



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee		
Date: 4/1/2024	Location: Zoom	Facilitators: "Co-Chairs"
Time: 5:00 pm – 6:30 pm		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 Mae Tanner, Hawlemont EDS Donna Gibson, Williamsburg EDS John Hillman, Leverett EDS <p>NON-VOTING MEMBERS:</p> <ul style="list-style-type: none"> Jay Niedbala Erving BoH Carolyn Shore-Ness Deerfield 	<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 Licata <p>OPEM-MDPH:</p> <ul style="list-style-type: none"> Gail Bienvenue <p>Guests:</p>

Agenda Items	
1) Welcome / Introductions	Introductions
2) Review / Approve Draft Minutes	Carmela Made motion to accept, Donna seconded. Unanimously Accept
3) Old Business	<p>Equity Project</p> <p>Alexander FRCOG – Will release an RFP for Workshop development and facilitation. Discussion of the workgroup to evaluate responses or just let Alexander make the choice utilizing previous criteria established by the SC from previous RFPs.</p> <p>Mike made a motion to allow Alexander to move forward with the RFP and contract. Donna Seconded. Passed unanimously.</p> <p>Equipment Purchase</p> <p>Translators have been approved and will be ordered. Hygiene Kits were approved with a slight change in the choice of the kits. The original ones had commodities that had expiration dates, so the kit was changed to contain</p>

items with no expiration date or with very long shelf life. There is approximately \$10K remaining to be put towards the Hygiene Kits. SC needs to plan to distribute the Hygiene Kits upon arrival as FRCOG does not have unloading or storage capability for the kits. Mike mentioned there may be space in one of the town's (Whatley) buildings, he will check on it.

Current Supply Storage

Nick needs to have people pick up the supplies and equipment they requested. Randy will help coordinate between Nick and the requesting parties. Several SC said they would come and pick up the equipment they requested. There is only one key, and everyone is busy, so please coordinate with Nick as to when you will be at the storage facility to retrieve your supplies/equipment. Gail - OPEM would be willing to utilize any leftover supplies/equipment for training.

Annual Meeting

Survey was sent out to the FC, nothing specific was returned that gives any real direction. A reminder will be sent, then a summary will be prepared. A DRAFT Agenda will be developed, and the training scheduled.

EDS Template

Diedre A draft template has been provided to the group for comments. We will give you all more time to review and give feedback. We have consolidated a lot of information and created additional Appendices for quicker reference. We are also looking to develop a "Quick Guide" for responding to an event. Hyperlinks have been checked for status. Some additional links have been added to reduce the size of the document. This way most recent documents or references can be used, and the template stays more current. Abbreviation list was added, and forms were modified to be more NIMS compliant. One of the appendices will be the step-by-step annual review and update of the plan. The goal is to simplify the process for you to keep your plan up to date. The need for a "Cold Chain" Appendix was discussed and the lack of this needed in the EDS because if vaccines are being stored at the BoH or Hospital or Pharmacy that would be managing the vaccine and would have this plan in place. Alexander reminded the group that there should be a reference to refrigeration in case other medications become utilized either at the EDS or regionally. Part of the requirement for purchase of refrigerators is a plan on Cold Chain management.

Concurrence Vote

	<p>Garrett and Gail lead the discussion related to the new CDC 5-year cooperative agreement. There has been a shift in the priorities from preparedness to response and emphasizing prioritizing of risks through planning, training, and exercise. There are some areas that will continue to be emphasized like health equity and medical countermeasures.</p> <p>Funding should remain level. Some larger communities are taking a slight cut to help support smaller communities to maintain their funding level. Some of the funding is based on levels of planning that certain communities must conduct. The concurrence vote is stating we agree with the new approach and deliverables developed.</p> <p>The State is wanting LBoH to start updating contact information directly into WebEOC. This will take some training to LBoH staff. Gail is offering this training to any who would like, it takes about 20 min.</p> <p>Megan made a motion to sign a letter of Concurrence, John seconded. Unanimous to accept.</p> <p>Mike made a motion to allow Garrett to sign for MAPHCO. Joh seconded. Unanimous to accept.</p> <p>Website Proposal</p> <p>Proposal from HLP was discussed and decided that it was too much cost at this time. We may look at other alternatives. Some of the purposes and uses were discussed. Alexander and Randy will look at possibly putting out an RFP to see what offers we might receive.</p> <p>Training Report Update</p> <p>Report is being compiled. Several reminders have been sent out. A final report will be compiled and submitted shortly.</p> <p>PHEP 101</p> <p>This is still under development. The goal is to have 5-6 5-10 min on-line webinars that people can review on their own schedule. Plan to have this ready for review by next meeting. Mae offered to assist in locating resources to develop or include in the training.</p> <p>Calendar</p> <p>The calendar was reviewed.</p>
4) New Business	No new business
5) Business not reasonably anticipated 48 hours prior to meeting	No other business
6) Meeting Adjourned	Donna Moved to adjourn.

	Mae seconded. Unanimous vote
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