



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee		
Date: 5/6/2024	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 (Absent) Carmela Lanza-Weil, Mohawk EDS (Absent) Mae Tanner, Hawlemont EDS (Absent) Donna Gibson, Williamsburg EDS John Hillman, Leverett EDS <p>NON-VOTING MEMBERS:</p> <ul style="list-style-type: none"> Randy Croshier 	<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> <p>Guests:</p> <ul style="list-style-type: none"> Matthew Bryan MRC 1-A

Agenda Items	
1) Welcome / Introductions	Introductions
2) Review / Approve Draft Minutes	Donna G. Made motion to accept, John with amendments of adding date and time and spelling of John's name. seconded. Unanimously Accept
3) Old Business	
Equity Workshop RFP Results	Alexander S. BioMedical will receive a contract from FRCOG to perform the workshop. Also request the vendor to start planning prior to approval from OPEM.
Workshop Update	Melissa W. RSI – Save the date to be sent out by vendor electronically. List of potential invitees was discussed by the work group. 2-hour workshop projected with a 2-hour hotwash after. Discussed having either an unhoused person or former unhoused to give that perspective. FRCOG can share the proposal from BioMedical with workgroup for planning purposes. Will most likely need to move the delivery dates to later in June because of

	<p>approval process timeline. This should be either virtual or hybrid.</p> <p>Time of the meeting was set to try and accommodate both workers and volunteers invited.</p>
Grant Equipment status	<p>Nick L.</p> <p>Pocket translators are in FRCOG office now. Possible distribution at annual meeting. Need to make delivery arrangements and a way to tag them and track them. The sheltering supplies being requested need more information, details. FRCOG needs to know where it can be delivered due to large space requirements. If central delivery, then who will manage the distribution.</p>
Annual Meeting	<p>June 3rd.</p> <p>Donna G. Same date as town meeting in Williamsburg. Megan sent list of potential locations. Randy is working on finalizing the location and will inform the SC when set. FEMA will present RAPT program virtually.</p>
EDS Plan Template	<p>Diedre S.</p> <p>Template was sent out for review. Quick Guide will be developed for an immediate response. Diedre discussed the updates and reorganizing of the document. Matthew requested copy of EDS Template. Annual review/Update appendix was added. JAS have in the main body and put links in Quick Guide.</p>
PHEP 101	<p>Randy C – RSI</p> <p>Please look at PHEP 101 draft and give feedback. Program will be presented in YouTube webinar format</p>
Website	<p>Randy C – RSI</p> <p>RSI team can put a basic website together for posting announcements and minutes. MAPHCO.org can be utilized and will need FRCOG to assist in setting up billing and ownership. This would be done under the current Planning Coordination contract with RSI. SC agreed to go forward with a basic website.</p>
Training Report	<p>Randy C.</p> <p>Giving more time to MAPHCO members to respond, but will send report out to FRCOG and OPEM next week.</p>
BP-1 Update	<p>Mike A</p> <p>Development of the workplan by the subgroup. Needs to be submitted tomorrow, Deadline Friday. Budget should also be developed by SC.</p>
MRC & MRC Workplan	<p>Matthew Bryan</p> <p>Spoke about new workplan for Franklin Co. MRC. BP1 for MRC given 12 different priority areas. 3 chosen</p> <ul style="list-style-type: none"> *Bolstering Response Plans *Climate Change *Volunteer workforce development <p>Want to coordinate with CEP and MAPHCO</p> <p>In developing public health emergency response plans for all the communities that we serve within our regions. I'm wanting to incorporate MRC into some of that planning</p>

	<p>process and sort of formalize the activation protocols for the MRC.</p> <p>Climate change, this ties in more with a lot of the work that Berkshire Planning Commission and the Association have been working on. We've got some grant funding to work on some like individual heat action plans a dashboard and reporting tool for showing where different cooling shelters are going to be located. We want to utilize the MRC. To help support some educational sessions so that individuals can be better prepared, and they know where to find resources on how to get to a cooler location and what to do when they can't get to a cooler location and have to stay in their home. We might work with you on developing some of that curriculum or the documentation that will be delivered to the public and then volunteer workforce development and training. We actually focused our Berkshire equity project on workforce development. It'll just piggyback off of that work along with the training assessment training needs assessment that DPH is wanting us to do as part of our PHEP activities. We're hoping to incorporate the MRC's training needs into that into that needs assessment for training. We discussed at our wag meeting about doing that training assessment as a region rather than individually, for each coalition. Wanting to tie in MRC's training needs with MAPHCO to have a more unified and cohesive training setup.</p> <p>Donna G, how will this impact Williamsburg as it is in Hampshire county? (Unclear at this time, but needs to be followed up).</p>
Calendar	Reviewed – no changes
4) New Business	Mae Tanner Submitted resignation form SC. Charlemont will appoint a new representative
5) Business not reasonably anticipated 48 hours prior to meeting	No other business
6) Meeting Adjourned	Donna Moved to adjourn. Ryan seconded. Unanimous vote