



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION  
THURSDAY, APRIL 13, 2017**

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

**CALLED TO ORDER AT:** 10:05 a.m.  
**MEETING ADJOURNED AT:** 11:20 a.m.

**ATTENDEES:**

Stephanie Bozgian-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
Lois Luniewicz	Coordinator, Hampden County Medical Reserve Corps
Joshua Mathieu	Health Agent, Palmer
Debra Mulvenna	Public Health Nurse, Westfield Health Department
Joe Rouse	Director of Public Health, Westfield. Health Agent, Russell
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
Thomas Hibert	Montgomery, Westfield

**DOCUMENTS DISTRIBUTED AT THIS MEETING:**

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, March 2, 2017
- Hampden County Health Coalition Financial Statement for the Month of March 2017
- HCHC Purchase Requests FY17-BP5: 7/1/16 – 6/30/17; April 2017 Requests
- OPEM BP1 Local Public Health Emergency Preparedness Community and Coalition Deliverables

**1. Meeting Called to Order**

Randy White called the April 13, 2017 meeting of the Hampden County Health Coalition (HCHC) to order at 10:05 a.m.

**2. Welcome & Introductions**

Mr. White welcomed HCHC members and guests. He noted that Coalition Co-Chair Jeanne Galloway is planning to attend today's meeting, however, she will be arriving later.

**3. Approval of Minutes**

Mr. White asked if there were any comments regarding the March 2, 2017 HCHC meeting minutes. There being no

comments, Mr. White called for a motion to approve the minutes of the March 2, 2017 HCHC meeting. JOE ROUSE MADE THE MOTION TO APPROVE THE MARCH 2, 2017 MINUTES; DEB MULVENNA SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

4. Financial Report

Mr. White noted that Erica Johnson was unable to attend today's Coalition meeting and he asked if anyone would be presenting the HCHC financial statement for the month of March 2017 on behalf of Ms. Johnson. PVPC PHEP Planner, Stephanie Bozigian-Merrick stated that she was not familiar with the financial report and she therefore could not talk about the report. Mr. White then asked HCHC members to review the financial statement for the month of March 2017. Mr. Matthieu pointed out that there is still approximately \$15,000 remaining in the *Electronics* budget.

5. Business At Hand

a) Review & Vote: Spending Requests

Mr. White next referred to HCHC's purchase requests for April 2017 and he noted that under *Supplies*, there is a request in the amount of \$100 for a desk mounted magnifier lamp from the Town of West Springfield. He also stated that under *Electronics* there is a request in the amount of \$900 from Westfield for an iPad and projector, as well as a request from Palmer in the amount of \$900 for an iPad. In addition, Mr. White noted that there are two requests for electronics from West Springfield which include \$500 for a desktop computer and \$500 for an iPad.

Mr. White then asked for a motion to approve the April 2017 purchase requests as presented. DEB MULVENNA MADE THE MOTION TO APPROVE THE HCHC APRIL 2017 PURCHASE REQUESTS AS PRESENTED; JOE ROUSE SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

At this point, Mr. White noted that Ms. Mulvenna and Mr. Rouse may need to abstain from voting to approve the purchases for the City of Westfield, however, he noted that they can vote to approve the purchases for the other HCHC communities.

Mr. White then asked Lois Luniewicz to present her updates on MRC and PV COAD.

b) MRC & PV COAD Updates

Ms. Luniewicz stated that there was a meeting of the Hampden County Medical Reserve Corps (MRC) in March however she noted that MRC did not meet in April. Ms. Luniewicz reminded HCHC members that the Hampden County MRC received a National Association of County & City Health Officials (NACCHO) grant award and she stated that she will primarily be working on this during the summer and into the fall. Ms. Luniewicz next reported that she conducted a shelter training at Springfield Technical Community College (STCC) on Thursday, March 16<sup>th</sup> and she noted that there are now 14 more people trained in shelter operations. Ms. Luniewicz also stated that she participated as an evaluator in the Franklin County shelter drill which was held on Saturday, March 25<sup>th</sup>. In

addition, Ms. Luniewicz reported that she was able to get in touch with someone regarding a possible SKYWARN training and she found out that there will be a training in Chicopee on May 3<sup>rd</sup> through the local television station. Ms. Luniewicz stated that a MRC coordinator was planning to write a letter asking if MRC could be a co-sponsor for this training, however, she noted that at this stage the chances for being able to piggyback with this event may not be high. Ms. Luniewicz stated that she may try to set up a SKYWARN training for the next fiscal year adding that it would be a good opportunity for Hampden County MRC to do some outreach and public relations. Next, Ms. Luniewicz reported that they have discussed the possibility of moving from monthly MRC meetings to bi-monthly meetings however they have not yet made any decisions in this regard. Ms. Luniewicz stated that MRC has completed most of their deliverables for this fiscal year and since there was not a lot to discuss at the April meeting, they decided to cancel that meeting and they will have a larger meeting in May. Ms. Luniewicz stated that she asked all the coordinators to attend the May MRC meeting so that they can discuss the work plan for the next fiscal year, as well as the budget. Ms. Luniewicz stated that she did not have an update on the Pioneer Valley Community Organizations Active in Disasters (PV COAD), noting that their meeting will take place this afternoon.

c) PHEP Grant Deliverables, Update & Next Steps

Mr. White welcomed PVPC's new Public Health Emergency Preparedness (PHEP) Planner, Stephanie Bozigian-Merrick, and he asked HCHC members and guests to introduce themselves. Ms. Bozigian-Merrick then provided a brief overview of her experience and skills. She stated that she is available as an asset and a resource and she asked HCHC members to let her know how she can best serve their communities and fulfill their needs. Ms. Bozigian-Merrick then provided HCHC members with a copy of her curriculum vitae and her contact information and she stated that HCHC members may call her cell phone at any time if they need her help. She also noted that she is a Hampshire County MRC volunteer and she can be deployed as an MRC volunteer if necessary.

Ms. Bozigian-Merrick remarked that the Coalition is doing well with the BP5 deliverables and there is nothing outstanding. She noted that the final item she needs to submit is a copy of the After Action Report (AAR) from the February 10<sup>th</sup> Holyoke EDS exercise. She then referred to a document entitled *BP1 Local Public Health Emergency Preparedness Community and Coalition Deliverables* which outlines community level deliverables and coalition level deliverables and which includes a list of project suggestions for a coalition project that HCHC will need to select. Ms. Luniewicz pointed out that these deliverables are different from the deliverables for MRC.

Ms. Bozigian-Merrick stated that her goal for the next two weeks is to meet individually with each HCHC member at their convenience in order to find out how they would like to see the deliverables implemented both as a coalition and as an individual community. She then circulated a calendar and she asked HCHC members to sign up with a time during the next two weeks when they could meet with her to look at their EDS plans. She noted that this is also an opportunity for Coalition members to talk about how they envision her role and how they can work together to achieve what they need out of the deliverables. Ms. Bozigian-Merrick also noted that there are a few items that she needs now from HCHC members including updated contact lists and finding out who has had their ICS training.

Ms. Luniewicz noted that MRC was involved in the Holyoke EDS drill that was conducted in February and she suggested that they talk about a coalition project for the next fiscal year that could also involve MRC. Ms. Bozigian-Merrick felt that would be possible depending on what everyone wants to do for the coalition project.

Ms. Bozigian-Merrick stated that she will submit her work plan to the Coalition on May 4<sup>th</sup> and she again urged HCHC members to sign up to meet with her, adding that she intends to contact anyone who does not sign up. Ms. Bozigian-Merrick then asked if anyone had any questions or comments. Mr. Dennis stated that he and Ms. Bozigian-Merrick had previously worked together and he stated that he is very glad that she will be working with all of our communities, noting that she is a great resource for the Coalition. Ms. Bozigian-Merrick thanked Mr. Dennis and she stated that she is happy to be taking on her new role as the PHEP Planner for the Coalition. She then asked everyone to review the BP1 deliverables so that they can discuss them when they meet.

At this point, Ms. Luniewicz invited HCHC members to send her any ideas they may have about what they would like the MRC to accomplish in the next fiscal year. Ms. Luniewicz also reported that on April 25<sup>th</sup> Jonathan Miller, from Springfield Technical Community College, will conduct an all-day training at Western New England University and they will try to incorporate a MRC recruitment. Ms. Luniewicz stated that she will try to find someone to help her enlist new MRC volunteers, noting that there will be about 150 students attending the training. Mr. FitzGerald then asked Ms. Luniewicz if she could summarize the MRC BP1 deliverables. Ms. Luniewicz offered to send a summary of the MRC deliverables to HCHC members.

Ms. Bozigian-Merrick asked HCHC members how they would like her to be accountable to them regarding her work and if she should submit a monthly review. It was noted that verbal updates are good but it would be helpful if she could submit a written update. Ms. Bozigian-Merrick also asked Coalition members if they would be agreeable to providing copies of their EDS plans, noting that if she has an e-copy of the plans, she could respond to questions from the state regarding particular components of their plans. She also offered to help with EDS planning if anyone had anything in particular they needed help with.

As regards the Closed POD project, Ms. Bozigian-Merrick stated that she is a former Department of Developmental Services (DDS) nurse and she noted that all of the DDS houses in Hampden County could potentially be Closed PODS. A brief discussion followed regarding the use of group homes as Closed PODS. Ms. Hirschhorn pointed out that not everyone knows where the group homes are in their communities. She also noted that there is usually a contractor involved who could have multiple group homes in multiple communities and she asked if it might be better to focus on communicating with the contractors directly. Ms. Bozigian-Merrick felt that was a good idea and she stated that she can start looking into that question. Ms. Rusiecki talked about some issues involving possible Closed PODs in Ludlow. Ms. Rusiecki also announced that as of June 2<sup>nd</sup>, she will be retiring as the Director of Nurses for the Ludlow Board of Health. Ms. Rusiecki stated that currently there is no one in her position, however, a Ludlow Board of Health staff member, Francy Reyes, has been helping her and she noted that she signed Ms.

Reyes up to meet with Ms. Bozigian-Merrick. Ms. Schaier also asked if Ms. Bozigian-Merrick would be willing to meet with Holyoke's Board of Health Director when she meets with Ms. Schaier. Ms. Bozigian-Merrick responded that she would be happy to meet with any staff person that HCHC members recommend.

Ms. Luniewicz stated that she would like to provide an additional comment about MRC. She noted that as far as she is aware, the only Hampden County communities not currently covered by MRC are Ludlow and Palmer. Given that the idea is for MRC to capture every town in the Commonwealth, Ms. Luniewicz stated that they will try to look at how they can incorporate Palmer and Ludlow into the MRC. She also noted that she was informed by Ed Mello that some communities are more enthusiastic about MRC involvement than others so the degree of coverage would potentially be different from town to town. Ms. Luniewicz stated that she will look into this so that we can state that we have MRC coverage throughout Hampden County.

At this point, Mr. White welcomed Coalition Co-Chair Jeanne Galloway. As regards the next item on today's agenda, Mr. White noted that due to a conflict, Michael Nelson could not be here today to talk about the WebEOC results. Mr. White then asked Ms. Galloway if she would like to address agenda item 5(g).

g) Issues with CMS & LPH Re: Presence of a COOP

Ms. Galloway stated that at the HMCC Steering Committee meeting, the hospital representative reported that there is a requirement by the Centers for Medicare and Medicaid Services (CMS) that they have emergency response plans set up in order to be reimbursed for Medicare and Medicaid. Ms. Galloway noted that it wasn't clear if that requirement affected Local Public Health (LPH). Ms. Galloway stated that it would be good for HCHC to look into this and she believed it would be helpful to have a Continuity of Operations (COOP) plan set up.

d) WebEOC Results

Ms. Galloway noted that Mr. Nelson sent everyone the WebEOC results. She stated that the results indicated which towns fully complied but she asked Mr. Nelson to let her know who tried and didn't succeed, adding that those communities probably know who they are. Ms. Galloway stated that out of all of our communities, between trying and succeeding, HCHC was at about 50%. She remarked that it was one of the better turnouts for the area for those who responded but she noted that many people were most likely busy during that 2 hour time period and did not have time to respond. Ms. Schaier stated that several people in her office received the email but she didn't know that only one person needed to respond. Ms. Hirschhorn also pointed out that often the same individuals who are responding to WebEOC are getting other drills on the same day. Ms. Luniewicz noted that if anyone is not using Web EOC consistently, they will not be able to respond appropriately when there are two hours to do so and she recommended using WebEOC as much as possible in order to become familiar with it. Ms. Galloway suggested bringing up any WebEOC issues with Mr. Nelson.

e) PHEP FY 18 Concurrence Update

Mr. White noted that Ms. Johnson could not attend today's HCHC meeting and therefore the PHEP FY18 Concurrence update was not available. In response to a question from Mr. Dennis, Ms. Galloway stated that the Coalition did concur noting that nothing discussed during the conference call significantly changed anything.

f) CHIP Update

Mr. White stated that Mr. Garcia was unable to attend today's HCHC meeting. Mr. White reminded the group that the March 31<sup>st</sup> CHIP release event was cancelled and he announced that it has been rescheduled for May 12<sup>th</sup> at 1:00 p.m. Mr. White stated that those who are planning to attend this event will need to register and he noted that an email with additional information and a link was sent out by Ms. Johnson.

6. News and Updates

a) HMCC Update

Ms. Galloway reported that the full coalition meeting will take place on April 14<sup>th</sup> at 9:00 a.m. at Mercy Medical Center and she asked HCHC members to sign up if they are interested in attending. Ms. Galloway stated that the HMCC Steering Committee met on March 28<sup>th</sup> and she noted that the winter weather annex is completely done and should be available on the HMCC website. She added that the warm weather annex will be started soon. Ms. Galloway reported that the HMCC Duty Officer has now had a lot of experience and she stated that HMCC has refined some of the procedures. Ms. Galloway next reported that there was a conversation about whether HMCC would be a host website for emergency response documents, however, HMCC and FRCOG were not sure if all the public health documents should be hosted on their website. Ms. Galloway stated that the Steering Committee decided that the HMCC website will include information about each discipline with links to their websites and all the public health documents will be posted on the new Western Mass Public Health Association website.

Ms. Hirschhorn asked why she should contact HMCC instead of the state in an emergency. She also asked if she could contact Michael Nelson. Ms. Galloway stated that no one should go directly to the state in an emergency. She noted that the HMCC Duty Officer will have a bigger picture of what is going on and how it interrelates to other disciplines. Mr. Dennis asked about the process with regard to obtaining supplies and information in the event there is a public health emergency in the City of Springfield. Ms. Galloway stated that HMCC is not a response organization and they probably would not have supplies but the Duty Officer could help connect him to what he needs. Ms. Galloway pointed out that this process was tested during the winter storm. She also stated that there is now closer coordination with MEMA than there has been in the past and she noted that MEMA is supposed to have a resource system. In response to a question from Ms. Hirschhorn, Ms. Galloway recommended that it would save time to go to HMCC before contacting MEMA or WebEOC. Ms. Schaier reminded the group that Sean Gonsalves tried calling the HMCC several times during the EDS drill in February but he could not get through. Ms. Galloway stated that this issue was discussed in the AAR. She explained that he may not have waited long enough or he did not give the right response to the system, however, she noted that this may be changing based on the feedback.

b) MCD Update

Ms. Galloway reported that Franklin County Emergency Preparedness Planner Greg Lewis, and former District Health Officer Charlie Kaniecki have been contracted to work on the Community Compact Grant we received for the Pioneer Valley Mosquito Control District. She also noted that there will be a State Reclamation and Mosquito Control Board (SRMCB) meeting on Monday, April 17th. Ms. Galloway stated that a community may need to allocate approximately \$10,000- \$15,000 as the base fee for administrative services of the district and then there are additional fees based on the number of traps, catch basins and other services the community may want. She explained that the amount of \$10,000 to \$15,000 would cover the district superintendent's salary, overhead, office supplies, outreach and education. In response to a question about startup costs, Ms. Galloway stated that there is the potential of hiring Vector Disease Control International (VDCI) however the SRMCB does not like that idea as a long-term plan. Ms. Galloway noted that it is possible that other mosquito control districts can reassign to us equipment they are not using and she also noted that traps are not expensive. In addition, she remarked that there have been conversations about getting staffing from UMass and there has been clarification from the state about using interns as office or laboratory staff and having seasonal workers drive vehicles and take care of the outdoor work. Ms. Galloway noted that we need to present a plan to the SRMCB by September which is when the grant ends and she stated that several towns are trying to get this item on their spring agenda in order to discuss and set aside some funds. As regards the cities, she noted that this can be approved at any time by the city council. Ms. Galloway added that she also submitted a grant application for some seed money and she noted that there might be some community grants that we could apply for.

c) Western MA Public Health Advisory Group (WAG)

A WAG update was not available.

d) LSAC Update

A Local State Advisory Committee (LSAC) update was not available.

e) WRHSAC Updates

Ms. Galloway stated that Emergency Medical Services (EMS) has a new state director and a new regional director and she noted that the new EMS Director for western Massachusetts is Deb Clapp. Ms. Galloway also reported that there is a new representative to WRHSAC from the Executive Office of Public Safety and Security (EOPSS). Ms. Galloway next reported that the Pan Flu Planning Subcommittee will be sending out a survey to the communities in Hampden County regarding the Multi-Agency Coordination Center (MACC). Ms. Galloway stated that Franklin County has one MACC, Berkshire County has two, and Hampshire County is currently working on one. Ms. Galloway next reported that there appears to be a drastic shortage of paramedics in the Commonwealth and they therefore cannot staff the ambulances that are available. Ms. Galloway then announced that the Training and Exercise Subcommittee is working on an exercise that will take place from September 18-20 at the John W. Olver Transit Center in Greenfield. She explained that this will be a three day event to prepare for a Search and Rescue

that MOBEX (Mobilization Exercise) will be doing in October in the Greenfield area. Ms. Galloway also stated that the Training and Exercise Subcommittee is looking into conducting a Disability Awareness training.

Ms. Galloway reported that she attended a recent meeting of the Community Benefits Advisory Council at Baystate Health and she noted that there are some interesting upcoming events, including a presentation on April 27<sup>th</sup> entitled *Cooperatives and the African American Struggle for Justice, Survival and Economic Development* facilitated by Jessica Gordon Nembhard, the author of *Collective Courage*. Ms. Galloway also stated that on April 29<sup>th</sup> Revitalize CDC will host its 25<sup>th</sup> Annual GreenNFit Neighborhood Rebuild 2017 from 8:00 a.m. to 2:00 p.m. on Alden Street in Springfield between Hancock and Logan Streets. Ms. Galloway then distributed flyers with additional information. Ms. Mulvenna stated that she is interested in sitting on a Community Benefits Advisory Council (CBAC) in Westfield. Ms. Galloway stated that Annamarie Golden chairs the Baystate Health CBAC in Springfield and she noted that she was invited by Ms. Golden to sit on the CBAC as a representative of the HCHC. Ms. Galloway suggested that Ms. Mulvenna contact Ms. Golden. Ms. Galloway also noted that there is an eastern region CBAC at Baystate Mary Lane Hospital and she suggested that Ms. Mulvenna contact Co-Chair Gail Gramarossa. Ms. Galloway also noted that Holyoke Medical Center has a CBAC.

f) Upcoming Events, Trainings & Exercises

- MRC & WRHSAC Shelter Trainings – Planning in Progress

8. Other Business

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

9. Meeting Adjourned

Mr. White called for a motion to adjourn today's April 13, 2017 HCHC meeting at 11:20 a.m. JOE ROUSE MADE THE MOTION TO ADJOURN THIS APRIL 13, 2017 HCHC MEETING; TOM FITZGERALD SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

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