



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION
THURSDAY, DECEMBER 6, 2018**

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

CALLED TO ORDER AT: 10:02 a.m.
MEETING ADJOURNED AT: 11:35 a.m.

ATTENDEES:

Stephanie Bozgian-Merrick	Public Health Emergency Preparedness Planner, PVPC
Soloe Dennis	Deputy Commissioner, Springfield Health & Human Services
Jeanne Galloway	Co-Chair; Health Director, West Springfield
Thomas Hibert	Westfield & Montgomery
Beverly Hirschhorn	Director, Board of Health, Longmeadow
Erica Johnson	Senior Planner, PVPC
Angela Kramer	Public Health Nurse, Ludlow
Joshua Mathieu	Health Agent, Palmer
Lorri McCool	Health Agent, Wilbraham, Monson & Hampden
Cheryl Messer	Director of Nurses, Ludlow Board of Health
Debra Mulvenna	Public Health Nurse, Westfield Health Department
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Sherry Petrucci	Public Health Nurse, Agawam Health Department
Tony Pettaway	Public Health Emergency Response, Springfield Health & Human Services
Joseph Rouse	Director of Public Health, Westfield; Health Agent, Russell
Deborah Schaier	Public Health Nurse, Holyoke
Tammy Spencer	Co-Chair; Sanitarian, Health Department, Chicopee

GUESTS:

Lisa Cunningham	Public Health Nurse, Chicopee
Julia Devine	SN, AIC; LPN, Agawam, MA

DOCUMENTS DISTRIBUTED AT THIS MEETING:

- Agenda
- Minutes of Hampden County Health Coalition meeting, Thursday, November 1, 2018
- HCHC FY 19 Financial Statement for the Month of November 2018
- HMCC Health Hazard Risk Assessment Tool – Technological Hazards

1. Meeting Called to Order

Jeanne Galloway called the December 6, 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. Ms. Galloway then reminded everyone that Stephanie Bozgian-Merrick will soon be resigning from her position as PHEP Planner.

HCHC members expressed their appreciation to Ms. Bozigian-Merrick for her hard work and her many contributions to the Coalition. Ms. Johnson remarked that she has been fortunate to work with several outstanding PHEP Planners who have each provided something unique to this role but she noted that Ms. Bozigian-Merrick also brought more optimism and energy which made the challenges of transitioning to the EDS events a lot easier to accomplish. Ms. Bozigian-Merrick thanked Hampden County Health Coalition Members for the opportunity to work with the very best coalition.

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 November 1, 2018. There being no comments or questions, Ms. Galloway then called for a motion to approve the minutes of the November 1, 2018 HCHC meeting.

LORRI MCCOOL MADE THE MOTION TO APPROVE THE NOVEMBER 1, 2018 MINUTES; SHERRY PETRUCCI SECONDED THE MOTION AND THE HCHC MEMBERS PRESENT APPROVED THE MOTION. WITH THREE HCHC MEMBERS, THOMAS HIBERT, JOSEPH ROUSE, AND DEBRA MULVENNA ABSTAINING FROM THE VOTE.

4. Financial Report

Erica Johnson presented the FY 19 Financial Statement for the month of November 2018 which reflects a balance of \$135,389.91. Ms. Johnson stated that since the Coalition last met in November, she put together a budget amendment noting that any HCHC requests she received were submitted to Boston. Ms. Johnson stated that she has not yet heard back so everything is still pending. She asked HCHC members to let her know if they have other items to add and she will continue to send requests to OPEM. Ms. Hirschhorn asked if there are plans to bring on an intern. Ms. Johnson explained that as part of the budget amendment, she removed funds from the *Intern* line and if HCHC decides to hire an intern, it will be necessary to again reallocate some of the funds. She further stated that HCHC is not actively seeking an intern at this time and she would need to discuss this with the new PHEP Planner. Ms. Galloway then called for a motion to approve the HCHC Fiscal Year 2019 Financial Statement for the Month of November 2018.

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

5. Business At Hand

a) JRA

Ms. Galloway noted that information on the Jurisdictional Risk Assessment (JRA) was recently shared with HCHC members through the Western Massachusetts Health and Medical Coordinating Coalition (HMCC) newsletter and she explained that this process is being undertaken in connection with the Western MA Public Health Coalition Advisory Group (WAG). Ms. Bozigian-Merrick noted that she had planned to ask everyone to take a few minutes

today to fill out the survey however she discovered it required more time to complete than she expected and it may not be practical to devote that much meeting time to the survey. Ms. Bozigian-Merrick noted that ideally the information should be available before the January 8th WAG meeting and she suggested that everyone fill out the survey at home and then send it back to her. She explained that the survey includes a list of potential hazards and she noted that HCHC members need to figure out how probable those hazards are, how much of an impact they would have and how prepared everyone is to cope with them. Mr. Dennis asked Ms. Bozigian-Merrick to send him the actual spreadsheet to complete.

Ms. Bozigian-Merrick then distributed a document entitled *Health Hazard Risk Assessment Tool* and she responded to several questions raised by HCHC members. Ms. Galloway noted that if the communities answer individually, someone will need to compile the information for our district. Ms. Bozigian-Merrick confirmed that she will be compiling the information and she asked the group to suggest a date when the completed survey should be sent back to her. Ms. Galloway proposed that the survey be returned by January 3rd or 4th. Ms. Bozigian-Merrick offered to send HCHC members the electronic version of the survey if they would like to enter the information electronically.

b) January Meeting Change to 1/10

Ms. Galloway stated that the next Coalition meeting is scheduled to take place on Thursday, January 3rd and she asked HCHC members if they would like to keep that date or postpone the meeting until the following week. Ms. Bozigian-Merrick noted that due to a prior commitment, our new PHEP Planner is not able to be here on January 3rd. Ms. Galloway pointed out that we would like to have the survey results before the next WAG meeting which takes place on January 8th and she suggested that HCHC keep the January 3rd meeting date as previously scheduled. HCHC members agreed with this plan.

c) EP Planner Hiring Update

Ms. Johnson noted that there was a great pool of candidates for the PHEP Planner position. She pointed out that Lisa Cunningham is not yet on her email list however everyone else should have received her email about PVPC's new PHEP Planner, Chris Goshea. Ms. Johnson stated that Mr. Goshea is currently working as the PHEP Planner for the Greater Monadnock Public Health Network in New Hampshire. She added that he is also an active firefighter in the Town of Montague and he has done a lot of emergency preparedness work. Ms. Johnson further noted that Mr. Goshea has experience as an MRC Coordinator and understands how the MRC works with Public Health and Emergency Preparedness which is an asset for the Coalition. Ms. Johnson stated that Mr. Goshea will begin working full-time on Monday, December 10th and Ms. Bozigian-Merrick will continue working part-time for another month so there will be an overlap with their schedules during that time. Ms. Bozigian-Merrick pointed out that she has been involved in the Western Region Homeland Security Advisory Council (WRHSAC) Pan Flu Subcommittee's Functional/Access Needs project and her portion of that project is to be completed by the end of January so she is planning to finish that project before she resigns as PHEP Planner.

d) EDS Deliverables

Ms. Bozigian-Merrick noted that for our Emergency Dispensing Site (EDS) deliverables this year, everyone is expected to update 2 different sections of their EDS Plan. She stated that originally we were expected to add an Emerging Infectious Disease (EID) annex however OPEM recently indicated that the EID components can be interpolated throughout the EDS Plan. Ms. Bozigian-Merrick noted OPEM would also like the EDS Plans to include a document that indicates any updates, including updates for the 5 EID components namely *Surveillance*, *Risk Communication*, *Vaccine Management*, *PPE* and *Behavioral Health*.

Ms. Bozigian-Merrick stated that the WAG is in the process of putting together EID workshops. She also noted that OPEM would like everyone to again submit their EDS Plans to HMCC. Ms. Bozigian-Merrick pointed out that many plans are in hard copy format and she stated that she or Mr. Goshea can help with scanning and submitting them. She also noted that this deliverable is due by the end of June of this fiscal year. Ms. Bozigian-Merrick stated that there was a discussion at the recent WAG meeting about whether there should be one workshop for Region 1 or several workshops in each county. She stated that she felt there should be a workshop in each county and it was her impression that the planners from the other counties felt the same way. Ms. Hirschhorn asked if the workshop could be added on to a Coalition meeting. Ms. Johnson felt that this was a great idea and she asked if there would be a representative from FRCOG as our HMCC sponsor at those workshops. Ms. Bozigian-Merrick stated that she didn't know if a FRCOG representative will be there. Mr. Nelson explained that the WAG will create a document that will be consistent for all 4 counties as far as the agenda and the training.

Ms. Bozigian-Merrick noted that the training covers the impact of EID on our EDS Plans and on any potential EDS responses. She stated that there is a didactic component that the WAG is looking at that has to do with cycles of infection and transmission of disease and she noted that part of the training will be about routes of transmission. She added that they would like to provide Continuing Education Units (CEUs). Mr. Nelson stated that tentatively in January and February the WAG will put together the agenda and schedule the meetings. HCHC will take the information and put together materials to go with the plan and then from March through June the communities can work on putting that information into their plans. Mr. Nelson noted that the information will come out of the workshops and Ms. Bozigian-Merrick added that Katie Browne and Lisa Crouner along with the LPHI have worked together to produce outlines and guidelines so there is consistency across the state.

Ms. Bozigian-Merrick stated that the workshop will run for approximately 1½ hours and Ms. Johnson noted that a combined meeting time of 4 hours will qualify regarding the issue of providing food. Ms. Galloway also suggested that the HMCC might have available funds and Ms. Johnson noted that the WAG could discuss this at their next meeting. At this point, Ms. Galloway asked if HCHC members are all in favor of extending the March Coalition meeting to include the EID workshop. HCHC members decided by a general consensus that the March HCHC meeting will include an EID workshop which will take place either prior to or immediately following the Coalition meeting and it was agreed that the timeframe for the combined meetings will be 9:00 a.m. to 1:00 p.m.

At this point, Ms. Bozigian-Merrick asked Sherry Petrucci if she would like to provide an update on the *Hepatitis A* EDS Exercise that took place on November 7th. Ms. Petrucci stated that the second semi-annual Public Health Nursing Conference took place at AIC and she noted that AIC and STCC nursing students participated. She added that their keynote speaker gave a presentation on the opioid epidemic and there was also a *Hepatitis A* presentation followed by a mock drill for EDS. Ms. Petrucci noted that there was a lot of good feedback and Ms. Bozigian-Merrick reported that 10 of our Hampden County Public Health nurses collaborated on this event. She noted that if a serious incident should happen in Hampden County they will know how to work together in EDS. Ms. Petrucci stated that the next conference will take place on Thursday, March 21st. Ms. Mulvenna suggested including MRC at the next conference. Ms. Petrucci pointed out that it was too short notice to get MRC involved for the November conference but they might be able to set up a table for MRC and different vendors for the next conference.

e) EID Project Updates

This item was discussed as part of agenda item 5 (d).

6. News and Updates

a) MRC & PVCOAD Updates

Ms. Spencer reported on behalf of Lois Luinewicz who was unable to attend today's HCHC meeting. Ms. Spencer first noted that Ms. Luniewicz has been working on providing a shorter MRC orientation PowerPoint. Ms. Spencer next reported that at the MAG meeting in November there was an excellent presenter from the May Institute, P.J. Simeon, who talked about putting together an *Autism Spectrum Awareness* training and she suggested that HCHC ask Mr. Simeon to conduct an abbreviated training for the Coalition. Ms. Bozigian-Merrick stated that Mr. Simeon has volunteered to do that and she added that he is coming to the Public Health Nurses Association meeting in January. Ms. Spencer next stated that Ms. Luniewicz attended the MRC Statewide Steering Committee meeting where they discussed the GAP analysis survey from last year and she also attended the Massachusetts Health Officers Association (MHOA) Conference in November.

As regards the training series entitled *You Are the Help Until Help Arrives*, Ms. Spencer reported that on November 29th, 26 people attended Part 2, which is the *Hands Only CPR* training and she stated that it was very well received. Ms. Spencer noted that Part 3, *Stop the Bleed*, will take place on December 20th at the Chicopee Public Library and she noted that they have 3 trainers including, Stephanie Bozigian-Merrick, Cheryl Messer and Lieutenant Kalbaugh from the Chicopee Fire Department. Ms. Bozigian-Merrick pointed out that they can manage up to 24 people with 3 instructors and Ms. Spencer reported that there are 2 or 3 spaces remaining. Ms. Hirschhorn commented that it would be great to have more participants and she suggested that it might be possible to find additional trainers. Ms. Spencer also pointed out that they might repeat this training series in the spring. Ms. Spencer next stated that she was able to use some of Chicopee's MRC funds to purchase a badging machine and she noted that they would like to make it available to all Hampden County MRC units although they haven't yet figured out where it will reside. Finally, Ms. Spencer stated that the next MRC meeting will take place on December 12th.

At this point, Lorri McCool reported that the Hampden and Wilbraham MRC units have agreed to join the larger MRC group. She stated that their coordinator Terry Nelson has decided to retire and she noted that being a part of the larger group will be beneficial to everyone. Ms. Messer added that Ludlow is planning to join Monson's MRC and they will try to get Palmer to join up with them as well.

As regards the Pioneer Valley Community Organizations Active in Disasters (PVCOAD), Ms. Bozigian-Merrick reported that on December 5th there was an After Action Report Conference for the PVCOAD table top exercise that was held in October. Ms. Bozigian-Merrick explained that PVCOAD is a group of organizations that have resources that they are willing to share following a disaster. She noted that there are two COADs in western Massachusetts including the PVCOAD and the Berkshire COAD.

b) HMCC Update

Ms. Galloway reminded Coalition members that HMCC has a new chair, Jackie Johnson, who is from Caring Health. Ms. Galloway noted that one item that was discussed at the HMCC meeting was the National Incident Management System (NIMS) documentation requirements and she stated that the NIMS 700 level coursework has been modified. In response to a question from Ms. Hirschhorn, Ms. Galloway stated that she believed it would be necessary for someone to retake this course if they took it many years ago. She stated that ICS-100 and ICS-200 were also updated so it could be beneficial to take those courses again as well. Ms. Bozigian-Merrick noted that the documentation for the courses could be given to her or to Mr. Goshea. Ms. Johnson asked if the state is requesting documentation indicating that everyone has taken or retaken 100, 200 and 700 in the new format. Mr. Nelson stated that he believes the executive level of the HMCC is expected to take the course in the new format, adding that it is recommended but not required for others. Finally, Ms. Galloway reported that there will be an *Operationalizing Incident Command System (ICS)* course in May and she will provide further details when she receives them.

c) MCD Update

Ms. Galloway stated that during the next few weeks there will be interviews for an Outreach Coordinator for the Pioneer Valley Mosquito Control District (PVMCD). She explained that this individual will be providing data to all of the communities in the Pioneer Valley and encouraging them to join the district and she noted that as of July 1st, MCD services will need to be paid for. Ms. Galloway stated that the PVMCD meetings are public meetings and they are posted through the State Reclamation Board (SRB) website. She noted that any HCHC members who are interested in attending the meetings can write to the SRB and ask to be added to the email list. She stated that the next meeting will be held Friday, December 1st in Northampton. Ms. Galloway reported that a Request for Proposals (RFP) for mosquito control services for next year will need to be issued hopefully by early February or March 2019. Ms. Galloway stated that she did not know when the mapping will be available but this is something that the new Outreach Coordinator will be able to take to each community.

d) Western MA Public Health Advisory Group (WAG)

Mr. Nelson stated that most of the WAG projects were discussed at the WAG meeting. Ms. Bozigian-Merrick also reported that the WAG has decided to send out the refrigerator survey and therefore HCHC members will be receiving another version which they are being asked to fill out and send back. She noted that some communities had completed a hard copy version of the survey but in order to collate this information, it would be helpful if they could do it again in the Survey Monkey. Mr. Nelson noted that the purpose of the survey is to get an idea of what refrigeration capability exists in the entire region and to potentially take that data and present a case to OPEM and/or WRHSAC for refrigeration in various locations in the Valley. Ms. Bozigian-Merrick stated that vaccine management is one of the 5 components of EID planning that we are being asked to put into our plan, however, we are discovering that we don't have refrigeration capacity and this is an opportunity to indicate that we don't have a sufficient number of refrigerators.

Ms. Hirschhorn stated that Longmeadow recently spent \$1100 on a new refrigerator which will provide for daily needs but it will not help in the event of an emergency. She noted that the UMass Memorial Health Center used to store big refrigerators that could serve as a regional depot if there was a pandemic however she pointed out that they must now be very old. Mr. Nelson stated that they are down to only one fridge. Ms. Spencer stated that she spoke briefly with a representative from Pioneer Cold Storage. She noted that she now has a contact with them and she suggested that this is something to keep on the table. Ms. Bozigian-Merrick agreed that it would be helpful to cast the net as widely as possible and she suggested looking at every option.

e) LSAC Update

Mr. Nelson reported that there was no LSAC meeting in November and the next meeting will take place on December 17th. He reminded HCHC members that LSAC meets every other month.

f) WRHSAC Updates

Ms. Galloway reported that the Family Reunification Plan training will eventually be available on the WRHSAC website. She next talked about the Functional and Access Needs Daily Response Planning which she explained is to teach First Responders how to interact with special needs individuals on an every-day basis, not just in an emergency. Ms. Galloway also talked about the Training and Exercise Subcommittee and she reported that the sheltering exercises have gone well in all the counties. Ms. Galloway also noted that several members of the Northwest Incident Management Team were deployed to Florida to assist with response and recovery efforts after Hurricane Michael and they were also involved in training exercises with the Vigilant Guard in November. Ms. Galloway noted that the Cyber Security Preparedness Conference took place on December 5th and a Special Events Incident Management Training is coming up as well.

Ms. Galloway next reported that marijuana shops opened in Massachusetts on November 20th. Ms. McCool asked if the Board of Health inspects any of the marijuana-based edibles that are being sold. Ms. Galloway did not believe

that local Public Health has anything to do with Marijuana sales. She noted that Cindy Rice from the Eastern Massachusetts Food Service is working with the marijuana industry in Massachusetts regarding compliance with the Food Code. Ms. Petrucci reported that edibles containing marijuana have to go through the state lab and anything that is sold needs to have a special stamp from the state. Ms. Hirschhorn noted that if anyone has any questions, Cheryl Sbarra, staff attorney for the Massachusetts Association of Health Boards (MAHB), is an expert on marijuana regulations and how they affect local Boards of Health and Ms. Galloway stated that this topic may be discussed at next week's *2013 Food Code* training in Marlborough. Ms. Galloway next reported that the chair of the Pan Flu Subcommittee, Ann Shea, is retiring at the end of the month and WRHSAC is looking for a new chair. She also noted that WRHSAC now has a new EOPSS representative and they will try to move ahead with any appointments that have been underway including the Public Health representative backup.

A discussion followed about the Functional Access Needs survey and Ms. Bozigian-Merrick stated that there are 4 versions of the survey which are being distributed as widely as possible. Ms. Bozigian-Merrick stated that the data from the survey is being compiled and a tool is being put together which will be a collection of resources that the First Responders can use. In response to a question from Ms. Cunningham, Ms. Bozigian-Merrick stated that the term "functional needs" includes people with dementia and she pointed out that dementia and neuro-developmental issues are a primary focus. Ms. Hirschhorn reported that Longmeadow is a "dementia friendly" community. Ms. Messer noted that they also have a *Dementia Friendly Ludlow* which is being run primarily through the Alzheimer's Association and Keystone Commons Dementia Care.

g) MAVEN Report

Angela Kramer stated that she has already started to see some cases of influenza. She also noted that a lot of the tickborne diseases are subsiding. Ms. Kramer reported that she had an interesting case involving a 30 year old Ludlow resident who contracted a tickborne disease, *Babesiosis*, from a blood transfusion. Ms. Kramer explained that the patient had received 15 blood transfusions following a motor vehicle accident and it wasn't until after she was released from the hospital that she started to develop symptoms. Ms. Kramer noted that the state did a background investigation and traced the blood donation to a donor in Rhode Island who did not realize he had this disease. Ms. Kramer reported that the state is trying to add a new protocol to the screening so this doesn't happen again. Finally, Ms. Kramer reported that she had a case of *Cryptosporidiosis*. She noted that the patient contracted the disease while she was travelling and couldn't specify exactly where she picked it up.

h) Upcoming Events, Trainings & Exercises

Ms. Bozigian-Merrick stated that a couple of organizations have expressed interest in having a Closed POD workshop and she would like to schedule a Closed POD meeting on January 7th. She noted that this event will include a brief overview of how Closed PODs work as well as a "walk through" planning workshop designed to help people think about what their tasks will be as regards operating a Closed POD. She also noted that for those who don't have Closed POD plans this will be an opportunity to learn how a Closed POD might benefit their

agency or community. Ms. Bozigian-Merrick stated that she would like HCHC members to invite people who are on our current list of Closed PODs and she noted that participation will need to be on a first-come first-serve basis. Ms. Bozigian-Merrick stated that she has reserved the PVPC large conference room for this event.

Ms. Schaier reported that the Holyoke Board of Health is working with Tapestry Health to offer a Hepatitis A Vaccination Clinic. Ms. Schaier stated that she has 30 Hepatitis A vaccines that she received from the state and they will be giving out \$10 gift cards which Tapestry Health felt would provide some incentive for people to attend.

7. Other Business

As regards the hiring process for the new PHEP Planner, Ms. Johnson noted that it was a very enjoyable recruitment process and she thanked Deb Schaier, Lorri McCool and Tom FitzGerald for participating on the Hiring Committee. She also underscored that HCHC is not saying goodbye to Stephanie Bozigian-Merrick but saying thank you and Ms. Bozigian-Merrick stated that as an MRC volunteer she will have plenty of opportunities to help if needed. At this point, Mr. Dennis expressed his appreciation to Ms. Bozigian-Merrick for her professionalism and her passion for Public Health. Ms. Bozigian-Merrick noted that Mr. Dennis formerly served in the position of PHEP Planner for HCHC and she thanked him for helping her when she began her role as the new PHEP Planner.

8. Meeting Adjourned

Ms. Galloway called for a motion to adjourn today's December 6, 2018 HCHC meeting at 11:35 a.m. JOSEPH ROUSE MADE THE MOTION TO ADJOURN THIS DECEMBER 6, 2018 HCHC MEETING; DEBRA MULVENNA SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

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