitted. Alexander said DPH is reviewing.</p> |
| <p>8) EDS Project Status</p> | <p>Diedre and Randy discussed the creation of a fillable plan with a contact list for easier updates, with a draft expected by the upcoming weekend.</p> |
| <p>9) Training Records Report Status</p> | <p>Limited responses, and follow up will be conducted. Maybe Public Health Excellence groups may be a source</p> |
| <p>10) Calendar</p> | <p>No Changes Noted</p> |
| <p>11) Open Items</p> | <p>The team agreed to review and approve the steering committee meeting minutes for the last meeting. Donna moved, Garrett seconded, Megan and John abstained, balance approved minutes.</p> |
| <p>12) Adjourn the Meeting</p> | <p>Vote to adjourn Donna motion, Megan Seconded Unanimous Vote.</p> |