



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION  
THURSDAY, OCTOBER 4, 2018**

**LOCATION:** Pioneer Valley Planning Commission (PVPC)  
60 Congress Street  
Springfield, MA 01104

**CALLED TO ORDER AT:** 10:02 a.m.  
**MEETING ADJOURNED AT:** 11:22 a.m.

**ATTENDEES:**

Stephanie Bozigian-Merrick	Public Health Emergency Preparedness Planner, PVPC
Thomas FitzGerald	Health Director, Southwick
Jeanne Galloway	Co-Chair; Health Director, West Springfield
Erica Johnson	Senior Planner, PVPC
Angela Kramer	Public Health Nurse, Ludlow
Lois Luniewicz	Coordinator, Hampden County Medical Reserve Corps
Joshua Mathieu	Health Agent, Palmer
Lorri McCool	Health Agent, Wilbraham, Monson & Hampden
Cheryl Messer	Director of Nurses, Ludlow Board of Health
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Sherry Petrucci	Public Health Nurse, Agawam Health Department
Deborah Schaiier	Public Health Nurse, Holyoke
Tammy Spencer	Co-Chair; Sanitarian, Health Department, Chicopee

**GUESTS:**

Lisa Cunningham Public Health Nurse, Chicopee

**DOCUMENTS DISTRIBUTED AT THIS MEETING:**

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, September 6, 2018
- HCHC FY 19 Financial Statement for the Month of September 2018

**1. Meeting Called to Order**

Jeanne Galloway called the October 4, 2018 meeting of the Hampden County Health Coalition (HCHC) to order at 10:02 a.m.

**2. Welcome & Introductions**

Ms. Galloway welcomed HCHC members and guests and she asked everyone to introduce themselves.

**3. Approval of Minutes**

Ms. Galloway asked if there were any comments or questions regarding the minutes of the last HCHC meeting which was held on September 6, 2018. There being no comments or questions, Ms. Galloway then called for a motion to approve the minutes of the September 6, 2018 HCHC meeting.

LORRI MCCOOL MADE THE MOTION TO APPROVE THE SEPTEMBER 6, 2018 MINUTES; JOSHUA MATHIEU SECONDED THE MOTION AND THE HCHC MEMBERS PRESENT APPROVED THE MOTION, WITH FOUR HCHC MEMBERS, NAMELY, TOM FITZGERALD, CHERYL MESSER, SHERRY PETRUCCI AND TAMMY SPENCER, ABSTAINING FROM THE VOTE.

4. Financial Report

Erica Johnson presented the FY 19 Financial Statement for the month of September 2018 and she noted that as of the end of September the balance of funds is \$156,434.63. Ms. Johnson reported that since the last Coalition meeting, the state has approved HCHC's budget modification which includes approval for everyone who asked to attend the MHOA conference. She noted that in order to pay for all of the MHOA attendees, it was necessary to move funds from the *Verizon* line to the *Travel/Conferences/Memberships* line but she noted that those funds will be moved back later in the year. Ms. Johnson stated that the Coalition's requests for equipment and supplies were also approved and those purchases were made but they have not yet been paid for and do not appear in the *Balance of Funds Remaining*. In response to a question from Ms. Galloway, Ms. Johnson stated that everything has been approved including the Community 911 Training. She added that there were no new purchase requests since our last meeting. Ms. Galloway then called for a motion to approve the HCHC Fiscal Year 2019 Financial Statement for the Month of September 2018.

TOM FITZGERALD MADE THE MOTION TO APPROVE THE HCHC FISCAL YEAR 2019 FINANCIAL STATEMENT FOR THE MONTH OF SEPTEMBER 2018; LORRI MCCOOL SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

5. Business At Hand

a) Lawrence Mutual Aid Request

Ms. Galloway reported that she volunteered to go to Lawrence in response to the HHAN's mutual aid request. She stated that she received approval from West Springfield but she hasn't yet heard back from Lawrence.

b) MRC Request to Assist ESE Road Race

Ms. Galloway stated that she offered to connect the coordinator for the Eastern States Exposition *Big 5K Road Race* with the Central Hampden County MRC regarding a request to have MRC volunteers help with next year's event. Ms. Galloway stated that she will forward the coordinator's contact information to Tammy Spencer. In response to a question from Cheryl Messer, Ms. Galloway stated that she believed Ms. Messer could volunteer to help with this event even if she is not an MRC volunteer.

c) PPE Training

Ms. Spencer noted that in the spring, HCHC members had indicated that they were interested in having a Personal Protective Equipment (PPE) training. Ms. Spencer stated that she would like to suggest that the Coalition work with Health Educator Barbara Coughlin who had previously given a very thorough PPE presentation. HCHC

members agreed that they would like Ms. Bozigian-Merrick to contact Barbara Coughlin to see if she could conduct this training. Ms. Spencer stated that if Barbara Coughlin is not available, she would be happy to work with Ms. Bozigian-Merrick on a PPE training. Ms. Spencer noted that Ms. Coughlin had provided PPE for participants to practice with and Ms. Bozigian-Merrick stated that she believed she could find some PPE that could be used for this training. At this point, Ms. Johnson noted that at the end of FY 18 she was able to purchase some PPE kits as well as hand sanitizer which she distributed to HCHC members at the September 6<sup>th</sup> Coalition meeting. Ms. Johnson asked HCHC members who did not attend the September Coalition meeting to stop by the PVPC office following today's meeting to pick up those items. Ms. Johnson also commented that as always, HCHC is welcome to use PVPC's large conference room for the PPE training.

d) EDS Deliverables

Ms. Bozigian-Merrick stated that there have been a number of EDS walkthroughs. She added that many HCHC members have been working on updating their EDS plans and she noted that everyone who has reviewed the WAG framework is considering incorporating the framework into their EDS plans. Ms. Bozigian-Merrick stated that there are new drill documentation forms this year which she will send out to HCHC members. She noted that the forms are quite different from last year and she suggested that HCHC members review them before doing their event. Ms. Bozigian-Merrick stated that there are 6 different forms in the drill forms workbook packet. She then talked about two of the forms which include a *Site Drill Details* form and a *Staff Drill Details* form and she noted that it would be helpful to fill out those forms in advance while planning and establishing what the drill is going to be. She also noted that there is a *Set up Drill Details* sheet that has to be filled out on the day of the event.

Ms. Bozigian-Merrick next reported that most HCHC members still need to update their EDS information in WebEOC and she urged them to take care of this as soon as possible, noting that the Strategic National Stockpile (SNS) uses the information to determine where items need to go. Ms. Bozigian-Merrick stated that she and Michael Nelson can help if anyone needs assistance. Mr. Nelson also reported that in the process of updating the HHAN it was discovered that not everyone was notified for the last WebEOC drill and they are trying to figure out what went wrong. Mr. Nelson stated that the drill will be conducted again sometime this fall.

At this point Ms. Bozigian-Merrick stated that she needs to rearrange the sequence of some of today's agenda items and she noted that she will next address agenda item 5 f).

f) Refrigerators

Ms. Bozigian-Merrick stated that issues about refrigeration and vaccine storage continue to be raised at many different venues. She noted that the Western Region Homeland Security Advisory Council (WRHSAC) may be in a position to help with the cost of vaccine refrigeration however the refrigerator would need to be a regional asset. Ms. Bozigian-Merrick remarked that even if we were able to purchase refrigerators, there is the question of where to store them and she noted that Ms. Galloway has suggested looking into the idea of getting a refrigerated truck which

could be moved throughout the region as needed. She added that we would provide our own temperature monitoring equipment. Ms. Bozigian-Merrick pointed out that the refrigerated truck would not be used for daily Public Health Department needs but it would be strictly for emergency response. Ms. Bozigian-Merrick then responded to several questions raised by HCHC members and a brief discussion followed. Ms. Bozigian-Merrick noted that last year she sent out a brief refrigerator survey. She stated that since then, many refrigerators have deteriorated so she plans to send out the survey again and she asked HCHC members to complete the survey when they receive it. Ms. Bozigian-Merrick noted that no After Action Reports (AARs) are required with our exercise events; however, she felt that an AAR is a good way to document certain gaps such as inadequate refrigerator capacity and she stated that she would like to continue to write AARs. Mr. Nelson stated that he strongly encourages AARs for that reason noting that anytime there is a gap we should identify it.

e) EID Project Updates

Ms. Bozigian-Merrick noted that HCHC is moving along with the Emerging Infectious Disease (EID) project and she stated that on Tuesday, October 9<sup>th</sup>, she will be going to Needham to learn more about OPEM's new drill documentation forms and to hear about the EID materials that the Local Public Health Institute (LPHI) has been putting together on our behalf. Ms. Bozigian-Merrick stated that hopefully she will then know more about what HCHC's eventual project will look like. Ms. Bozigian-Merrick also noted that the Pan Flu Subcommittee is considering a project that helps communities manage outbreaks of HIV and Hepatitis C noting that it may or may not be expandable to include Hepatitis A. She asked HCHC members to let her know if they are interested.

At this point, Ms. Bozigian-Merrick stated that she would like to talk to HCHC members about something that is not on today's agenda. Ms. Bozigian-Merrick noted that for the past month due to health issues, she has had to reduce her work schedule to 20 hours per week. She stated that, unfortunately, her health has continued to deteriorate and she can no longer work more than 20 hours a week. Ms. Bozigian-Merrick pointed out that her PHEP Planner responsibilities cannot be accomplished within a 20 hour work schedule and therefore, after much consideration, she has decided that she will need to resign from this position. She stated that she has loved doing this work and it is very difficult to have to leave, however she felt that HCHC needs to find someone who can work fulltime. Ms. Bozigian-Merrick remarked that the PVPC has been tremendously supportive and they have agreed to consider hiring two part-time people for this position. She asked HCHC members to let her know if they can suggest someone who could be appropriate for this job. Ms. Bozigian-Merrick stated that she plans to continue working until January 1<sup>st</sup> to help the new PHEP Planner get acclimated and she stated that it would be very helpful to try to complete as many of the EDS deliverables as possible by the end of January. Ms. Galloway asked if there is anything that the Coalition needs to do now as a group in order to meet Ms. Bozigian-Merrick's timeline however Ms. Bozigian-Merrick stated that she could be flexible about her timeline. Ms. Galloway then suggested that the Coalition set up a Human Resources (HR) Subcommittee. Tom FitzGerald, Lorri McCool, Deb Schaier and Tammy Spencer offered to participate on the HR Subcommittee.

f) PVCOAD Table Top Exercise

Ms. Bozigian-Merrick stated that Lois Luniewicz will address this item as part of agenda item 6 (a).

6. News and Updates

a) MRC & PV COAD Updates

Ms. Luniewicz reported that the MRC participated at the Big E on Massachusetts Day, September 20<sup>th</sup> from 9:00 a.m. to 6:00 p.m. She noted that it went very well and she has only heard positive responses. Ms. Luniewicz stated that several people volunteered to help with this event including former Coalition Co-Chair Randy White as well as volunteers from East Longmeadow, Hampden-Wilbraham and Longmeadow. Ms. Luniewicz stated that she was happy that MRC could participate this year and she was grateful to everyone who stepped forward to help. Ms. Luniewicz next reported that MRC is embarking on a training series entitled *You are the Help Until Help Arrives* which will be offered in 3 parts. She stated that on October 18<sup>th</sup> there will be a basic overview of *You are the Help*, followed by a *Hands Only CPR* on November 29<sup>th</sup> and then a *Stop the Bleed* training on December 20<sup>th</sup>. Ms. Luniewicz stated that all three events will be held in the Chicopee Library from 6:30 p.m. to 8:30 p.m. Ms. Johnson agreed to email a flyer about this event to HCHC members. Ms. Luniewicz stated that this training series is a great PR tool and recruitment tool for MRC and if successful, she would want to repeat the training in the spring. She noted that a special prize will be offered for individuals who attend all three sessions. Finally, Ms. Luniewicz stated that the next MRC meeting will take place on October 10<sup>th</sup> when they will try to solidify issues relative to their upcoming trainings and they will also be going over their new work plan. Cheryl Messer asked if Ms. Luniewicz could send her the MRC flyer about the upcoming training event, noting that she would like to send the information to her volunteers. Ms. Luniewicz stated that she would be happy to send Ms. Messer the flyer.

As regards the Pioneer Valley Community Organizations Active in Disasters (PVCOAD), Ms. Luniewicz reported that there will be a Table Top Exercise on October 22<sup>nd</sup> at Hadley Farms from 8:30 a.m. to 1:30 p.m. and she noted that it will include a light breakfast and lunch. She stated that she has been working with Ms. Bozigian-Merrick on their membership list and they have been extending personal invitations to several individuals identified as key players. She stated that if any HCHC members are interested in registering for the PVCOAD Table Top Exercise, she and Ms. Bozigian-Merrick could provide them with an invitation.

b) HMCC Update

Ms. Galloway stated that the next HMCC full coalition meeting is scheduled to take place October 26<sup>th</sup> from 1:00 to 4:00 p.m. in Greenfield at the John W. Olver Transit Center. Ms. Galloway noted that she is not planning to attend the upcoming meeting and she also informed HCHC members that she is no longer the Chair of the HMCC Steering Committee. Ms. Galloway explained that she did not offer her name for re-election after her 3 year term ended however she is still a Steering Committee member. She reported that the new Steering Committee Chair is Jackie Johnson, Chief Operations Officer for Caring Health Center, and the new Vice Chair is Allison Egan, Senior Planner, Berkshire Regional Planning Commission. Ms. Galloway noted that the HMCC is planning another full

coalition meeting sometime in April. At this point, there was a brief discussion about the HMCC coalition meeting schedule and it was noted that Friday afternoon from 1-4 p.m. is not considered a convenient time. Ms. Galloway stated that she could pass along HCHC's comments to the HMCC. Finally, Ms. Galloway stated that the HMCC is required to have active subcommittees therefore they will be reviving the *Planning Subcommittee* and the *Training and Exercise Subcommittee* and she asked those who are interested in participating to contact Mark Maloni.

c) MCD Update

Ms. Galloway noted that for Fiscal Year 2019 there was no charge for communities to sign up for the Pioneer Valley Mosquito Control District (PVMCD) however as of Fiscal Year 2020 there will be fees involved. Ms. Galloway stated that every MCD needs to certify their budget in the fall of the year. She noted that the PVMCD is working on a budget that will be presented to the State Reclamation Mosquito Control Board (SRMCB) in October and she noted that the SRMCB is a group that oversees all the districts. Ms. Galloway stated that the PVMCD plans to hire a part time person to conduct outreach and education. They will also be contracting with a service provider for surveillance for the next year and they hope to hire a superintendent who will run the MCD full time. Mr. Mathieu noted that he has not received any emails regarding the PVMCD for a long time. Ms. Galloway stated that the Commissioners have been meeting several times a month to try to move everything forward and those meetings are posted on the SRMCB website. She added that PVMCD will soon have its own web page. Ms. Galloway stated that if anyone is interested in attending the PVMCD meetings she can let them know more about them and she noted that the next meeting will take place October 9<sup>th</sup> at 2:30 p.m. at the Northampton Senior Center.

d) Western MA Public Health Advisory Group (WAG)

Michael Nelson reported that one of the discussions at the last WAG meeting was about refrigerators and there was also a discussion about Emerging Infectious Diseases. In addition, Mr. Nelson noted that the WAG group talked about doing a Jurisdictional Risk Assessment, which he noted is now required annually, and they also talked about the different options that are available.

Ms. Galloway stated that another discussion at the WAG meeting was about the issue of finding Public Health representatives for the HMCC and WRHSAC. She noted that Franklin County has been unable to find a volunteer to represent them from within their coalition and they will start looking outside their coalition. Ms. Galloway added that Berkshire County is also having trouble finding a representative and she noted that only Hampden and Hampshire Counties have Public Health representatives. Mr. Nelson pointed out that Hampshire County doesn't actually have a Public Health representative either. Ms. Galloway stated that one of the questions that should be addressed is whether there needs to be one HMCC member from each county. She stated that we need to decide if we just want to have 2 voting members and whether it matters where the representative is from. Ms. Galloway noted there was a suggestion about allowing Public Health nurses to become involved. Mr. Nelson stated that Hampshire and Franklin Counties have indicated that they don't mind having a representative that is not from their coalition and they are not concerned about where the representative is from, adding that they are more concerned about

having the right person. Ms. Bozigian-Merrick asked how much time the representative needs to spend on this endeavor. Ms. Galloway stated that HMCC's Mark Maloni and Tracy Rogers take care of the lion's share of the work. She noted that there are 4 Steering Committee meetings a year as well as the larger group meetings which can run from 4 to 6 hours. Ms. Galloway stated that WRHSAC involves a greater time commitment depending on the number of subcommittees attended. Also as regards WRHSAC, Ms. Galloway stated that the representative must be approved by the Governor. She noted that they are still waiting for a Public Health backup for WRHSAC, adding that the nominee is Norene Pease from Franklin County and her application is in the review process. Ms. Galloway asked HCHC members to contact her if they know of anyone who might be interested in serving as a Public Health representative to the HMCC and WRHSAC. She noted that they can also contact Michael Nelson or Mark Maloni.

e) LSAC Update

Mr. Nelson reported that the Local State Advisory Committee (LSAC) did not meet in September and he stated that the next meeting will take place on October 15<sup>th</sup>.

f) WRHSAC Updates

Ms. Galloway stated that she did not attend any of the September WRHSAC meetings so she does not have an update to report.

g) MAVEN Report

Angela Kramer then provided a brief update on MAVEN. Ms. Kramer reported that she had a case of *Mumps* in a 62 year old however she noted that it was revoked. She also stated that there was a foodborne cluster and she noted that she had a case of *Legionnaires Disease*. In addition, there was a case of *Hepatitis A* that is being followed up. Ms. Kramer stated that there are still some tickborne illnesses however she has not yet seen any cases of flu.

h) Upcoming Events, Trainings & Exercises

Ms. Galloway noted that Ms. Luniewicz had provided HCHC members with details about an upcoming PVCOAD Table Top Exercise as well as MRC's fall training series entitled *You are the Help Until Help Arrives*. Ms. Spencer then announced that there will be a *Totally Title 5 Seminar* on October 31st. Mr. FitzGerald added that the cost to register for this event is \$125 and he noted that there is still space available. Finally, Ms. Galloway stated that there will be a MDPH marijuana training at UMass on October 16<sup>th</sup>.

7. Other Business

Cheryl Messer reported that she had applied for and received two different grants for drug deactivation bags and she noted that it is a way to safely dispose of medication. Ms. Messer explained that the medicine is placed in the bag which contains a chemical that renders the medication useless. She stated that the bag is filled half way with water. The bag is sealed and shaken and can then be thrown away. Ms. Messer noted that it is safe for the environment. Ms. Messer stated that one of the grants she received is from the Addiction Policy Forum who responded within 3 days

with a box of 100 bags and the second grant was through the AmerisourceBergen Foundation who sent 2000 drug deactivation bags. She noted that the price of the bags runs from \$3.99 to \$6.79 each and she pointed out that the grant award she received amounted to approximately \$8,000 to \$10,000. Mr. Mathieu stated that he also applied for 2000 bags from AmerisourceBergen and he remarked that the process wasn't difficult.

Ms. Messer stated that the objective is to make our residents aware of how to safely dispose of medications and she stated that she is working in conjunction with the local police and fire departments. Ms. Messer noted that the bags are earmarked for several organizations including, the Ludlow Police Department, Ludlow Fire Department, the Michael J. Dias Foundation, Ludlow Schools Superintendent, Ludlow Senior Center, Ludlow Emergency Preparedness Volunteers and Ludlow Cares Volunteers. Ms. Messer stated that AmerisourceBergen is a not-for-profit charitable foundation and their primary goal is to remove unused and misused medications from the communities to reduce social vulnerabilities associated with opioids. She noted that they also offer a monetary grant of up to \$100,000 and she is contemplating working together with the local police and fire departments and Ludlow Cares to apply for this grant.

Ms. Galloway thanked Ms. Messer for her report and she asked if there was any other business for the Coalition to conduct. Ms. Johnson reminded HCHC members that there are items in the PVPC office that need to be picked up by Chicopee, Southwick and Agawam as well as any other community that did not attend the September HCHC meeting.

8. Meeting Adjourned

Ms. Galloway called for a motion to adjourn today's October 4, 2018 HCHC meeting at 11:22 a.m.

LORRI MCCOOL MADE THE MOTION TO ADJOURN THIS OCTOBER 4, 2018 HCHC MEETING; JOSH MATHIEU SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Respectfully submitted, Lynn Shell, Support Staff, Pioneer Valley Planning Commission