



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee		
<b>Date:</b> 08/05/2024	<b>Location:</b> Zoom	<b>Facilitators:</b> "Co-Chairs" Michael Archbald
<b>Time:</b> 5:00 pm – 6:30 pm		

Attendees	
<p><b>Full Coalition Members:</b></p> <p>Ryan Paxton, Montague Megan Tudryn, Greenfield Carmela Lanza-Weil, Mohawk Kat Llamas, Conway Randy Crochier, CPHS Jean Garland, Heath</p> <p><b>NON-VOTING MEMBERS:</b></p> <p>Emily Sweet, Conway Gina McNeeley Amy Simmons Trevor McDaniel</p>	<p><b>R-S-I Staff:</b></p> <p>Randy Cardonell</p> <p><b>FRCOG Staff:</b></p> <p>Alexander Sylvain</p> <p><b>HMCC Staff:</b></p> <p>Nick Licata</p> <p><b>OPEM-MDPH:</b></p> <p>Report Submitted</p> <p><b>Guests:</b></p> <p>Matthew Bryan, Berkshire Regional Planning Commission Berkshire &amp; Franklin MRC Coordinator</p>

Agenda Items	
<b>1) Roll Call</b>	Roll Call Conducted
<b>2) Approval of Minutes</b>	Megan made Motion to Approve, Ryan Seconded, Randy Crochier, Carmela, Emily Abstained, Balance of Members approved. Motion Passed
<b>3) Steering Committee Nominations</b>	Slate of Nominees Presented by Mike: Mich Archbald, Nina Martin-Anuzuoni, Garrett Simonsen, Ryan Paxton Megan Tudryn, John Hillman, Donna Gibson, Kat Llamas. Discussion was conducted relative to Steering Committee Members needing to represent an EDS, it was determined since the Principles of Operation allows for more SZC members than there are EDS, that SC positions can be held by any MAPHCO member.
<b>4) Steering Committee Vote</b>	Megan made the motion to accept the slate as presented, Carmela Seconded. All municipalities present got one vote and voted Yes, Randy Crochier Abstained.
<b>5) LSAC &amp; MRC Updates</b>	Michael provided updates on the Local State Advisory Committee (LSAC) and the Western Advisory Group (WAG),

	highlighting their current focus areas and challenges. The LSAC is addressing issues such as revision prevention, Medical Reserve Corps recruiting, and redefining operating principles and roles, while the WAG is focusing on regional concerns.
<b>6) MAPHCO Equipment and Supply Inventory</b>	There was also a discussion about the distribution of hygiene kits and translators, with Nick confirming the purchase but not distribution, and Xander sharing that some supplies had been moved to other locations.
<b>7) MAPHCO Standing Meeting Date and Time</b>	Randy Cardonell presented the results of a survey on preferred meeting times and days, indicating that 90 minutes was the most preferred length, and that Monday or Tuesday was the most popular choice for the day of the week. Michael Archbald proposed changing the meeting day to the second Tuesday of the month to accommodate his schedule and that of others. The group also discussed the scheduling of the steering committee meetings, acknowledging that the current time, 5 PM on the second Tuesday of the month, was not suitable for all members. They agreed to revisit the topic in the next meeting to propose a new time that would accommodate all members.
<b>8) BP1 Update</b>	Xander outlined the update work plan for the BP1, which will involve creating a document detailing the work plan for the year, including potential steering committee involvement. The main tasks are ensuring each community in the Coalition has a public health response framework and conducting a training and needs assessment to identify community members with appropriate training for public health roles. The assessment results will inform future fiscal years' training offerings and be reported to Massachusetts. Xander also mentioned health equity projects for severe weather with communication components and plans to create a shared document tracking progress on goals, tasks, and issues. Michael suggested forming work groups to revise the mission statement and principles of operation. Matthew introduced a new form for requesting Medical Reserve Corps assistance, and plans for upcoming flu clinics were discussed.
<b>9) OPEM Update</b>	No Update at this time. Felicia Balbi is the State PHEP representative. With the new PHEP program, the State will no longer maintain regional PHEP representatives, Just one Statewide Representative.
<b>10) MAPHCO Website</b>	Website is live. Minutes will only be posted after they are approved. Job listings may be posted on the website. <a href="http://www.MAPHCO.org">www.MAPHCO.org</a>
<b>11) Mission Statement &amp; Principles of Operation Revisions</b>	Sub-groups will be formed to develop proposals for both PoO and MAPHCO Mission Statement. Randy will put forth a proposed workload and examples for these projects.
<b>12) Calendar</b>	No Updates

<b>13) Open Items</b>	Matthew - MRC Update. An MRC Activation Request Form has been developed for both counties. Form to be placed on the website. Flu Clinics to be opened were discussed.
<b>14) Adjournment</b>	Trevor made the motion to adjourn, Randy Seconded, Unanimous to adjourn.

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