



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee		
<b>Date:</b> 9/9/2024 <b>Time:</b> 5:00 pm – 6:30 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 (Absent)</li> <li>Donna Gibson, Williamsburg EDS</li> <li>John Hillman, Leverett EDS (Absent)</li> <li>Kat Llamas – Conway BoH</li> </ul> <p><b>NON-VOTING MEMBERS:</b></p> <ul style="list-style-type: none"> <li>Emily Sweet– Conway BoH</li> <li>Gina McNeeley – Conway BoH</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 (Absent)</li> </ul> <p><b>HMCC Staff:</b></p> <ul style="list-style-type: none"> <li>Nick Licata (Absent)</li> </ul> <p><b>OPEM-MDPH:</b></p> <ul style="list-style-type: none"> <li>Felicia Balbi (Absent)</li> </ul> <p><b>Guests:</b></p>

Agenda Items	
1) Role Call	Roll Call Conducted
2) Approval of Previous Meeting Minutes	Motion Garrett, Second Kat, Vote unanimous
3) LSAC Update	Mike: Stewart Hospital workaround discussed. MRC planning meetings are occurring. 12/12 statewide MRC meeting. Reversions of funds is still being discussed – how to reduce the reversions. Felicia Balbi talked about Emer Preparedness (National Preparedness Month) information and support available. Current ongoing drill for WebEOC. “In-Person” meeting of Planner Coordinators. The quarterly meetings after that.
4) WAG Update	HMCC Representative not present. Mike discussed, WebEOC will be updated by local BoH. One sign-in for each BoH Contact Board (24/7) & EDS contacts and information. Each board list is separate and must be updated. Discussion about who can be the 24/7 contact in a community. Can be dispatch, LE, or EM as long as there is a solid plan of communication on the local level to both receive the call and contact the appropriate

	person for notification/activation process of EDS or any other event. Concern that this may be difficult for some communities to access and work within WebEOC. WARSAC meeting participation/representative needs researched with FRCOG/HMCC
<b>5) OPEM Update</b>	No Representative present
<b>6) Grant Equipment (Hygiene Kits/Translators)</b>	Mike: Some has been distributed. Records are being maintained between Mike and Alexander Sylvain HMCC.
<b>7) Storage Unit equipment Distribution</b>	Storage is budgeted for 3 mo. But disposition needs to be determined for balance of equipment. Ryan, Donna have picked up their requested supplies. Donna requested status of translator – Alexander has them.
<b>8) Website Update</b>	Posting job opportunities. Yes and link other job boards. Post only approved minutes on website. Sign up for State posting agencies. MRC notifications posting will be good. Need pictures of SC members so they can be posted.
<b>9) SC Standing Meeting Day/Time Survey</b>	Discussion. Need to make a change to make the meeting more accessible. Randy covered the Survey Monkey results. Generally, Tuesday would be next best day and second week of the month appears to have fair support. Leaving the time meets a happy medium between career PH vs Volunteer PH.
<b>10) Vote changing SC &amp; FC meeting day.</b>	Motion Mike, Donna 2 <sup>nd</sup> . Vote Unanimous. "Second Tuesday of each month at 5:00pm and plan for 90 min."
<b>11) BP-1 Update - Workplan</b>	Randy is working on a chart of the Workplan for distribution.
<b>12) Mission Statement Revision</b>	Still need volunteers. Need to request volunteers again.
<b>13) Principle of Operation Update</b>	Still need volunteers. Need to request volunteers again.
<b>14) Planner/Coordinator Contract</b>	R-S-I contract is now finalized.
<b>15) Calendar</b>	Will be updated to reflect change in Standing Committee
<b>16) Open Items</b>	None
<b>17) Adjourn the Meeting</b>	Motion Ryan, Kat 2 <sup>nd</sup> . Vote Unanimous