

Mohawk Area Public Health Coalition

Massachusetts Public Health Emergency Preparedness Region 1 Principles of Operation

Adopted: February 11, 2004

Amended: December 6, 2010; June 18, 2012; June 15, 2015; June 25, 2019, January 2024

The following document sets forth the Principles of Operation including the governing structure as voted on by the members of the Mohawk Area Public Health Coalition (MAPHCO). MAPHCO is a Public Health Emergency Preparedness (PHEP) Coalition. MAPHCO is also referred to as Public Health Emergency Preparedness Coalition, 1B. MAPHCO is comprised of members of the local boards of health representing local public health across the twenty-five cities and towns which make up this public health preparedness coalition.

Definitions:

* MAPHCO: Mohawk Area Public Health Coalition is comprised of twenty-five communities. Each community within the MAPHCO has one vote, during full Coalition meetings, regardless of the number of community representatives present. A member unable to be present for a vote may use written proxies.

Full MAPHCO / 1B, Coalition is comprised of representatives from: Ashfield, Buckland, Bernardston, Charlemont, Colrain, Conway, Deerfield, Erving, Gill, Greenfield, Hawley, Heath, Leverett, Leyden, Monroe, Montague, Northfield, Rowe, Shelburne, Shutesbury, Sunderland, Warwick, Whately, Williamsburg, and Wendell.

* Purpose & Duties

The members of this coalition agree to work collaboratively to enhance communities' collective capacity by planning, sharing resources and responding to public health threats.

Notice of each full Coalition meeting shall be given to each member by email (or by post, if necessary) not less than twenty (20) days before the meeting.

PHEP funding can be distributed directly to a MAPHCO membership, town or city by, but is not limited to:

- a. Formula-based allocations
- b. Funding for proposals submitted by a community or group of communities
- c. Funding for travel to conferences or meetings
- d. Receipt of equipment, supplies or services

* Participating MAPHCO Communities agree to:

Quarterly, provide 24/7/365 contact information to HMCC staff, MAPHCO – Steering Committee members and MA Department of Public Health, Office of Preparedness and Emergency Management, (MDPH – OPEM)

Participates in preparedness activities as outlined in the annual PHEP Workplan

Complete Focus Areas defined annually, in the Coalition’s PHEP Work Plan

Ensure at least two community members, representing local public health, have Massachusetts Department of Public Health (MDPH) HHAN (Health and Homeland Alert Network) accounts.

Assess and monitor regional public health emergency planning and response needs

Complete Vendor Assessments

Submit plans, resource needs, and requests to the HMCC and the Massachusetts Department of Public Health (DPH), Office of Preparedness and Emergency Management (OPEM)

Be accountable and responsible for the use of PHEP CDC funding

Coordinate with other PHEP Coalitions to ensure that all municipalities in Western Massachusetts, Region One, are represented in a coalition and to enhance overall preparedness throughout the Region.

Share knowledge, lessons learned, and best practices throughout the Commonwealth by participating in regional and statewide meetings

Coordinate efforts to further emergency preparedness with other existing regional or local plans

Full Coalition Meetings: The full coalition shall convene in a hybrid meeting model, at least four times per year. To be allowed to vote, voting members and pre-designated voting member alternates, must attend three of the four full Coalition meetings. Voting members and alternate voting members can attend the full-coalition meetings in-person or virtually.

Full Coalition Voting Representatives: a MAPHCO local public health representative voted in, or re-elected [as a voting member] during the annual June, Full MAPHCO meeting.

Alternate MAPHCO Voting Representatives: Subsequent to electing primary MAPHCO Voting Representatives – alternate Voting Representatives will be nominated and voted in, during the annual June, full Coalition meeting.

Votes can be accepted by members participating in the Full MAPHCO meeting, in-person or virtually.

Full MAPHCO Coalition Quorum: The Coalition may act by a simple majority of members present.

- * EDS: Emergency dispensing site.
- * EDS Planning Groups: MAPHCO's membership communities are divided into EDS regional planning groups. These groups are made up of multiple communities which work together to plan for public health emergency response for their collective citizens.

** Emergency Dispensing Site (EDS) Planning Groups, as follows:

Montague EDS: Gill, Montague, Erving, Wendell

Greenfield EDS: Greenfield

Mohawk EDS: Buckland, Shelburne, Ashfield, Colrain

Hawlemont EDS: Hawley, Charlemont, Rowe, Monroe, Heath

Pioneer EDS: Leyden, Warwick, Northfield, Bernardston

Frontier EDS: Whately, Sunderland, Deerfield, Conway

Shutesbury EDS: Shutesbury

Leverett EDS: Leverett

Williamsburg EDS: Williamsburg

* The Steering Committee: MAPHCO Steering Committee

The Steering Committee will serve as the governing body for the full MAPHCO. The Committee is responsible for the overall administration and management of this Coalition's activities. The Committee shall have up to twelve (12) but not fewer than five (5) members

* MAPHCO Steering Committee membership: strives to be comprised of representatives from each EDS Planning Group.

* Steering Committee Terms: Committee members will serve one-year terms. Steering Committee representatives are elected annually by the Full Coalition.

Mid-term vacancies may be filled by appointment by the Steering Committee at a regular Steering Committee meeting.

* Steering Committee Quorum: Four (4) members of the Steering Committee or a simple majority vote shall constitute a quorum for the purposes of transacting business.

Steering Committee Meeting Schedule: The Steering Committee shall meet at least four times annually and may schedule additional meetings as necessary. Advance notice of all Steering Committee meetings shall be given by email (or by post, if necessary) to all Boards of Health in the MAPHCO region.

- Steering Committee members will strive to ensure that 1B / MAPHCO is represented at Western [Regional Local Public Health Advisory] Group (WAG) meetings

The MAPHCO representative regularly attending the WAG meetings will ensure that all pertinent discussion outcomes are conveyed to MAPHCO Steering Committee members.

The MAPHCO representative regularly attending the WAG meetings will also participate in ensuring that Local Public Health is represented on the HMCC's Steering Committee.

- * Duties & Responsibilities of the Steering Committee Co-Chairs: The Chairpersons are elected by the Steering Committee annually at the Spring meeting. Paper balloting may be used for the election at the request of any member of the Committee.

The Chairpersons:

- (1) schedule regular and special meetings of the Committee
- (2) preside over all meetings
- (3) appoint and dissolve subcommittees, working groups, and leaders of same
- (4) serve as the official public spokespeople of the Committee
- (5) complete QRT (quarterly) RST submissions to OPEM, or direct contracted designee to complete QRT reports via the RST, to OPEM and the HMCC

Sub-Committees of the Steering Committee: The Steering Committee may create committees and working groups as needed. Members of the region may form committees or work groups among themselves to consider matters of interest.

- * FRCOG = Franklin Council of Government
- * HMCC = Health and Medical Coordinating Coalition

Reporting Requirements: Each year the HMCC shall prepare regular reports regarding finances, PHEP funded vendor assessments and other matters of interest, based on a contractual agreement with the Massachusetts Department of Public Health. These reports shall be made available to all members.

Amendments

These Principal of Operations may be amended by a two-thirds majority vote of the members of this coalition. A proposal to amend the principles may be initiated by any member. The proposed amendment shall be submitted in writing via email or U.S. mail to the Co-Chairs of the Steering Committee at least 45 days prior to the next regularly scheduled Steering Committee meeting. Proposed amendment(s) to the Principal of Operations will be distributed to all Steering Committee members in advance of the next regularly scheduled Steering Committee meeting. During the next regularly scheduled Steering Committee meeting the proposed amendment will be considered.

Steering Committee members will vote to either propose the amendment to the full Coalition or reject the proposed amendment.

If the proposed amendment is rejected by the Steering Committee members, Steering Committee meeting minutes must reflect the reason why the proposed amendment was rejected.