



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

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

CALLED TO ORDER AT: 10:05 a.m.
MEETING ADJOURNED AT: 11:55 a.m.

ATTENDEES:

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
Ted Locke	Tolland EMD
Lois Luniewicz	Coordinator, Hampden County Medical Reserve Corps
Joshua Mathieu	Health Agent, Palmer
Debra Mulvenna	Public Health Nurse, Westfield Health Department
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Tony Pettaway	Public Health Emergency Response, Springfield Health & Human Services
Francine Rusiecki	Director of Nurses, Ludlow Board of Health
Deborah Schaier	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
Liisa Jackson	Preparedness Specialty Services
Joshua Garcia	PVPC Municipal Services Coordinator
Catherine Ratte	PVPC Principal Planner/Environment and Land Use Section Manager

DOCUMENTS DISTRIBUTED AT THIS MEETING:

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, February 2, 2017
- Hampden County Health Coalition Financial Statement for the Month of February 2017
- HCHC Purchase Requests FY17-BP5: 7/1/16 – 6/30/17; March 2017 Requests
- Overview of 2017-2022 Hospital Preparedness Program and Public Health Emergency Preparedness Cooperative Agreement – Budget Period 1 – July 1, 2017 - June 30, 2018.
- Draft Minutes from the February 13, 2017 OPEM FOA Conference Call
- Minutes from the February 17, 2017 LSAC Small Group Meeting
- SimulationDeck - Crisis Exercises Made Easy

1. Meeting Called to Order

Jeanne Galloway called the March 2, 2017 meeting of the Hampden County Health Coalition (HCHC) to order at 10:05 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 February 2, 2017 HCHC meeting minutes. There being no comments, Ms. Galloway called for a motion to approve the minutes of the February 2, 2017 HCHC meeting.

DEB MULVENNA MADE THE MOTION TO APPROVE THE FEBRUARY 2, 2017 MINUTES; TONY PETTAWAY SECONDED THE MOTION, AND THE HCHC MEMBERS PRESENT APPROVED THE MOTION WITH ONE MEMBER, TED LOCKE, ABSTAINING FROM THE VOTE.

4. Financial Report

Erica Johnson presented the HCHC Financial Statement for the month of February 2017. Ms. Johnson reported that the balance of PHEP funds as of February 28th is \$108,581.38 and she noted that there are also *Carry Forward* funds in the amount of \$2,493.20. Ms. Johnson asked HCHC members to send her any requests for funds. Ms. Galloway then called for a motion to approve the HCHC Financial Statement for the Month of February 2017.

TOM FITZGERALD MADE THE MOTION TO APPROVE THE HCHC FINANCIAL STATEMENT FOR THE MONTH OF FEBRUARY 2017; DEBORAH SCHAIER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

5. Business At Hand

a) Review & Vote: Spending Requests

As regards HCHC's purchase requests for March 2017, Ms. Johnson stated that there is only one request which is from the Town of Longmeadow in the amount of \$213.14 for printer cartridges. Ms. Galloway then called for a motion to approve the March 2017 purchase request as presented.

RANDY WHITE MADE THE MOTION TO APPROVE THE HCHC MARCH 2017 PURCHASE REQUEST AS PRESENTED; TED LOCKE SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

b) EDS Exercise Follow Up

Ms. Galloway welcomed Liisa Jackson and she stated that Ms. Jackson is here to present an overview of the EDS exercise that she conducted in Holyoke on February 10th. She also noted that Ms. Jackson had sent everyone the After Action Report (AAR) from that drill. Ms. Jackson then began her PowerPoint summary of the EDS exercise. Ms. Jackson noted that there was a snowstorm the day before the exercise and she commended Holyoke DPW for their work in clearing snow from the sidewalks and parking area. She added that the community worked together to make the drill a great success and she thanked Ms. Johnson for her help in coordinating the food and for taking care of all the paperwork and supporting documentation. Ms. Jackson also expressed her appreciation for students and faculty from Holyoke Community College (HCC) who participated in the drill. She stated that the students did a great job acting out various symptoms and behavioral health problems and she reported that 153 different "patients"

were processed. Ms. Jackson reported that registration averaged 3 patients per minute and the processing time from registration to discharge was approximately 25 minutes which included patients with complications. Ms. Jackson noted that there was a public health person at most of the medical stations working alongside the clinician. She pointed out that there was a surge of multiple patients and she remarked that the medical triage team handled the surge with compassion and professionalism. Ms. Jackson commented that one area that needed more attention was security. She also noted that there was no medical person to collect the medication in the discharge area which was sufficient for the purpose of the drill but she stated that it would be preferable to have a medical person there.

After reviewing the statistics from the drill, Ms. Jackson talked about the reasons for conducting a drill and she noted that one reason is to improve our EDS plans. Ms. Jackson pointed out that one gap that was discovered during the EDS drill was an issue with a Coalition member calling the HMCC several times and being unable to get through. Ms. Johnson stated that she has since spoken about this issue with Tracy Rogers who informed her that the caller needs to stay on the phone long enough to trigger the pager. At this point, as suggested by the group, Mr. Nelson tried to call the HMCC and he immediately received a recorded message indicating that he had reached their pager. Ms. Jackson noted that it is important to be able to reach the HMCC if resources are needed and she stated that this is something that needs to be drilled. She recommended reviewing the protocol for contacting the HMCC.

Ms. Jackson then thanked HCHC members noting that everyone stepped up and did a great job. Ms. Johnson stated that the entire project from beginning to end was very well conceived and planned out and she thanked Ms. Jackson for her assistance. Ms. Luniewicz added that it was a great learning opportunity for anyone who was there.

c) CHIP Update

Ms. Galloway welcomed PVPC Principal Planner Catherine Ratte and PVPC Municipal Services Coordinator Joshua Garcia and she stated that Ms. Ratte and Mr. Garcia are here to provide an update on the Hampden County Health Improvement Plan (CHIP). Ms. Ratte stated that the latest iteration of the CHIP is being made available for final comments. She then distributed copies of the CHIP for HCHC members to review and she offered to make more copies for the group. Ms. Ratte noted that we are identifying a lead implementer in each of the domains and we are identifying bold objective strategies and she pointed out that each HCHC member is listed under the acknowledgements as a co-author of this plan. Ms. Ratte therefore encouraged HCHC members to review the CHIP and to provide feedback on the strategies and goals adding that she will need their responses by March 15th.

Ms. Ratte stated that the CHIP will be released at a public event on Friday, March 31st at the municipal offices in West Springfield as a response to the County Health Rankings Report that will be coming out and she added that the event is being hosted by West Springfield Mayor William Reichelt. Ms. Ratte commented that due to a conflict, many legislators may be unable to attend the event, however, it is hoped that HCHC members, their community's CEO and municipal officials will attend. Mr. Garcia asked HCHC members to R.S.V.P. if they are planning to attend the March 31st event. Ms. Ratte and Mr. Garcia then responded to several questions that were raised. Ms.

Ratte stated that Ms. Johnson will email HCHC members the Word document version of the CHIP if they would like to edit using *Track Changes* in Word. Ms. Galloway then thanked Ms. Ratte and Mr. Garcia for their updates.

d) EP Planner Hiring Update

Ms. Johnson announced that she, along with PVPC Deputy Director for Operations James Mazik as well as Jeanne Galloway and Tom FitzGerald, look forward to meeting today with four candidates who will be interviewed for the PHEP Planner position. Ms. Galloway added that hopefully we will have a new PHEP Planner by our next meeting.

e) PHEP Grant Deliverables & Update

Ms. Johnson stated that thanks to the efforts of Brian McCartney, the Coalition is doing well with deliverables. She noted that we are expecting a WebEOC drill before the end of March and she asked HCHC members to reply to that drill. In addition, Ms. Johnson asked everyone to send her any changes to the 24/7 contact list which HCHC is required to provide quarterly, and she noted that if she does not hear back she will assume there are no changes. Ms. Johnson also asked HCHC members to let her know if anyone has questions about the Closed Point of Dispensing (POD) project. Ms. Hirschhorn asked if she should provide copies of the signed Closed POD agreements. Mr. Nelson replied that if anyone has copies that they would like to provide, it would be helpful if they could do so.

f) PHEP FY18 Concurrence Update

Ms. Johnson noted that her update on the concurrence will also serve as her Local State Advisory Committee (LSAC) update. She then reported that the February 13th LSAC meeting was a conference call which focused entirely on the concurrence and she made reference to several documents that she had distributed, including the funding overview and the draft minutes from the February 13th conference call, which she had also recently emailed to HCHC members. Ms. Johnson highlighted several major points from the LSAC conversation, first noting that there is a small decrease in the overall funding that the state will receive which amounts to \$209,000. Ms. Johnson pointed out that although this is not a large amount, it could become an issue depending on where the cuts are made however she observed that strong pushback and advocacy efforts are being made on behalf of keeping local Public Health funded. Ms. Johnson reported that the workplan is the same however there is now a focus on *domains* as opposed to *capabilities*. Mr. Nelson explained that the capabilities still exist but each of the 15 capabilities falls under one of six domains. Ms. Johnson noted that there is focus on the drills and she stated that there was a request from Public Health to have a little more flexibility with the drills. Finally, as regards allowable costs, Ms. Johnson reported that PHEP funds cannot be used to purchase clothing moving forward.

Ms. Johnson reported that there was a meeting of the LSAC Small Group on February 17th. She explained that this group exists for the purpose of reviewing the budget and workplan to see how it will affect local Public Health, and she noted that HCHC is well represented in that group by Greg Lewis, a planner from Franklin County. Ms. Johnson reported that there was a change in the concurrence timeline, noting that there will be a statewide conference call on March 8th rather than March 9th. She pointed out that HCHC members should have received that message directly

and she invited them to join the conference call which will take place at 11:00 a.m. adding that she plans to be on that call. Ms. Johnson reported that the time to concur with the application is between March 9th and March 24th. She stated that she spoke with James Mazik about the possibility of voting to concur via email however, due to the Open Meeting Law, HCHC will need to schedule a special meeting to vote to concur or not concur. Ms. Galloway suggested that as we have done in the past, unless there are strong objections, the Coalition could vote today to concur. She also noted that if that is not what the group would like to do, we will need to schedule a meeting before March 24th. Mr. Nelson stated that HCHC members could vote today to concur and authorize the Coalition Chairs to sign off on the concurrence unless the Chairs have serious concerns, in which case they could come back to the Coalition to discuss as a group. Ms. Galloway added that if any major concerns come out of the March 8th conference call, we could meet and change our vote. Ms. Johnson noted that if there are major concerns, it would not be just a Hampden County issue. In response to a question about the consequence of not concurring, Ms. Johnson stated that we would still receive funding and we would be responsible for the deliverables but now at the state level we are noted as not concurring. Following further discussion, HCHC members agreed to vote to concur. Ms. Galloway then called for a motion to concur with the BP1 funding.

DEB MULVENNA MADE A MOTION THAT THE HAMPDEN COUNTY HEALTH COALITION (HCHC) CONCURS WITH THE BP1 PUBLIC HEALTH APPLICATION THAT THE MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH WILL BE SUBMITTING, AND HCHC ALLOWS THE COALITION CO-CHAIRS TO SIGN OFF ON THE CONCURRENCE UNLESS THEY HAVE SERIOUS RESERVATIONS, IN WHICH CASE THEY WILL COME BACK TO THE COALITION FOR FURTHER DISCUSSION; TOM FITZGERALD SECONDED THE MOTION.

At this point, Ms. Johnson respectfully requested that the subject motion be amended to include *Fiscal Year 2018* in addition to BP1. Ms. Galloway asked if all were in favor of approving the motion as amended. ALL THE HCHC MEMBERS PRESENT APPROVED THE AMENDED MOTION.

g) Simulation Deck Discussion

Ms. Galloway referred to a handout that had been distributed entitled *SimulationDeck – Crisis Exercises Made Easy*. She stated that this is something that the Western Region Homeland Security Advisory Council (WRHSAC) is exploring and she asked HCHC members to offer their thoughts as to the benefits of the different exercise packages. Ms. Johnson stated that there will be PHEP funds remaining at the end of this fiscal year due to a gap in staffing and she noted that although the product is expensive, it is not outside the realm of possibility, however, she would need to know if she should approach the state about this. Ms. Galloway stated that if HCHC has plans for future drills or exercises, perhaps the extra PHEP funds could be used to purchase one of the *SimulationDeck* products, noting that the \$10,000 single exercise subscription might suffice. Ms. Johnson stated that there would be a procurement issue with the amount of \$10,000 and she asked if there might be something HCHC could purchase for \$500. Mr. Mathieu asked if multiple coalitions could go in on something together. Ms. Jackson noted that if 5 coalitions shared the cost,

it might be worthwhile and she stated that she will look into it. Ms. Luniewicz remarked that this could potentially be a good tool for the MRC as well. Ms. Galloway stated that she will present this idea at the next WAG meeting.

h) April Meeting Date Change

Ms. Galloway stated that there is a training on April 6th which conflicts with the April Coalition meeting and she asked HCHC members to offer their suggestions for a new meeting date. After various options were discussed, it was decided by consensus that the April 6th Coalition meeting will be re-scheduled to April 13th at 10:00 a.m. Ms. Johnson noted that she will try to reserve the PVPC large conference room for the April 13th Coalition meeting.

6. News and Updates

a) HMCC Update

Ms. Galloway reported that the Training and Exercise Committee and Planning Committee have held more conference calls. Mr. FitzGerald stated that he could not participate in the recent Planning Committee call but he will obtain the minutes from Mark Maloney and he will send them to Ms. Johnson. Ms. Galloway stated that the Steering Committee meeting will take place in March in West Springfield. She added that the full coalition meeting will be on April 14th and Mr. Nelson noted that it will be held at Mercy Medical Center from 9:00 a.m. to 1:00 p.m.

b) MCD Update

Ms. Galloway stated that there is a grant in place to contract two people to set up the Pioneer Valley Mosquito Control District, noting that Charlie Kaniecki is doing a lot of the town liaison work and Greg Lewis is working with the state agencies. Ms. Galloway reported that there was a working group meeting this week with the State Reclamation and Mosquito Control Board (SRMCB). She noted that there will be another Public Health status group meeting and if any HCHC members are interested in joining the Pioneer Valley Mosquito Control District and in participating in some of those conversations, she asked them to let her or Greg Lewis know. Ms. Galloway noted that in September we should be able to petition the SRMCB to have a plan in place going forward. Ms. Galloway stated that if any community decides they would like to join the Mosquito Control District, it has been recommended that they include it as a line item in their budget for this year. For further information, she suggested getting in touch with Charlie Kaniecki or Michael Nelson.

c) Western MA Public Health Advisory Group (WAG)

Mr. Nelson stated that the WAG group has been working on their projects for this coming year, noting that HCHC's project is the Closed POD project. Mr. Nelson stated that we are also working on the regional project which is a *Concept of Operations for Information Sharing* between the coalitions, the HMCC and the state and he noted that a draft version will be reviewed at the next WAG meeting. Mr. Nelson then announced that the surplus supplies that the state had offered to the regional coalitions had arrived and he noted that Joe Rouse and a staff person from Westfield helped to deliver the Hampden County supplies to the PVPC office. Ms. Johnson then provided a detailed description of the supplies and she asked how they should be distributed. Ms. Galloway and Ms. Schaier requested

some of the items and Mr. Nelson noted that Aimee Petrosky also had a list of items she was interested in. Ms. Johnson stated that she would get in touch with her. Ms. Johnson then asked HCHC members to meet with her after today's meeting if they are interested in the supplies. As regards items that HCHC members do not want, Mr. Nelson stated that there is no need for an inventory management and the items could be donated to anyone who can use them. It was suggested that some of the supplies could be offered to the Westfield University Nursing Program or to HCC. Ms. Galloway asked if anyone objected to donating supplies that Coalition members are not interested in. It was agreed that any items not claimed by the Coalition could be given away by Ms. Johnson as she deems best.

d) LSAC Update

Ms. Johnson noted that her LSAC update was included as part of agenda item 5 (f).

e) Medical Reserve Corps Update

As regards the NACCHO grant that was awarded to the Hampden County MRC, Ms. Luniewicz stated that the contract is now at the PVPC and it has been reviewed by the individuals who needed to review it. She noted that some questions need to be answered and then hopefully the contract will be signed and sent back to NACCHO. Ms. Luniewicz next reported that she is planning a shelter training at Springfield Technical Community College (STCC) on Thursday, March 16th from 6:00 p.m. to 9:00 p.m. She stated that only a few people have registered thus far and if she does not have enough participants, she will not hold the training. Ms. Luniewicz next announced that Hampden County MRC is going to piggyback onto the sheltering drill that the Franklin County MRC, Community Emergency Response Team (CERT) and Disaster Animal Response Team (DART) are having on March 25th, noting that Hampden County MRC will conduct the training and Franklin County MRC will conduct the drill. Finally, Ms. Luniewicz stated that she is trying to get a SKYWARN training set up. She noted that they would use it as a recruitment event and she stated that they are interested in using the Chicopee Library for this event. Ms. Spencer stated that she will look into the availability of the Chicopee Library.

f) PVCOAD Update

Ms. Luniewicz stated that the next meeting of the Pioneer Valley Community Organizations Active in Disasters (PVCOAD) will be held in April. Ms. Galloway stated that she had a chance to talk to Gareth Flanary who has been chairing *Raising Hope Together* which is the long-term recovery group that was formed in response to the tornado in West Springfield. Ms. Galloway noted that they are now an official 501(c) 3 and she suggested to Mr. Flanary that he get back in touch with the PVCOAD.

g) WRHSAC Updates

Ms. Galloway stated that the Training and Exercise Committee is still working on a plan for their budget and she noted that any information that HCHC members shared has been put forward to them. She added that we need to continue the connection between each coalition, the HMCC's Training and Exercise Committee and the WRHSAC Training and Exercise Committee. Ms. Galloway next reported that the Massachusetts Task Force will be doing an

Urban Search and Rescue in Greenfield later this year and they will be looking for volunteers. Ms. Galloway noted that there have been discussions about some of the big upcoming events such as the *Blarney Blowout* and the *St. Patrick's Day Race and Parade* in Holyoke, and she also noted that they are planning for the *Boston Marathon* and the *Sail Boston Tall Ships* event. Finally, Ms. Galloway noted that David Cruz who has been the western Massachusetts Homeland Security Coordinator at the Executive Office of Public Safety and Security (EOPSS) is now in a different role and they will need to find someone else for that position. Ms. Galloway noted that if anyone is interested, an email was sent out from Assistant Undersecretary for Homeland Security, Hans Olson.

h) Upcoming Events, Trainings & Exercises

- March 31, 2017, 10:00 – 11:30 a.m.: Hampden Health Improvement Plan Roll Out, West Springfield Municipal Office Building, 2nd Floor
- April 6, 2017, 1:00 – 5:00 p.m.: MRC EDS Training & Exercise, UMass Amherst
- April 6, 2017 - MHOA training
- May 4, 2017, 5:30 p.m.: Sheltering Residents with Substance Dependency. Ms. Luniewicz noted that HMCC is also sponsoring a shelter training on this day. Ms. Galloway added that there is some overlap with the timing.
- MRC & WRHSAC Shelter Trainings – Planning in Progress

8. Other Business

Ms. Johnson stated that we are in the home stretch of this fiscal year and she asked HCHC members to let her know sooner rather than later if they have any spending needs for PHEP work, noting that there are sizable balances left in both the *Supplies* and the *Electronics* budgets. As regards *Travel & Conferences*, Ms. Johnson stated that she is still waiting to find out what the Massachusetts Association of Public Health Nurses (MAPHN) conference is going to include, adding that she is hoping the state will approve this expense but she needs to see the agenda before she can submit the request. At this point, Mr. Nelson reported that he received word from a colleague that the MAPHN conference cannot be paid for with PHEP funds, noting that this was recently announced at a DPH staff meeting. Ms. Hirschhorn remarked that it is now very late in our fiscal year budget to be able to find those funds and she noted that this is a sizable amount of money that a lot of communities were depending on. Ms. Johnson added that there are 8 Hampden County communities that most likely will not be sending people to the conference. Mr. FitzGerald asked if this is also true for MHOA. Ms. Johnson replied that she had not heard. Given that there are now funds available in the *Travel & Conferences* budget, Ms. Johnson asked HCHC members to feel free to find other ways to use those funds.

9. Meeting Adjourned

There being no further business to discuss, Ms. Galloway called for a motion to adjourn today's March 2, 2017 HCHC meeting at 11:55 a.m. DEB MULVENNA MADE THE MOTION TO ADJOURN THIS MARCH 2, 2017 HCHC MEETING; DEBORAH SCHAIER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.