



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION
THURSDAY, DECEMBER 7, 2017**

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

CALLED TO ORDER AT: 10:01 a.m.
MEETING ADJOURNED AT: 11:47 a.m.

ATTENDEES:

Stephanie Bozigian-Merrick	Public Health Emergency Preparedness Planner, PVPC
Soloe Dennis	Deputy Commissioner, Springfield Health & Human Services
Thomas FitzGerald	Health Director, Southwick
Jeanne Galloway	Co-Chair; Health Director, West Springfield
Beverly Hirschhorn	Director Board of Health, Longmeadow
Erica Johnson	Senior Planner, PVPC
Joshua Mathieu	Health Agent, Palmer
Debra Mulvenna	Public Health Nurse, Westfield Health Department
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Deborah Schaier	Public Health Nurse, Holyoke
Tammy Spencer	Co-Chair; Sanitarian, Health Department, Chicopee

GUESTS:

Lynn Diniz	Sanitarian, Holyoke Board of Health
Joshua Garcia	PVPC Municipal Services Coordinator
Sherry Petrucci	Public Health Nurse, Agawam Health Department

DOCUMENTS DISTRIBUTED AT THIS MEETING:

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, November 2, 2017
- Hampden County Health Coalition FY 18 Financial Statement for the Month of November 2017
- Stephanie Bozigian-Merrick, PHEP Planner – November 2017 Monthly Report
- Hampden CHIP Progress Review Committee
- Community Compact IT Grant Program information
- Workforce Development and Capacity Building Sub-Committee
- New England Public Health Training Center – Student Stipend Program
- Webinar information – *The Changing Distribution of Ticks and Tick-borne Infections*
- Letter dated November 20, 2017 from MDPH re Assistance by MDPH in acute hepatitis B investigations

1. Meeting Called to Order

Jeanne Galloway called the December 7, 2017 meeting of the Hampden County Health Coalition (HCHC) to order at 10:01 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 November 2, 2017 HCHC meeting minutes. There being no comments or questions, Ms. Galloway then called for a motion to approve the minutes of the November 2, 2017 HCHC meeting.

DEBRA MULVENNA MADE THE MOTION TO APPROVE THE NOVEMBER 2, 2017 MINUTES; THOMAS FITZGERALD SECONDED THE MOTION AND ALL THE HCHC MEMBERS PRESENT APPROVED THE MOTION.

4. Financial Report

Erica Johnson presented the HCHC Financial Statement for the month of November 2017 and she reported that the balance of PHEP funds is \$137,411.85. Ms. Johnson noted that a Coalition budget amendment is pending with the state to reallocate funds in order to remove the negative number under *Coalition Travel/Conferences/Memberships*. Ms. Johnson explained that she based this year's budget on how funds were spent last year however more HCHC members attended the 2017 Massachusetts Health Officers Association (MHOA) conference than anticipated. Ms. Hirschhorn remarked that attending the MHOA conference may block other educational events that HCHC members can attend during the year and she asked if any of the other coalitions are considering a cap for each allocation. Ms. Johnson stated that she could not speak for the other coalitions but she felt that this is something to consider when planning for next year's budget noting that the Coalition may need to develop a policy regarding how PHEP funds are spent. Ms. Johnson suggested that HCHC members could consider taking turns attending the MHOA so that if someone attends one year, they would not be allowed to attend the following year. Mr. Dennis also suggested that perhaps the community that is attending the MHOA conference could contribute a certain amount of money towards the event.

Mr. Dennis asked if Springfield could submit a purchase request for supplies. Ms. Johnson asked that Mr. Dennis delay submitting his request for a month to be certain that the state has approved the budget amendment and that there is enough money available for supplies. Referring to the November 2017 financial report, Ms. Hirschhorn asked why nothing has been expended thus far for MRC Support or for the MAVEN nurse. Ms. Johnson explained that the FY18 MRC budget was reduced. She noted that there was a 3 year contract option to renew with MRC Coordinator Lois Luniewicz and it was important to keep Ms. Luniewicz on board at her contracted value. Ms. Johnson stated that the MRC Support budget will cover the balance of Ms. Luniewicz's contract once MRC funds are expended. As regards the budget for the MAVEN nurse, Ms. Johnson stated that once she receives the signed contract, the Coalition can begin making payments. In the meantime, Angela Kramer has continued to provide MAVEN services for everyone who signed on for MAVEN nurse reporting. Ms. Johnson noted that 100% of Hampden County is now on MAVEN. She noted that HCHC currently does not have a representative from the Town of Tolland and it has been a long time since anyone from the Town of Granville has participated. Mr. FitzGerald offered to talk to Matt Streeter.

There being no further questions, Ms. Galloway called for a motion to approve the FY 18 Financial Statement for the Month of November 2017.

SOLOE DENNIS MADE THE MOTION TO APPROVE THE HCHC FY 18 FINANCIAL STATEMENT FOR THE MONTH OF NOVEMBER 2017; DEBORAH SCHAIER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

5. Business At Hand

a) Hampden County CHIP Update

PVPC Municipal Services Coordinator Joshua Garcia provided an update on the Hampden County Community Health Improvement Plan (CHIP). He referred to an organizational chart that lists the members of the CHIP Progress Review Committee and the Design Team, noting that the chart also lists the individuals who are involved in each of the 6 domains. Mr. Garcia pointed out that folks can be involved in whatever domain they choose and they can participate in more than one domain group, adding that one domain isn't prioritized as being more important than another. Mr. Garcia noted that this gives everyone an opportunity to engage at the level they want and to prioritize within each of the subgroups as resources become available.

Mr. Garcia reported that the RFP for the Community Benefits Advisory Council (CBAC) *Determination of Need* (DoN) funds is expected to be released in January. He stated that he has been encouraging people to work together in leveraging potential DoN funding for a given project using the strategies and priorities listed in the CHIP as their guide. He noted that PVPC Principal Planner Catherine Ratte, along with Partners for a Healthier Community, is currently working on potentially applying for DoN funds to help staff coordinate implementation. Ms. Galloway noted that Partners for a Healthier Community is changing their name to The Public Health Institute of Western Massachusetts and there will be a rebranding event on January 18th. Mr. Garcia stated that for many years, the CBAC group and the DoN funds have been Springfield focused but he is trying to ensure that other communities in Hampden County are aware of this opportunity. Mr. Garcia then responded to questions raised by HCHC members and he talked about various issues that the domain groups are working on. There was also a brief discussion about some of the challenges including the need to have someone take on the role of leading each of the subgroups. Mr. Garcia asked HCHC members to let him know if they would like to participate in any of the domain groups.

At this point, Mr. Garcia talked about a funding opportunity available through the Community Compact IT Program. He suggested that HCHC members review the information on the sheet that had been distributed and he recommended that they discuss this opportunity with their town officials.

b) Proposed Workforce Development Subcommittee

Mr. Dennis referred to a handout he had provided describing a proposed Workforce Development and Capacity Building Subcommittee and he explained that the goal of this subcommittee is to hopefully identify ways to enhance capacity at the Coalition to address some critical public health related issues in our communities. HCHC members expressed support for creating the subcommittee. After a brief discussion, Ms. Galloway called for a motion to create a Hampden County Health Coalition Workforce Development and Capacity Building Subcommittee.

BEVERLY HIRSCHHORN MADE THE MOTION TO CREATE A HAMPDEN COUNTY HEALTH COALITION WORKFORCE DEVELOPMENT AND CAPACITY BUILDING SUBCOMMITTEE; SOLOE DENNIS SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Ms. Galloway asked if anyone would like to act as the leader of the new subcommittee and Mr. Dennis stated that he would take on that role. He suggested that HCHC members decide on a time to meet and he stated that the subcommittee will set the agenda, noting that the Coalition could recommend topics for the subcommittee.

c) Candidate for HCHC Internship Position

Stephanie Bozigian-Merrick reported that two undergraduate Public Health students are interested in the HCHC internship position and she referred to a handout that included a brief description about each candidate. Ms. Bozigian-Merrick stated that she would like to appropriate both students for small scale projects. She noted that they could help with projects that relate to their career goals but more specifically projects could include Long-Term Care, Closed PODs, the HCHC newsletter and the Group Home project. Ms. Bozigian-Merrick stated that if any Coalition members have projects they would like to work on for their local health departments, she could find out if that is something that the interns would be interested in.

d) HHAN Updates

Ms. Bozigian-Merrick distributed a list of the individuals who are currently on the Health and Homeland Alert Network (HHAN), as well as those who are on the 24/7 Contact List. She asked everyone to look at the names associated with their department and to make any necessary changes, noting that the state would like to have 3-5 people from each community on the HHAN list. As regards the people listed in red, Ms. Bozigian-Merrick stated that if HCHC members think those individuals should be on the HHAN, they should let Michael Nelson know. She also pointed out that Mr. Nelson discovered that there are some communities that have no one on the HHAN. Mr. Nelson stated that once HCHC members let him know who they would like to have on the HHAN, he will give that information to his colleagues at the HHAN who will email those individuals, asking them to create an account. Mr. Nelson also stated that he will let them know that they will be receiving the HHAN email.

e) EDS Event Scheduling LAST CALL

Ms. Bozigian-Merrick reported that 12 communities have completed their EDS events in Hampden County since August, however, she noted that two HCHC members still need to complete this deliverable and she reminded the group that the deadline is March 2018. Ms. Bozigian-Merrick then distributed a current list of Hampden County EDS locations and contact information. She asked HCHC members to insert a check mark if the information is accurate and to make any corrections on the sheet if the information is wrong.

f) Closed POD Project Update & Next Steps

Ms. Bozigian-Merrick reported that Holyoke has done a lot of work on the Closed POD project this fiscal year

noting that Ms. Schaier hosted an invitational learning opportunity for the Long-Term Care Facilities in Holyoke which was well attended. Ms. Schaier stated that thus far, two facilities have expressed interest in signing MOUs. Ms. Bozigian-Merrick noted that Tolland is also interested in potentially become a Closed POD and Mr. Nelson reported that Elms College is interested in doing some Closed POD planning. Ms. Bozigian-Merrick stated that the goal is to have five Hampden County Closed PODs by the end of this fiscal year, adding that if there is anyone that Coalition members would like her to reach out to in their communities, she would be happy to do so. Ms. Hirschhorn suggested that the process could go faster by approaching 2 or 3 chains of long-term care corporations that have facilities in multiple municipalities. Ms. Bozigian-Merrick asked HCHC members to let her know whether or not their health department is interested in Closed PODs. Ms. Mulvenna stated that Westfield has issues with the mechanics of setting up a Closed POD. Ms. Bozigian-Merrick offered to assist Westfield with set up.

g) Group Home Outreach Update

Ms. Bozigian-Merrick noted that some preliminary work has been done on the Group Home Outreach project. She stated that she will be contacting umbrella agencies who have several homes in many communities rather than approaching each one and her goal is for each home to choose a staff person to be “head of household” for picking up medical countermeasures. She asked HCHC members to let her know if any community does not want her to do that. Ms. Spencer stated that she is receiving phone calls for end-of-year inspections for the group homes and she asked if there is anything she could provide them with. Ms. Bozigian-Merrick stated that there are brochures as well as a handout for frontline staff. She thanked Ms. Spencer and stated that she would be contacting her.

h) WAG Project: EDS Planning Update

Ms. Bozigian-Merrick reported that Emergency Dispensing Site (EDS) planning is ongoing and she noted that the EDS guidance has now been released. She also reported that Mary Kersell is retiring from the Hampshire County Public Health Preparedness Coalition and she will be replaced by Loren Davine who is currently the Hampshire County MRC coordinator. Ms. Bozigian-Merrick stated that the WAG has not made a lot of progress in their review of EDS and she hoped to have a more specific report at the next HCHC meeting.

i) Report Back: AIC Nursing Clinical Conference/HEP A EDS

Ms. Bozigian-Merrick reported that she recently attended a Public Health nursing symposium at AIC sponsored by the Nursing Collaborative of Western Massachusetts and she noted that Agawam Public Health Nurse Sherry Petrucci managed and prepared the program. Ms. Petrucci stated that this conference was intended to be a collaboration between area colleges and public health nurses and to bring real life experiences to nursing students. She reported that the first group of colleges to sign on was AIC and a small number of Bay Path nurses, noting that there were approximately 82 in attendance including presenters and students. Ms. Petrucci stated that the program included presentations addressing public health nursing, both state and local. There was also a case scenario, a mock clinic, and a presenter on the opioid epidemic. Ms. Petrucci stated that the next conference will take place in the spring, most likely at Elms College.

j) Rural Communities Intern Opportunity

Ms. Galloway reported that there is an intern opportunity for rural communities available through the New England Public Health Training Center (NEPHTC) Student Stipend Program and she noted that the PVPC could apply on behalf of HCHC. Ms. Galloway stated that this information was sent out to Coalition members and she hoped there would be more representatives from the rural towns attending today's meeting. Ms. Hirschhorn stated that she did not know if there has been a formal assessment of the capacity of the small communities in terms of public health and what they need help with. She stated that it might be helpful for them to know where they need help the most. Ms. Bozigian-Merrick agreed to reach out to HCHC members regarding this opportunity.

6. News and Updates

a) MRC & PV COAD Updates

Tammy Spencer provided an MRC update on behalf of Ms. Luniewicz who was unable to attend today's HCHC meeting. Ms. Spencer stated that Ms. Luniewicz attended the Massachusetts Emergency Management Agency (MEMA) All Hazards Emergency Preparedness Conference where Jonathan Miller presented a session on the *Role of Volunteers in Emergency Incident Rehabilitation*. She also reported that there was a regular MRC meeting on November 7th and one of the discussions was about how to keep volunteers engaged after deployment. Ms. Spencer stated that Ms. Luniewicz also attended the MRC Advisory Group (MAG) meeting where there was a discussion about the National Association of County & City Health Officials (NACCHO) 2018 Challenge Awards grant which comprises three tiers namely, \$2,500, \$7,500 and \$12,500. Ms. Spencer also reported that 28 volunteers attended the fall MRC volunteer meeting that took place on November 9th at the Gardens of Wilbraham. Ms. Spencer stated that Ms. Luniewicz could not attend the Pioneer Valley COAD meeting however she reported that the minutes from that meeting included information on the evacuees from Puerto Rico. She noted that Holyoke had 832 evacuees, Springfield Family Resource Center had 850 individuals and the New North Citizens Council in Springfield had 209 families with 262 children. Ms. Spencer stated that the next MRC meeting will take place on January 10th.

In response to a question from Ms. Galloway regarding the Central Hampden County MRC Coordinator position, Ms. Spencer stated that they are hoping to post the position in March. She explained that in lieu of the NACCHO grant opportunity, they are applying to use the lower tier of this grant towards administrative costs and they are hopeful that they will be awarded that grant. She stated that the lower tier appears to be more favorable for most people who applied for it. Ms. Bozigian-Merrick stated that other groups are interested in this opportunity, noting that at least 3 are in the process of writing or have completed their applications. She noted that the deadline for the grant application was extended to December 13th. Ms. Johnson stated that it is her understanding that the Central Hampden County MRC is applying for the NACCHO grant, as well as Monson and Springfield.

b) HMCC Update

Ms. Galloway stated that the last HMCC meeting took place at the Caring Health Center in Springfield and she noted that the next quarterly meeting is scheduled for March. She added that Mark Maloni recently sent out some

updated HMCC information.

c) MCD Update

Ms. Galloway stated that the Pioneer Valley Mosquito Control District (MCD) is now an official district. She reported that Greg Lewis and Charlie Kaniecki were recently asked to present at the Mosquito Control Conference in Plymouth, noting that this is the first district that has been formed in 40 years. Ms. Galloway stated that 7 or 8 towns have submitted a confirmation of interest and she hoped that communities will include the Pioneer Valley MCD on their ballots or warrants for the spring, noting that the cities can do so at any time. Ms. Hirschhorn stated that in order to put this cost on the warrant, usually there is a dollar amount but she pointed out that the cost will depend on the number of towns who are participating. Ms. Galloway stated that they are trying to figure out what the minimum buy-in amount is. She stated that each town is welcome to purchase additional services beyond the minimum base fee therefore it may be a good idea to put down enough money to buy other services.

d) Western MA Public Health Advisory Group (WAG)

Mr. Nelson reported that the WAG group is primarily focusing on working on the EDS template document and once they have more information he will share that information with HCHC members.

e) LSAC Update

Mr. Nelson reported that there was a discussion at the Local State Advisory Committee (LSAC) meeting about the EDS guidance and they also talked about HHAN updating across the state. In addition, they talked about the fact that most people are still having trouble with WebEOC. Mr. Nelson offered to give a WebEOC presentation if HCHC members need additional training. He also noted that there will be an evening drill in Quarter 2 beginning after 5 p.m. Finally, Mr. Nelson stated that the LSAC group talked about the need for a new strategic plan.

f) WRHSAC Updates

Ms. Galloway noted that the Baystate Community Benefits Advisory Council (CBAC) grants will be available soon. She asked Joshua Mathieu if he had begun participating in the CBAC. Mr. Mathieu stated that he missed the last meeting but he is on their notification list. Ms. Galloway next stated that there is a project in our area through the Attorney General's office educating middle schools on opioid prevention. Ms. Galloway then provided a flu update, noting that currently in Massachusetts, flu is widespread and she stated that from the CDC level on a volume standpoint, we are at *low moderate*. Ms. Galloway reported that influenza-like illness at this time is about twice the rate it was in 2015 or 2016. Ms. Hirschhorn remarked that this is a good time to urge first responders, including those who are responsible for snow removal, to get their flu shots given that everyone depends on them. Ms. Galloway next reported that the new Public Health representative is Noreen Pease who is a Board of Health member from Shutesbury in Franklin County. She added that Ms. Pease also has a background in emergency preparedness. Ms. Galloway next reported that the National Incident Management System (NIMS) training is supposed to be modified and she stated that it is probably a good idea to take this training again.

Ms. Bozigian-Merrick noted that there was a discussion at the WRHSAC meeting about possibly having *Message Maps* that would provide prewritten generalized messages that could be selected and tweeted in 90 seconds or less during a crisis. She stated that they also talked about developing a resource guide for behavioral health. Ms. Galloway added that it will be a combined project through WHRSAC and HMCC.

g) MAVEN Report

Ms. Johnson referred to a letter from the Executive Office of Health and Human Services regarding Hepatitis B that was forwarded to her from Angela Kramer. Ms. Johnson noted that she was uncertain if HCHC members had already received this letter therefore she had included it in today's meeting packet for their information and reference. Ms. Johnson stated that she did not have a MAVEN update to provide on behalf of Ms. Kramer who was not in attendance at today's meeting. In response to a question from Ms. Galloway, Ms. Johnson noted that Ms. Kramer is still continuing to provide MAVEN services.

h) Upcoming Events, Trainings & Exercises

Ms. Bozigian-Merrick stated that today at 2:00 p.m., Clinician Outreach and Communication Activity (COCA) will provide a webinar about *The Changing Distribution of Ticks & Tick-Borne Infections* which basically addresses the impact that global warming is having on tick populations. Ms. Bozigian-Merrick stated that if anyone is unable to take the training today, it will be archived by Monday, December 11th so it will be possible to do it then. Ms. Bozigian-Merrick also stated that WRHSAC will be presenting a *Behavioral Analysis Workshop* on December 14th at UMass Amherst. She stated that there is still space available for this event if anyone is interested in participating.

8. Other Business

Ms. Galloway asked if there was any other business to conduct. Mr. Dennis stated that he wanted to thank Ms. Bozigian-Merrick for attending the Massachusetts Public Health Association (MPHA) annual meeting. He noted that he sits on the Board of Directors for the MPHA which is an organization that advocates for local public health budgets. Ms. Bozigian-Merrick remarked that it was a very good conference.

At this point, Ms. Johnson expressed concern that there are two communities that still have not scheduled their EDS events and she underscored that the EDS deliverable is of critical interest to DPH at this time. Ms. Johnson stated that every community has an obligation to participate and if those communities do not participate in this deliverable, they will not be allowed to have cell phones, supplies or conferences. Ms. Johnson reminded HCHC members that when they are not participating and taking care of what needs to be done, she is then put in the position of making expenditures at the potential peril of the Pioneer Valley Planning Commission not being reimbursed. Ms. Johnson pointed out that there is also a requirement that once a quarter, HCHC members must attend our Coalition meetings and she noted that some towns are not fulfilling this requirement. Ms. Johnson stated that there will need to be conversations about this issue going forward. Ms. Hirschhorn agreed that there should be a punitive aspect, however, she noted that going forward, funding is going to be minimal and it may be necessary to offer something worthwhile

that people will see as important enough to devote 2 hours of their time each month or at least quarterly. Ms. Galloway stated that those communities may not be aware that by participating they could learn a lot that might benefit them. Mr. Dennis noted that the Coalition previously conducted a self-assessment which involved sending out a survey asking communities about the areas they would like the Coalition to work on. Ms. Bozigian-Merrick felt that was a good idea, noting that this would be a great project for the interns. Ms. Johnson stated that this could piggyback on what Ms. Hirschhorn suggested about doing some type of an assessment of what communities have and what they need.

At this point, Ms. Galloway announced that the application period for the CDC Public Health Associate Program (PHAP) will be open from January 2nd until January 18th. Ms. Galloway stated that HCHC should try to see if someone from the Coalition could apply however she noted that we would need to have a location for the associate and a direct supervisor as well as a secondary supervisor. She explained that this is a 2-year paid program which provides an opportunity for graduates of Public Health programs to do Public Health work. Ms. Bozigian-Merrick asked how we can coordinate completing this application by January 18th. Ms. Galloway stated that the website will have some information and she noted that there is a set protocol for how the grant needs to be written.

9. Meeting Adjourned

Ms. Galloway called for a motion to adjourn today's December 7, 2017 HCHC meeting at 11:47 a.m. BEVERLY HIRSCHHORN MADE THE MOTION TO ADJOURN THIS DECEMBER 7, 2017 HCHC MEETING; DEBORAH SCHAIER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

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