



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION
THURSDAY, FEBRUARY 2, 2017**

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

CALLED TO ORDER AT: 10:03 a.m.
MEETING ADJOURNED AT: 12:22 p.m.

ATTENDEES:

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
Lois Luniewicz	Coordinator, Hampden County Medical Reserve Corps
Lorri McCool	Health Agent for Wilbraham, Monson & Hampden
Debra Mulvenna	Public Health Nurse, Westfield Health Department
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Aimee Petrosky	Health Agent, East Longmeadow
Francine Rusiecki	Director of Nurses, Ludlow Board of Health
Deborah Schiaier	Public Health Nurse, Holyoke
Lynn Shell	Administrative Support, PVPC
Tammy Spencer	Sanitarian, Chicopee Health Department
Randy White	Co-Chair; Health Agent, Agawam Health Department

GUESTS:

Lynn Diniz	Holyoke Board of Health
Joshua Garcia	PVPC Municipal Services Coordinator
Chase Hunter	SNS Coordinator, MDPH

DOCUMENTS DISTRIBUTED AT THIS MEETING:

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, January 5, 2017
- Hampden County Health Coalition Financial Statement for the Month of January 2017
- HCHC Purchase Requests FY17-BP5: 7/1/16 – 6/30/17; February 2017 Requests

1. Meeting Called to Order

Jeanne Galloway called the February 2, 2017 meeting of the Hampden County Health Coalition to order at 10:03 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 regarding the January 5, 2017 HCHC meeting minutes. Lois Luniewicz stated that on page 7 of the minutes, regarding her meeting with the Region 1 hospital preparedness

coordinators, the following comment “...and they are *not* attempting to work outside of their defined roles” should be changed to “they *are* attempting to work outside of their defined roles”. Ms. Luniewicz also mentioned that on page 8 under *Upcoming Events*, “3 part UMass training” should be listed as “3 part dependency training”. Ms. Luniewicz stated that she did not know the exact title of the training at this time but she reported that it will not be held at the University of Massachusetts. Ms. Galloway then called for a motion to approve the minutes of the January 5, 2016 HCHC meeting as amended.

THOMAS FITZGERALD MADE THE MOTION TO APPROVE THE JANUARY 5, 2017 MINUTES AS AMENDED; SOLOE DENNIS SECONDED THE MOTION AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

4. Financial Report

Erica Johnson presented the HCHC Financial Statement for the month of January 2017 and she noted that the balance of PHEP funds as of January 26th is \$119,776.28. Ms. Johnson pointed out that she received the contract amendment for the Carry Forward funds in the amount of \$2,493.20 however these funds need to be accounted for separately. In response to a question from Mr. Dennis, Ms. Johnson replied that the Carry Forward funds will go towards the EDS exercise that will be conducted by Liisa Jackson. Ms. Schaier asked about the funds that are allocated for the MAVEN nurse. Ms. Johnson explained that there was previously a Shared Public Health Nurse grant that ended a few years ago. Given that there was still a requirement for MAVEN through the PHEP funding, the Coalition decided to provide a scaled down program which allows Angela Kramer from the Town of Ludlow to assist with the MAVEN reporting for the Coalition communities that don't have nursing personnel.

Ms. Galloway then called for a motion to approve the HCHC Financial Statement for the Month of January 2017. SOLOE DENNIS MADE THE MOTION TO APPROVE THE HCHC FINANCIAL STATEMENT FOR THE MONTH OF JANUARY 2017; LORRI MCCOOL SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

As regards the amount allocated for *Travel and Conferences*, Ms. Hirschhorn asked if this takes into consideration the nurses who would like to attend the Massachusetts Association of Public Health Nurses (MAPHN) conference. Ms. Johnson stated that funds have been allocated to send 8 public health nurses to the conference however those requests for funds have not yet been approved by DPH. She explained that she is waiting for the MAPHN agenda to become available to see if the training is applicable to PHEP before she can send the request to DPH.

5. Business At Hand

a) Review & Vote: Spending Requests

Ms. Johnson stated that there are two purchase requests for February from the City of Springfield, noting that one request is to replace a printer and the second request is to replace an iPad. Ms. Johnson noted that both

items were specifically mentioned in the Coalition's budget so additional approval from DPH is not necessary. Ms. Galloway then called for a motion to approve the purchase requests for the month of February 2017.

LORRI MCCOOL MADE THE MOTION TO APPROVE THE HCHC FEBRUARY 2017 PURCHASE REQUESTS AS PRESENTED; DEBRA MULVENNA SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

b) CHIP Update

Ms. Galloway then asked PVPC Municipal Services Coordinator, Joshua Garcia, to provide an update on the Hampden County Community Health Improvement Plan (CHIP). Mr. Garcia reported that the County Health Rankings Report will be released on March 29th and he noted that the final version of the Hampden County CHIP will be presented on Friday, March 31st at the West Springfield Town Hall, noting that they hope to reconvene the working group to plan this event. Mr. Garcia stated that he will send information to Ms. Johnson to forward to HCHC members so that they can participate in the planning. After responding to some questions raised by HCHC members, Mr. Garcia added that he hopes to have the CHIP available for review by HCHC members at the March 3rd Coalition meeting.

c) EP Planner Hiring Update

Ms. Johnson stated that Brian McCartney resigned as the PHEP Planner as of January 31st and the PVPC is now looking for someone to fill this role. Ms. Johnson noted that at the January Coalition meeting, questions were raised regarding the salary range for this position. She stated that the PVPC received some applications and an interview was conducted however it was determined that the candidate was not a good fit for the agency. Ms. Johnson stated that the ad was re-posted at a higher salary range but so far there has been no response and she asked the group to let her know if they are aware of anyone who might be interested in this position. Ms. Johnson then asked to move directly to agenda item 5 (e) in order to discuss the PHEP grant deliverables.

e) PHEP Grant Deliverables & Update

Ms. Johnson stated that until someone is hired to fill the PHEP Planner position, she will be assuming that role. She noted that she will be sending out information and attending meetings on behalf of the Coalition, and she asked HCHC members to let her know what they need. Ms. Johnson stated that as regards PHEP deliverables, Mr. McCartney took care of everything that could be done ahead of time for the third quarter report. As far as the remaining deliverables, she stated that there will be another HHAN WebEOC drill before the end of March and HCHC members will also be responsible for the Closed POD work. At this point, Ms. Galloway stated that the next agenda item to be taken up will be agenda item 5 (d).

d) OPEM Staff Update

Mr. Nelson announced that Mary Clark, Director of the Office of Preparedness and Emergency Management

(OPEM) has decided to retire. He noted that her Deputy Director, Kerin Milesky, has stepped up as Acting Director and he stated that PHEP Manager Donna Quinn will be the Acting Deputy Director in the interim.

f) PHEP FY18 Concurrence Update

Mr. Nelson noted that we are waiting for the funding announcement from the federal officials and once the information is released, HCHC will have a certain amount of time to vote concurrence which will be due by the end of March. Ms. Johnson stated that she will send out the funding information when it is made available. She also reported that there is a small group that is associated with the LSAC group that reviews the funding information, adding that Mr. McCartney was on that committee last year. Ms. Johnson stated that PHEP Planner Greg Lewis from FRCOG intends to take over that role and HCHC will be represented in that small group.

g) MAVEN Nurse Discussion

Ms. Galloway stated that Joshua Mathieu had planned to lead this discussion but he was unable to attend today's HCHC meeting. Ms. Johnson remarked that although she could not speak for Mr. Mathieu, she could speak for the MAVEN nurse program and she reiterated her earlier comments about the program, noting that our MAVEN nurse has evolved from the Shared Nurse program which no longer exists. Ms. Johnson explained that the MAVEN nurse is only responsible for MAVEN reporting which does not include cases of TB and she stated that this is outlined in the contract. Ms. Johnson acknowledged that some communities need additional services but she underscored that the Coalition is unable to provide those services under this grant. A brief group discussion followed about the MAVEN nurse. Ms. Johnson pointed out that MAVEN reporting is the responsibility of the Coalition and she felt that the MAVEN program has been successful, noting that for a very small financial investment, the town is able to show 100% completion of its deliverables. Ms. Johnson noted that if this service were to be eliminated, the community could choose not to assume this responsibility however that would not allow her to report 100% compliance with grant deliverables or to ensure continued funding. Ms. Galloway noted that the Coalition will need to find out if the MAVEN nurse program is acceptable under the new funding.

h) Review of SitMan for Holyoke Exercise

Ms. Johnson stated that she did not have copies of the Situation Manual (SitMan) for everyone and she stated that if the group felt that it would be useful, she could make some copies. Ms. Galloway felt that it was not necessary to make copies, noting that those who signed up should have received a copy. At this point, several HCHC members indicated that they were uncertain about when they need to arrive for the event. Ms. Johnson stated that she believed that there are different times depending on the assigned role. Ms. Luniewicz stated that it was her understanding that each station chair will need to show up at 9:00 a.m. and volunteers would arrive around 9:30 a.m. so that there is time to do *Just in Time* training. Ms. Johnson stated that there will be a call on February 3rd at 11:00 a.m. to address the final details about this event and Liisa Jackson will send out the final manual and detailed information regarding when to show up. As regards parking, Ms. Johnson presented the group with a large map of Holyoke and she recommended arriving early so that parking would not be an issue.

Ms. Johnson stated that she hoped everyone would be able to participate in this event, adding that food will be provided, and she noted that there is still time to register if anyone had not yet done so.

i) Recent Executive Orders & Impacts

Ms. Galloway stated that she did not yet know what the impacts will be from the presidential executive orders however she reported that there was great concern at the Western Massachusetts Refugee & Immigrant Consortium and she pointed out that the Northampton refugee resettlement program has been put on hold. Ms. Galloway also noted that there has been a change of regulations at EPA and some funding changes at the CDC.

6. News and Updates

a) HMCC Update

Ms. Galloway stated that the next HMCC Steering Committee meeting will take place in March and she noted that both subcommittees recently participated in conference calls. Mr. FitzGerald reported that the Planning Committee eliminated some areas from the priorities sheet that was distributed at the January Coalition meeting and they are looking at what would make the most sense for the short term. Ms. Galloway stated that the Training and Exercise Committee also discussed the priorities, noting that most if not all of the 5 disciplines were represented on the conference call. Ms. Galloway thanked HCHC members who provided their thoughts on the priorities and she stated that she had relayed their suggestions. Ms. Galloway reported that the HMCC full coalition meeting is scheduled for April 14th and she noted that everyone is welcome to attend.

At this point, Mr. Nelson reported that the state has had supplies stored in a warehouse which they have decided to distribute in order for those items to be utilized. He stated that the supplies include N-95 masks, gloves, diapers, oral airway kits and bandages which will be divided between the six HMCCs in the state, noting that pet supplies have already been claimed by the Disaster Animal Response Teams (DART). Mr. Nelson stated that the supplies for Region 1 will be divided between the four counties and are expected to be delivered by mid to late March in Franklin County. After a brief discussion, Mr. Nelson offered to bring all of the supplies for Hampden County to the next Coalition meeting so that HCHC members could help themselves to the supplies they would like. MDPH SNS Coordinator Chase Hunter explained that all the materials that have been stored were purchased as trailer resupply. At this point, Ms. Johnson noted that she had set out some other supplies for HCHC members which include items left from the last funding cycle as well as some binders from FRCOG.

Beverly Hirschhorn then provided an update on pharmaceutical grade refrigerators. She stated that by the beginning of the 2018 calendar year, not only the primary vaccine refrigerators but any secondary vaccine refrigerators will need to be pharmaceutical grade, adding that this requirement only applies to state vaccines. Ms. Hirschhorn reported that the cost for the smallest size pharmaceutical grade refrigerator, which is 1.8 cubic feet, is approximately \$1,500 to \$2,000. She noted that it may be possible to get a better price with a group rate and she asked HCHC members to let her know if anyone else needed to purchase a secondary unit.

b) Western MA Public Health Coalition Advisory Group (WAG)

Mr. Nelson reported that there has not been a WAG meeting since the last HCHC meeting and he noted that the WAG group will meet next week. Mr. Nelson then reported that he has been attending a state professional development series that is intended to help build leadership within the state's staffing and, as part of that course, he was required to complete a project that would be helpful to DPH and to the people they serve. Mr. Nelson stated that for his project he created a booklet with basic information related to PHEP including the HHAN, shelter operations, logging into WebEOC, etc. and he announced that he made a copy of the booklet for each HCHC community which he planned to distribute.

c) LSAC N/A – No January Meeting

Ms. Johnson stated that the LSAC group did not meet in January and she reported that she will be attending the next LSAC meeting which will take place in a few weeks.

d) Medical Reserve Corps Update

Lois Luniewicz announced that Hampden County MRC was awarded the NACCHO 2017 MRC Challenge Award that she had applied for in December. She then shared the scope of the project, noting that Berkshire County received theirs as well. Ms. Luniewicz stated that the contract will be sent out sometime in the next few weeks and it will need to be signed and returned by the end of March. Ms. Luniewicz next reported that MRC is hoping to do a shelter training/drill before the end of March and they hope to make a final decision about the training at the next MRC meeting. Ms. Luniewicz stated that the MRC group also discussed EDS training but she was not sure what they were looking for in addition to the Holyoke exercise. She noted that she suggested the annual UMass Emergency Dispensing Site Exercise as a great opportunity and she will need to explore this idea further with the group. Finally, Ms. Luniewicz stated that all of Region 1 is hoping to participate in a texting drill through MA Responds which will take place sometime between April 1st and April 8th.

e) PVCOAD Update

Ms. Luniewicz stated that she attended the Pioneer Valley Community Organizations Active in Disasters (PV COAD) meeting in January and she reported that PVCOAD is looking for one or more individuals to take on the role of responding at the ESF7 desk at MEMA EOC in Agawam during an event. Ms. Luniewicz noted that this commitment would probably involve a 12 hour shift and she explained that as calls come in to the EOC for resources, it would be the individual's responsibility to contact the PVCOAD partners. Ms. Luniewicz stated that she believed she copied Ms. Johnson on an email with details about this opportunity that she sent to all of her units. Ms. Johnson asked Ms. Luniewicz to resend the email so that she could forward it to HCHC members. Ms. Luniewicz also shared that Berkshire Regional Planning staff presented a draft Long Term Recovery Plan for the Pioneer Valley that they are actively working on.

f) WRHSAC Updates

Ms. Galloway stated that she would not be providing a WRHSAC report at today's HCHC meeting and she moved to address the next item on the agenda.

g) Upcoming Events, Trainings & Exercises

- Functional EDS Exercise – February 10, 2017, 10:00 a.m. – 2:00 p.m. - Holyoke

Ms. Johnson stated that this is a worthwhile opportunity and she encouraged HCHC members to attend.

- MRC EDS Training & Exercise – April 6, 2017, 1-5:00 p.m. – UMass Amherst
- MRC & WRHSAC Shelter Trainings – Planning in Progress

Ms. Luniewicz stated that the May 4th training sponsored by Hampshire County is being held on the same day as the advanced shelter training described in the HMCC newsletter that was sent out. Ms. Petrosky stated that she did not receive the newsletter and Ms. Johnson stated that she would send it out again.

7. Visit from Chase Hunter, DPH re SNS Information

Ms. Galloway welcomed guest speaker, Chase Hunter, MDPH Strategic National Stockpile (SNS) Coordinator. Ms. Hunter explained that Brian McCartney had invited her to talk to HCHC members about Emergency Dispensing Sites especially with regard to receiving medical countermeasures (MCM) including jurisdictional oversight. Ms. Hunter noted that the state is hoping to provide some guidance during the summer specifically on dispensing and they will also provide some forms which include an inventory management form and a NAPH form (name, address and personal history about the individuals receiving the medication).

Ms. Hunter then reviewed the procedure for requesting and receiving resources from the SNS in the event of a severe public health emergency, noting that the first step is to find out what resources are available locally to treat this particular event. Ms. Hunter stated that it might be necessary to contact the HMCC to see who has resources in the region. Ms. Hunter explained that the SNS program, which is run by the Centers for Disease Control (CDC), stores a substantial amount of items including, antidotes, medical supplies, etc. which are located in 12 warehouses across the country, noting that the supplies can be delivered to any location within 8-12 hours. When the items arrive in the state, they are then under state jurisdiction and they will be sent to a state warehouse. Ms. Hunter noted that a truck with a state police escort will arrive at the EDS within 6-8 hours. She stated that it is helpful to have someone available from law enforcement to receive the materials, however the person responsible for security at the EDS could receive the supplies. That individual will then sign for the supplies, they will receive a copy of everything received and they will keep an inventory of those items. Ms. Hunter noted that at this point, it is the responsibility of the EDS to distribute the supplies to the community.

Ms. Hunter underscored the importance of ensuring that each community's population is updated in WebEOC. She also noted that in WebEOC there is a line for base population and for seasonal such as during the Big E when more people are in town. In response to a question about checking for identification, Ms. Hunter stated that this is not

recommended noting that it will slow down the process and individuals who are not documented may not try to get the medicine they need to protect them. As regards population, she recommended estimating 10% more to cover first responders and others who may come into the community's jurisdiction. Ms. Hunter stated that it is recommended that only one person from a family go to the EDS site. She explained that MCM generally involves dispensing pills and therefore it is not necessary for everyone to be there. She then described the procedure for distributing medication and keeping track of who received it. In response to a question about liability regarding the dispensing of medication, Ms. Hunter stated that someone medically knowledgeable should be available at your EDS and she suggested that there may be a pharmacy in the community who would be willing to help. She also noted that there is a volunteer liability section in the guidance which talks about Good Samaritan laws and what people are exempt from in an emergency situation.

Ms. Hunter stated that having Closed PODs will reduce the number of people who will need to go to the EDS. Mr. Nelson pointed out that as part of the deliverables, HCHC members have been identifying Closed PODs in their communities and they are working on creating MOUs. He asked Ms. Hunter to share some basic Closed POD information. Ms. Hunter listed possible locations for Closed POD sites including long-term care facilities, domestic violence shelters, group homes, faith-based organizations and civic organizations. She explained that a Closed POD is any location that is dispensing to a specific group of people and they are not open to the public. Ms. Hunter also noted that there is a 6 page Closed POD EDS document that is available. At this point, Ms. Hunter responded to a series of questions raised by HCHC members.

Ms. Hunter underscored the value of preparing for different scenarios, noting that major events can also happen in the small communities. She recommended exercising to find out where the gaps are, adding that it is a benefit to the community to have everyone who is impacted know the plan. She also stated that the plan should be electronic and she highly recommended having a dated printed copy. Ms. Hunter admitted that this process may seem daunting but if broken down into small components, it will be manageable, adding that the SNS team is there to help. Ms. Hunter then thanked the Coalition for the opportunity to talk to them, noting that she will forward her contact information to Erica Johnson. HCHC members thanked Ms. Hunter for her presentation.

8. Other Business

Ms. Galloway asked if there was any other business to conduct but no further business was presented for discussion.

9. Meeting Adjourned

Ms. Galloway called for a motion to adjourn today's February 2, 2017 HCHC meeting at 12:22 p.m. LORRI MCCOOL MADE THE MOTION TO ADJOURN THIS FEBRUARY 2, 2017 HCHC MEETING; TOM FITZGERALD SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.