



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION  
THURSDAY, APRIL 5, 2018**

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

**CALLED TO ORDER AT:** 10:06 a.m.  
**MEETING ADJOURNED AT:** 11:50 a.m.

**ATTENDEES:**

Stephanie Bozigian-Merrick	Public Health Emergency Preparedness Planner, PVPC
Soloe Dennis	Deputy Commissioner, Springfield Health & Human Services
Jeanne Galloway	Co-Chair; Health Director, West Springfield
Beverly Hirschhorn	Director Board of Health, Longmeadow
Erica Johnson	Senior Planner, PVPC
Angela Kramer	Public Health Nurse, Ludlow
Cheryl Messer	Director of Nurses, Ludlow Board of Health
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Sherry Petrucci	Public Health Nurse, Agawam Health Department
Deborah Schaier	Public Health Nurse, Holyoke
Tammy Spencer	Co-Chair; Sanitarian, Health Department, Chicopee
<b>GUESTS:</b>	
Kimberly McKay	Office Assistant and Emergency Preparedness, Ludlow Board of Health

**DOCUMENTS DISTRIBUTED AT THIS MEETING:**

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, March 1, 2018
- HCHC FY 18 Financial Statement for the Month of March 2018
- Stephanie Bozigian-Merrick, PHEP Planner – March 2018 Monthly Report

**1. Meeting Called to Order**

Jeanne Galloway called the April 5, 2018 meeting of the Hampden County Health Coalition (HCHC) to order at 10:06 a.m. and she noted that there are three HCHC voting members present.

**2. Welcome & Introductions**

Ms. Galloway then welcomed HCHC members.

**3. Approval of Minutes**

Ms. Galloway asked if there were any comments or questions regarding the March 1, 2018 HCHC meeting minutes. There being no comments or questions, Ms. Galloway then called for a motion to approve the minutes of the March 1, 2018 HCHC meeting.

SHERRY PETRUCCI MADE THE MOTION TO APPROVE THE MARCH 1, 2018 MINUTES; TAMMY SPENCER 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 March 2018 and she noted that the balance of PHEP funds as of the end of March is \$87,174.55. Ms. Johnson also noted that she received a few purchase requests from HCHC members which she will talk about under agenda item 5(h). Ms. Galloway pointed out that there is only \$26.92 left in the *Supplies* category and she stated that it will be difficult to purchase very much with those remaining funds. Ms. Johnson explained that this is a temporary figure and she noted that she will be putting together a budget amendment that will move funds around making it possible to spend the remaining funds. Ms. Galloway then called for a motion to approve the HCHC FY 18 Financial Statement for the Month of March 2018.

SHERRY PETRUCCI MADE THE MOTION TO APPROVE THE HCHC FY 18 FINANCIAL STATEMENT FOR THE MONTH OF MARCH 2018; TAMMY SPENCER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

At this point, Ms. Galloway noted that additional HCHC members had arrived and she asked everyone to introduce themselves. Ms. Messer introduced Kimberly McKay, Office Assistant/Emergency Preparedness Assistant from the Ludlow Board of Health, and she noted that Ms. McKay will be joining her for all future HCHC meetings.

5. Business At Hand

a) FY19-BP1X PHEP Funding Concurrence Review & Vote

Given that several voting members had not yet arrived for today's Coalition meeting, Ms. Galloway suggested that this item be taken up for discussion later in the agenda in order to allow more HCHC members the opportunity to participate in the concurrence vote. Ms. Galloway then moved to take up agenda item 5 (b).

b) PURCH Program Follow-Up

Ms. Spencer stated that she was contacted by Dr. Sarah Perez McAdoo regarding an opportunity to work with a medical student from the Population Based Urban & Rural Community Health (PURCH) program. Ms. Spencer stated that the student is working on a *Train the Trainer* program for *Hands-Only CPR* and she noted that he will be attending the May Hampden County MRC meeting. Ms. Galloway stated that she sent Dr. McAdoo some ideas for West Springfield and Hampden County that might work with the CHIP program and she encouraged Coalition members to let Dr. McAdoo know if they have an idea for a PURCH project.

c) Web EOC Overview & Demonstration

Ms. Galloway noted that Michael Nelson was delayed due to a prior commitment and she stated that it might be

necessary to postpone his WebEOC demonstration until the May or June Coalition meeting. Ms. Galloway asked HCHC members to contact Mr. Nelson if they cannot remember their password or if they do not have one.

d) Closed POD Project Update

Ms. Bozigian-Merrick reported that since the last Coalition meeting there have been two more meetings of potential Closed POD partners. She also noted that the Coalition has one new signed MOU and she reminded HCHC members that 5 MOUs are needed. Ms. Bozigian-Merrick also pointed out that many HCHC members have old MOUs that will need to be updated. She then asked if anyone has interest in helping to further the work of this deliverable. In response to a question from Ms. Hirschhorn, Ms. Bozigian-Merrick stated that the goal of the Group Home Outreach Project is not to make them into Closed PODS but rather to make them aware of what happens at an Emergency Dispensing Site and how to use the head-of-household model to pick up Medical Countermeasures (MCM). Ms. Bozigian-Merrick then asked Ms. Petrucci to talk about her experience with the assisted living facility in Agawam. Ms. Petrucci noted that when she receives the vaccine, she sets up a date with the assisted living facility and then sends them the Vaccine Information Statements (VIS) form, the insurance form and a consent form which are signed by the residents and returned to her. She then goes to the facility to administer the vaccine which takes approximately 45 minutes. Mr. Dennis asked if there is new guidance around Closed PODS. Ms. Bozigian-Merrick stated that she is not aware of any, adding that Mr. Nelson might have the latest information.

e) Group Home Outreach Project

Ms. Bozigian-Merrick stated that all preliminary work has been completed on the Group Home Outreach Project. She noted that her next step is to try to attend a staff meeting at the Department of Developmental Disabilities (DDS) and she will subsequently go to several of the local agencies and organizations such as ServiceNet and the Gandara Center which has multiple smaller sites. She also noted that at some point the Closed PODs or Group Home Outreach Project may expand into other kinds of venues including shelters for domestic violence and shelters for homeless people. As regards the organizations that have houses in both Hampden and Hampshire counties, Ms. Bozigian-Merrick stated that she does not yet have permission from each health department in Hampshire County to print their information therefore this project may be limited to Hampden County at this time.

f) WAG EDS Project Update

As regards the regional deliverables project, Ms. Bozigian-Merrick reported that the four PHEP planners are working on interpreting the EDS guide and they are offering an outline for the production of a more operationalized plan. She noted that the document is based on plan structures from each of the four counties. Ms. Bozigian-Merrick stated that the table of contents is finished and sections of the plan will be ready to be implemented within the next two weeks. She added that no one is obliged to use a system or template they don't like and they should use what works best for them. Ms. Bozigian-Merrick noted that she is not interested in having everything be the same however she pointed out that if the HMCC is providing resource assistance, it may be advantageous if the plan is the same as their plan. Mr. Dennis stated that he wasn't sure how some of the sections in Springfield's plan would

apply to the HMCC and he suggested that it might be helpful to offer a workshop for the coalitions. Ms. Bozigian-Merrick stated that she would be happy to offer a workshop for anyone who is interested. Ms. Bozigian-Merrick noted that the FY 19 deliverables do not appear to be as task heavy as this past year and she suggested that HCHC members start thinking about a project they would like for next year.

g) Emerging Infectious Disease Questions

Ms. Bozigian-Merrick noted that the deliverables for next year are starting to look at Emerging Infectious Disease (EID) and she stated that she would like the Coalition to consider doing some EID training. She also felt it would be worthwhile for the Coalition to offer a refresher on proper use of personal protective equipment (PPE). Ms. Bozigian-Merrick then asked if anyone is interested in helping with an EID training. Ms. Kramer, Ms. Hirschhorn and Mr. Dennis expressed interest in helping with the training and Ms. Messer noted that she is interested in the PPE refresher. A question was raised about the types of EID that DPH has in mind and whether it could be a tick-borne illness. Ms. Bozigian-Merrick suggested that it would be a good idea to include vector-borne diseases, noting that both ticks and mosquitoes are considered a threat here in New England. In response to a question from Mr. Dennis, Mr. Nelson remarked that he did not believe the state still had any PPE remaining in storage.

h) FY18 End of Year Spending

Ms. Johnson stated that as of today, she believes there will be approximately \$11,000 in PHEP funds remaining depending on another review of the budget and approval of a contract amendment from DPH. She stated that once she knows what the Coalition is interested in purchasing, she will present that request to the state along with justification of the changes. Ms. Johnson reported that she received a purchase request from Hampden, Wilbraham, Monson for EDS related supplies including easels for their signage and also a cell phone charging station for that site. She also noted that East Longmeadow would like to purchase some mosquito repellent wipes. In addition, Ms. Johnson stated that the Town of Westfield is in need of a bigger refrigerator and she pointed out that she will need to show that this would be a regional asset. Ms. Johnson noted that guidance from the state hasn't changed regarding what is an allowable expense. As regards equipment, she stated that this is harder to justify especially if someone purchased equipment such as an iPad recently however she stated that if anyone has not upgraded equipment in a while, that would be an allowable request. Ms. Johnson also noted that office supplies that help with emergency planning are looked upon favorably by the state.

Ms. Johnson asked HCHC members to let her know by Friday, April 13<sup>th</sup> if they have a specific purchase request. She also noted that as in the past, requests will be considered on a first-come, first-serve basis which will be reviewed by the Coalition Co-Chairs if HCHC members are still comfortable with that process. A discussion followed about possible purchase requests including basic PPE and tourniquets for the *Stop the Bleed* program. Ms. Johnson stated that she was told that any materials to support the *Stop the Bleed* program are not allowed. She noted that she could inquire if PPE would be an allowable expense however she would need to know the specific items and the exact quantities. She also pointed out that this request may get more traction as part of next year's

budget given that the state will be looking at emerging infectious diseases. Ms. Johnson proposed putting together a request for the PPE and if it is not successful, she could ask for it as part of next year's budget. Ms. Bozigian-Merrick also suggested that in the meantime, the Coalition should try to find out if anyone else has PPE that the Coalition could use, adding that old expired items could be used for training purposes. She also noted that HCHC needs to be able to store the PPE. Ms. Galloway stated that the PPE could be divided between the towns.

Ms. Messer stated that Ludlow needs a stand-alone sign for outdoor use and she asked if that would be considered an allowable expense. Ms. Johnson responded that signs are allowed and she stated that the Coalition previously purchased easels to support HCHC's hanging signs. Ms. Kramer noted that Ludlow received a box of 3 table top easels last year however Ms. Johnson stated that those easels are not appropriate for outside. Ms. Hirschhorn suggested that HCHC members should find out how to access their town's resources noting that most towns have signs that the Health Department is entitled to borrow. She also noted that there is a regional resource for the larger signs and she suggested that the town's emergency manager would know how to access them. At this point, Ms. Johnson updated Ms. Schaier, who had just arrived, on the discussion about end of year spending and she asked Ms. Schaier to let her know by the end of next week if Holyoke has a purchase request.

i) FY19 Budget Planning

Ms. Johnson referred to a report she had prepared entitled *Regional Coalition Budget Summary* which includes a proposed budget that she had drafted for FY19 as well as HCHC's original approved FY18 BP1 budget. Ms. Johnson first noted that the total amount of FY19 PHEP funds for HCHC as proposed by DPH is \$174,946. She then reviewed each of the budget line items. Under the heading *Staffing*, Ms. Johnson explained that *PVPC Project Management* includes her Coalition work as PVPC Senior Planner, plus accounting assistance, as well as PVPC staff support to provide HCHC meeting minutes. Ms. Johnson noted that there is a slight increase in the amount allocated for the *PHEP Planner* and she explained that the amount listed for *Travel/Training* under *Staffing* reflects the amount spent during this fiscal year. Ms. Johnson also noted that she reduced the *Intern* line based on actual expense for this year. Under *Sub Contract, MRC Support*, Ms. Johnson explained that MRC funds have been reduced in the last few years so the amount listed reflects level funding for MRC Coordinator, Lois Luniewicz.

As regards the Massachusetts Virtual Epidemiologic Network (MAVEN) contract, Ms. Johnson pointed out that it is critical to have everyone on MAVEN and she noted that it has worked out well to have Ludlow take care of this service. She stated that she wants the program to continue however she would like to reduce the MAVEN funds. Ms. Johnson remarked that there needs to be a financial contribution by the towns that have been taking advantage of free MAVEN services for many years. She noted that she discussed this issue with PVPC Deputy Director for Operations James Mazik who suggested that \$250 would be an appropriate amount to request from each of the towns that are receiving MAVEN services. Ms. Johnson also explained that originally the MAVEN funds were paid directly to the MAVEN Nurse Consultant, Angela Kramer, however when Ms. Kramer became a full-time employee for the Town of Ludlow, the money was reduced and went to their Public Health Nursing Department to

mitigate a loss for the Nursing Department when Ms. Kramer was working on MAVEN. Ms. Johnson noted that this arrangement has since changed and the money now goes to the general account for the Town of Ludlow rather than the Nursing Department, therefore she would like to propose that the MAVEN contract be reduced. Ms. Hirschhorn suggested that the Coalition enlist a letter from DPH to remind the towns of their responsibility to be on MAVEN. Ms. Johnson agreed and she remarked that in addition to being responsible for MAVEN, it is important for the towns to be aware of how MAVEN specifically benefits them. Ms. Hirschhorn stated that she wanted to be on record as saying that she does not approve of giving funds to a community when there is no accountability by the town for these funds. Ms. Johnson noted that she is required to show that the Coalition is meeting and exceeding our grant requirements and from that perspective, she views the MAVEN funds as money well spent, however she pointed out that this becomes more challenging as funding overall continues to decrease.

Ms. Johnson stated that the proposed reduction in Verizon funds is based on actual spending which is less now that phone policies have changed. As regards *Travel/Training/Membership*, Ms. Johnson explained that the proposed increase reflects actual expenses for this year, noting that the biggest expense was the MHOA conference. Mr. Dennis stated that he would like to look at a Conference/Travel line for MHOA which he noted uses up a lot of Coalition money and he suggested that perhaps the towns could contribute towards this expense. Finally, as regards *Supplies* and *Electronics*, Ms. Johnson noted that she divided the remaining money between these two categories. Ms. Johnson stated that the Coalition does not need to vote today on the proposed budget adding that she just wanted the group to begin thinking about next year's budget knowing that there are some upcoming deadlines. There being no further questions regarding agenda item 5 (i), Ms. Galloway moved to take up agenda item 5(a).

5 (a) FY19-BP1X PHEP Funding Concurrence Review & Vote

Ms. Johnson noted that she recently sent HCHC members several documents for their review regarding FY 19 PHEP funding. Ms. Galloway then asked Mr. Nelson about the status of the concurrence with regard to the other coalitions. Mr. Nelson responded that he had not yet heard of any group not concurring. For the benefit of newer Coalition members, Ms. Johnson explained that every year DPH submits their proposal to the Centers for Disease Control (CDC). She noted that DPH puts together their state level deliverables, their local deliverables and their budgets which they send to all the coalitions statewide who then vote to concur with what DPH is proposing. Ms. Galloway pointed out that the biggest change from last year is less funding but she noted that it is not a significant decrease. Ms. Johnson also noted that the state is looking more at Emerging Infectious Disease for FY19. After a brief discussion, Ms. Galloway called for a motion to concur with the FY19- BP1X PHEP Funding.

SOLOE DENNIS MADE THE MOTION THAT THE COALITION CONCUR WITH THE APPLICATION FROM THE MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH, OFFICE OF PREPAREDNESS & EMERGENCY MANAGEMENT (MDPH OPEM) TO THE CENTERS FOR DISEASE CONTROL (CDC) FOR FY19-BP1X PHEP FUNDING; DEBORAH SCHAIER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

## 6. News and Updates

### a) MRC & PV COAD Updates

Tammy Spencer reported that the *Critical Incident Stress Debrief* training will take place on Saturday, May 5<sup>th</sup> and a training entitled *Bioterrorism – What you Should Know* is scheduled for Wednesday, April 25<sup>th</sup> from 6:00 to 8:00 p.m., noting that both trainings will be held at the PVPC. In addition, she reported that the MRC recently ran a recruitment ad in *The Republican*. Ms. Spencer noted that a medical student from the PURCH program will talk to the MRC at their May 9<sup>th</sup> meeting about starting a project for a *Train the Trainer* program for *Hands-Only CPR* which they hope to extend regionally. Ms. Spencer also reported that Lois Luniewicz attended the statewide MRC meeting where she received draft guidance documents for strategic planning and funding allocations for the western Massachusetts region. She added that the state feels that MRC funds are not being spent strategically and they would like the MRC to identify gaps and adopt a funding formula. Mr. Nelson explained that this applies to all MRCs statewide and he noted that no direct concern has been addressed about our region. Ms. Johnson stated that she attended the MRC meeting for Region 1 and the group decided to stay the course with the current funding strategy which is that each county receives one quarter of the funds. She noted that there is no way to equitably split the money adding that this issue has been debated for more than a decade. Ms. Spencer next stated that the unit coordinator job description was approved and Ms. Johnson noted that the plan is to have someone in place soon. Finally, as regards PVCOAD, Ms. Spencer stated that Region 1 agreed on a new *Policies and Procedures* manual.

### b) HMCC Update

Ms. Galloway reported that next year there will be a mandate for HMCC subcommittees noting that this is a good opportunity for anyone who wants to get more involved in the HMCC work. Ms. Galloway stated that the next HMCC full coalition meeting will take place in April however it will be primarily for the hospitals and she hoped that the full coalition meeting in the fall will be more beneficial to the entire group. Ms. Galloway also reported that at the last meeting, Allison Hope Egan was renewed for two years as the Public Health representative. She also stated that there is an opening for a Public Health representative in Franklin County and they are waiting for a new Public Health back up representative for HMCC and WRHSAC, noting that the Public Health representative is Noreen Pease from Shutesbury in Franklin County.

### c) MCD Update

Ms. Galloway reported that the State Reclamation and Mosquito Control Board has approved our request to put all the current grant funds into the budget for the Pioneer Valley Mosquito Control District (PVMCD) and these funds, which amount to \$150,000, can be used for the participating communities' first year entry into the PVMCD. Ms. Galloway noted that the funds will cover outreach, education and mapping but not treatment. Ms. Galloway believed that currently 5 towns are definitely signing up and 4 commissioners have been nominated. She urged interested communities to include the PVMCD on their warrant and she noted that the cost cannot be determined until it is known how many towns are participating.

d) Western MA Public Health Advisory Group (WAG)

Mr. Nelson pointed out that Ms. Johnson had already talked about the FY19 concurrence, deliverables and budget which were a big part of the discussions at both the WAG and LSAC meetings. He stated that there was also a discussion at the WAG meeting about vaccine refrigerators and he asked Ms. Bozigian-Merrick to provide this update. Ms. Bozigian-Merrick stated that the WAG group felt that it would be wise to consider alternatives to purchasing vaccine refrigerators given that they are expensive and they require space to store them. She stated that one option that was discussed is renting a walk-in refrigerator and investing in sophisticated temperature monitoring to meet the state's guidelines for vaccine management. Ms. Bozigian-Merrick noted that the WAG would like to first look at everyone's individual capacity for vaccine refrigeration and she stated that any Coalition members who have not yet completed the survey she sent out will be receiving a SurveyMonkey.

e) LSAC Update

Mr. Nelson noted that LSAC updates were presented earlier during today's meeting.

f) WRHSAC Updates

Ms. Galloway stated that the flu is still active however most hospitals have lifted their restrictions. She next reported that the *Family Reunification* program is being presented this month at two national conferences and she noted that the template is available as a PDF on the WRHSAC website. Ms. Galloway stated that the *School Emergency Triage Training (SETT)* has been approved and it will most likely take place in August in Greenfield. She also reported that Mercy Hospital will conduct an *Active Shooter Drill* next week. In addition, Ms. Galloway stated that the Vigilant Guard is an annual event that is now being planned for the fall and she will have more details as it goes forward. Ms. Galloway then reported that MEMA will be shorthanded for the next year because Regional Manager Pat Carnevale will be away. Mr. Nelson explained that Mr. Carnevale has been selected for a temporary position working in the Governor's Office. Ms. Galloway then provided Ms. Johnson with a booklet she received from Grainger Industrial Supply. She noted that Grainger which is based in Springfield can provide stock if needed during an emergency and she pointed out that they are on the state contract. Ms. Hirschhorn reported that the hospitals are able to purchase sharps mailers at \$10 less per unit than what is charged to Boards of Health and she pointed out that sometimes the state contract is more expensive than what HCHC might be able to negotiate.

g) MAVEN Report

Angela Kramer reported that she is still seeing a few cases of the flu although she noted that it has slowed down considerably. Ms. Kramer next expressed concern that there may be a higher incidence of tick-borne illnesses this summer. She explained that apparently ticks were not dormant this winter and patients have reported finding ticks on their pets or on themselves after being outside. Ms. Kramer also reported that in the past couple of months she has seen 3 cases of Hepatitis B in towns where she normally sees about one case per year. Finally, Ms. Kramer reported that the state called to let her know that a woman in the area has *Orf* disease which is caused by a virus found primarily in sheep. Ms. Kramer explained that the woman may have become infected when she was bottle



feeding the sheep and she noted they are waiting for the results from the CDC. Ms. Kramer pointed out that there are many towns in our region where people raise farm animals and she felt that the towns need to be very careful about diseases associated with farm animals. Ms. Hirschhorn suggested that HCHC include *Zoonotic Infectious Diseases* as part of the infectious disease preparedness training. Ms. Bozigian-Merrick agreed noting that people are also becoming infected with salmonella because of their backyard flocks.

At this point, Ms. Galloway asked if there was sufficient time remaining in today's agenda for Mr. Nelson to present his WebEOC demonstration. Ms. Johnson suggested waiting until the May 3<sup>rd</sup> Coalition meeting to allow more time to focus on this demonstration. HCHC members agreed with this suggestion and Mr. Nelson recommended that HCHC members download *IMX Connect* prior to that meeting. He explained that this app will allow them to automatically log in directly to the WebEOC system from their phones without having to remember their user name or password. Ms. Galloway also noted that at the next Coalition meeting, Dr. Kim Skyrn, Apiary Program Coordinator and Chief Apiary Inspector, will give a presentation about the Massachusetts Apiary Program.

h) Upcoming Events, Trainings & Exercises

This item was discussed earlier during today's meeting.

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 April 5, 2018 HCHC meeting at 11:50 a.m. BEVERLY HIRSCHHORN MADE THE MOTION TO ADJOURN THIS APRIL 5, 2018 HCHC MEETING; CHERYL MESSER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

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