



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION  
THURSDAY, MAY 3, 2018**

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

**CALLED TO ORDER AT:** 10:04 a.m.  
**MEETING ADJOURNED AT:** 12:00 p.m.

**ATTENDEES:**

Stephanie Bozigian-Merrick	Public Health Emergency Preparedness Planner, PVPC
Soloe Dennis	Deputy Commissioner, Springfield Health & Human Services
Thomas FitzGerald	Health Director, Southwick
Jeanne Galloway	Co-Chair; Health Director, West Springfield
Thomas Hibert	Westfield & Montgomery
Beverly Hirschhorn	Director Board of Health, Longmeadow
Erica Johnson	Senior Planner, PVPC
Angela Kramer	Public Health Nurse, Ludlow
Lois Luniewicz	Coordinator, Hampden County Medical Reserve Corps
Joshua Mathieu	Health Agent, Palmer
Kimberly McKay	Office/Emergency Preparedness Assistant, Ludlow Board of Health
Cheryl Messer	Director of Nurses, Ludlow Board of Health
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Sherry Petrucci	Public Health Nurse, Agawam Health Department
Joseph Rouse	Director of Public Health, Westfield. Health Agent, Russell
Deborah Schaier	Public Health Nurse, Holyoke
Tammy Spencer	Co-Chair; Sanitarian, Health Department, Chicopee

**GUESTS:**

Lynn Diniz	Inspector, Holyoke Board of Health
Ted Harvey	PVPC Senior Planner
Dr. Kim Skyrn	Chief Apiary Inspector/Apiary Program Coordinator – MDAR

**DOCUMENTS DISTRIBUTED AT THIS MEETING:**

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, April 5, 2018
- HCHC FY 18 Financial Statement for the Month of April 2018
- FY18 Year-End Budget
- Proposed FY 19 Budget BP1X
- Stephanie Bozigian-Merrick, PHEP Planner – April 2018 Monthly Report
- CDC MMWR May 1, 2018 – Vital Signs: *Trends in Reported Vectorborne Disease Cases United States and Territories, 2004-2016*
- Sport and Event Risk Management Training, June 11 and 12, UMass - informational flyer
- Regional Deliverable 2018 – EDS Operationalization – Proposed Appendices and Their Potential Contents

**1. Meeting Called to Order**

Jeanne Galloway called the May 3, 2018 meeting of the Hampden County Health Coalition (HCHC) to order at 10:04 a.m.

2. Welcome & Introductions

Ms. Galloway welcomed HCHC members and guests and she asked everyone to introduce themselves.

3. Approval of Minutes

Ms. Galloway asked if there were any comments or questions regarding the April 5, 2018 HCHC meeting minutes. There being no comments or questions, Ms. Galloway then called for a motion to approve the minutes of the April 5, 2018 HCHC meeting.

CHERYL MESSER MADE THE MOTION TO APPROVE THE APRIL 5, 2018 MINUTES; SHERRY PETRUCCI SECONDED THE MOTION AND THE HCHC MEMBERS PRESENT APPROVED THE MOTION WITH TWO HCHC MEMBERS, TOM FITZGERALD AND JOSEPH ROUSE, ABSTAINING FROM THE VOTE.

4. Financial Report

Erica Johnson presented the HCHC Financial Statement for the month of April 2018 and she noted that as of the end of April, the balance of PHEP funds is \$67,349.32. Ms. Johnson stated that later during the meeting, she will talk about the most recent budget revision as well as other specifics for FY18. There being no questions for Ms. Johnson, Ms. Galloway then called for a motion to approve the HCHC FY 18 Financial Statement for the Month of April 2018.

TOM FITZGERALD MADE THE MOTION TO APPROVE THE HCHC FY 18 FINANCIAL STATEMENT FOR THE MONTH OF APRIL 2018; CHERYL MESSER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

5. Business At Hand

a) MA Apiary Program – Dr. Kim Skyrn

Ms. Galloway welcomed Dr. Kim Skyrn, Chief Apiary Inspector and Apiary Program Coordinator for the Massachusetts Department of Agricultural Resources (MDAR) Apiary Program. Dr. Skyrn noted that the Apiary Program acts as the beekeeping regulatory authority for the state and they also provide outreach and education. Dr. Skyrn noted that they work exclusively with honey bees. Dr. Skyrn stated that they receive calls from people who have found active colonies of bees in buildings or homes but the MDAR Apiary Program doesn't conduct any honey bee extraction. Dr. Skyrn explained that there are three types of beekeepers noting that most fit into the category of "backyard hobbyist". She stated that there are also "sideliners" whose beekeeping business is not their full-time job and then there are commercial beekeepers. Dr. Skyrn noted that the USDA considers beekeepers to be similar to farmers since bees produce an agricultural commodity or contribute to agriculture through pollination.

Dr. Skyrn next talked about the data on bee losses. She reported that last year, there was a 33-41% loss across the country which is much lower than in previous years although the USDA considers any loss above 18% as being high. Dr. Skyrn stated that New England tends to have the highest losses and she noted that Massachusetts is reporting a loss of about 53% which could be as high as 60% in certain counties. Dr. Skyrn remarked that there are

various issues affecting bee populations. She stated that Colony Collapse Disorder (CCD) created a huge alarm in 2006 but it is no longer occurring at the level it was which may be due to better tools and better educational support. She stated that as a result of CCD, there was an increased awareness about bee issues and pollinators. She pointed out that honey bees became the representative for all pollinators which attracted funding for research as well as a lot of public interest which is why hobbyist beekeeping has been increasing. Dr. Skyrn noted that there is a transport system for bees which involves moving bees across the country in the pollination circuit depending on where the crops are. She stated that this is presenting a lot of issues since the bees are crammed in small spaces and moved from place to place. Dr. Skyrn noted that bears are also becoming a big problem for beekeepers and they will become more of an issue if there is a hot, dry summer. Dr. Skyrn also talked about American Foulbrood Disease (AFD) which is a fatal, contagious and persistent bacterial disease that affects bees and she stated that a case of AFD takes precedence over everything else the Apiary Program is doing. Dr. Skyrn stated that the Apiary Program also provides outreach and education on Varroa mites which are another problem for honey bees.

Dr. Skyrn noted that the MDAR Apiary Program has an office in Boston and a satellite field office in Amherst and they have a team of 5 inspectors to service the state. She also noted that there are honeybee organizations at the county level and beekeepers are encouraged to join these organizations, attend their bee schools and establish a network. Dr. Skyrn added that she directs people to the MDAR Apiary Program on the [www.Mass.gov](http://www.Mass.gov) website for resources and comprehensive information which she updates regularly. Dr. Skyrn stated that the Apiary Program is going through the process of updating their regulations and she noted that the new regulations are supposed to include mandatory registration which would be a huge benefit since it would provide them with a record of all the beekeepers in the area. Dr. Skyrn noted that the registration form is available online. She also stated that there is a section on their website for requesting an inspection and she noted that last year they inspected almost 5,000 honey bee colonies. Dr. Skyrn reported that the MDAR Apiary Program, in collaboration with the UMass Stockbridge School of Agriculture, has an excellent internship program and they have been able to work with some very good students through this program. She noted that one of their two state apiaries is in Amherst, and she invited HCHC members to attend their open events. She also stated that HCHC members would be welcome to convene a Coalition meeting at the apiary site. Dr. Skyrn then provided the group with Apiary Program brochures and fact sheets and she offered to provide informational posters and other materials for anyone who is interested. HCHC members then thanked Dr. Skyrn for her presentation.

b) WebEOC Overview & Demonstration

As suggested by Mr. Nelson, Ms. Galloway stated that agenda item 5(b) will be addressed at the end of today's agenda. Ms. Galloway then moved on to agenda item 5 (c).

c) WAG EDS Project Update

Ms. Bozigian-Merrick distributed a document she prepared entitled *Regional Deliverable 2018 – EDS Operationalization; Proposed Appendices and Their Potential Contents* which lists what she would like to see in

the appendices of the EDS Plan that the WAG is working on. Ms. Bozigian-Merrick asked HCHC members to review the list and let her know if there is anything they would like to contribute or change. She stated that whatever is not completed in terms of individual plans by the end of June will roll over into a priority for next year, noting that the Coalition's FY 19 deliverables include making targeted, gap-related updates to the EDS plans.

d) 2018 Deliverables Update & Closed PODs

Ms. Bozigian-Merrick stated that it is her understanding that HCHC's FY19 deliverables will also include writing an annex for EDS plans that addresses concerns around Emerging Infectious Disease (EID) and more specifically how the EDS is impacted by EID. Ms. Bozigian-Merrick stated that HCHC will schedule a workshop and she noted that the deliverable is to figure out what needs to go into that annex. Ms. Bozigian-Merrick felt that this is a great opportunity and HCHC could emerge with something ultimately useful.

Ms. Bozigian-Merrick noted that Ludlow and Springfield have done a lot of work on the Closed PODs project and she thanked them for their efforts. She then asked HCHC members to let her know if they have a potential Closed POD and she offered to go with them to ask the organization to sign an MOU. Ms. Bozigian-Merrick noted that several people have expressed interest but they have not yet signed a Closed POD agreement. Ms. Bozigian-Merrick also invited HCHC members to meet the Coalition's new intern and to participate in his initial interview at 10 a.m. on May 4<sup>th</sup> at the PVPC. She noted that the intern will be working on our Group Homes project, adding that the Coalition's former intern has completed her work. In addition, Ms. Bozigian-Merrick asked the group to let her know if they have ideas for a preparedness project for FY19.

Ms. Bozigian-Merrick referred to a packet she had distributed which includes her April 2018 monthly report as well as information on a *Sport and Event Risk Management Training* opportunity from MEMA and WRHSAC related to potential terrorist "soft targets". She noted that this event takes place on June 11<sup>th</sup> and 12<sup>th</sup> at UMass Amherst. She also noted that included in the packet is a copy of the CDC's May 1, 2018 *Morbidity and Mortality Weekly Report* which discusses trends in vectorborne diseases. Ms. Bozigian-Merrick next stated that WRHSAC is undertaking a Functional and Access Needs project for first responders. She asked HCHC members to let her know if they are interested and if they have connections with an organization that represents individuals with Functional and Access Needs noting that there will be a chance for them to help first responders put together some useful information.

e) Update on EDS Best Practices Document & Poll about Date for Next Meeting

Ms. Bozigian-Merrick stated that she is getting ready to write the EDS Best Practices document that she is putting together and she will email it to HCHC members before sharing it more broadly.

At this point, Ms. Bozigian-Merrick reported that neither she nor Ms. Johnson can attend the June 7<sup>th</sup> Coalition meeting and she asked if the group would like to reschedule or cancel that meeting. Ms. Galloway noted that today's agenda includes a discussion about changing both the June and July HCHC meeting dates. Mr. Dennis

stated that he did not have a preference regarding the June or July Coalition meetings. Ms. Hirschhorn asked if there is any business for this fiscal year that the Coalition would need to complete in June. Ms. Johnson responded that it would depend on the state but hopefully that would not be necessary. Ms. Galloway stated that there is a stipulation in the bylaws that allows the co-chairs to make decisions in an emergency situation and she noted that, if necessary, there could be an email outreach to HCHC members to request their opinions. After a brief discussion, it was decided by consensus to cancel both the June and July HCHC meetings and Ms. Galloway noted that the next meeting will take place on August 2<sup>nd</sup>.

Ms. Galloway next asked HCHC members to think about whether or not the MRC should participate in the Big E this year. Ms. Galloway stated that as in the past, the MRC would set up a tent near the Massachusetts State Exposition Building on Massachusetts Day and she noted that Agawam had previously provided MRC with parking. Ms. Petrucci offered to look into that possibility however she stated that there is not as much space available because their parking lot is being used by the school next door. Ms. Hirschhorn noted that only 2 or 3 people would need parking space and Ms. Petrucci stated that Agawam should be able to accommodate that number. A discussion followed about the logistics of participating in the Big E including the possibility of allowing other county MRC units to help with this event. Ms. Spencer suggested that Public Health could perhaps have more of a presence and Ms. Luniewicz stated that she saw no reason why Public Health and MRC could not share the space. Ms. Spencer also asked if the MRC could consider a dedicated booth for the duration of the Big E for future events although Ms. Galloway pointed out that it would be more costly. Ms. Luniewicz proposed that MRC should have a discussion going forward about how the group would like to present at the Big E. Ms. Galloway noted that the Big E application should be released sometime in June and it will be available on the [www.mass.gov](http://www.mass.gov) website.

f) 2019 Deliverables

This item was discussed as part of agenda item 5 (d).

g) Review of FY18 Budget Revision & End of Year Spending Requests

Ms. Johnson reviewed the FY18 budget revisions as outlined in the budget report she had prepared and she noted that the column on the far right includes the revised numbers that she sent to the state on April 20<sup>th</sup>. Ms. Johnson pointed out that the biggest shift in funds was for Verizon given that the policy around phones has changed and she also noted that a lot of money was added to the *Travel/Training/Memberships* line. Ms. Johnson also explained that some other funds were moved around based on the purchase requests she received from HCHC members after the last Coalition meeting. Ms. Johnson then referred to the *End of FY 18 Purchase Requests* as listed at the bottom of the budget summary. Ms. Johnson stated that these requests have been incorporated into the budget revision and she is waiting for official approval from Boston which may not happen until after she begins her maternity leave. Ms. Johnson then introduced PVPC Planner Ted Harvey and she stated that Mr. Harvey will take on her role with HCHC while she is away. HCHC members welcomed Mr. Harvey and he provided them with his email address should they need to contact him. In response to a question from Ms. Galloway, Ms. Johnson noted that as discussed

at the last HCHC meeting, the purchase requests were reviewed by the co-chairs and she stated there is no need for a motion to approve the revised budget. Ms. Johnson noted that the purchase requests are already prepared however if the state decides not to approve the requests, then the remaining PHEP funds will be sent back to Boston.

h) FY19 Budget Review

Ms. Johnson stated that at the last HCHC meeting, the group reviewed a draft FY19 budget she had prepared, however, she has since learned that the amount of PHEP funds is actually \$4,000 less than what the state had first presented, and she noted that the amount of PHEP funds is now \$170,827. Ms. Johnson then referred to the new proposed FY19 budget she had prepared and she explained that she reduced everything from the previous budget. Ms. Johnson remarked that this budget looks somewhat stark however, she pointed out that there has consistently been PHEP funds remaining at the end of the year. Ms. Johnson then highlighted some of the budget line items. As regards *MRC Support*, Ms. Johnson reminded HCHC members that the MRC budget was reduced and there wasn't enough money to honor the total amount of the contract for Ms. Luniewicz, and so funds had been included for MRC support. Ms. Johnson reported that there is now additional money for MRC as well as some funding that the MRC has acquired therefore it is no longer necessary to include MRC support in the budget. Ms. Johnson also noted that the funds for the MAVEN nurse consultant were significantly reduced and she stated that she is working on a memo to the towns requesting them to make a contribution to pay for the MAVEN services they are receiving. Ms. Hirschhorn asked if DPH could also send a letter to the towns about their responsibility to be on MAVEN. Ms. Johnson stated that she is hoping to have additional support from DPH as well as some data from MAVEN about the work being done in the communities. Finally, Ms. Johnson stated that she is submitting a request to pay for a *Stop the Bleed* training with *Travel/Training/Memberships* funds, noting that Ms. Messer was able to coordinate this training for July. Ms. Messer announced that the training will take place on July 31<sup>st</sup> from 6-8 p.m. She noted that space is limited and she asked those who are interested to call Kim McKay at the Ludlow office to RSVP.

i) June & July Meeting Date Changes Discussion

This item was discussed as part of agenda item 5(e).

6. News and Updates

a) MRC & PV COAD Updates

Lois Luniewicz stated that an MRC meeting took place on April 17<sup>th</sup> and she noted that there will be another meeting on Wednesday, May 9<sup>th</sup>. Ms. Luniewicz also reported that Ms. Bozigian-Merrick conducted a Bioterrorism training on April 25<sup>th</sup>, noting that there were 13 participants who were all very engaged. She also noted that the *Critical Incident Stress Debrief* training will take place on Saturday, May 5<sup>th</sup> from 9:00 a.m. to 3:00 p.m. Ms. Luniewicz stated that they have received their deliverables for next year which will be discussed at the upcoming MRC meeting. She noted that there are some changes coming from the state and she reported that MRC must now develop a work plan and budgets based on identified gaps. She also stated that MRC needs to have a specific direction of what we are going to do and why. Ms. Luniewicz stated that at the upcoming MRC meeting she will be

submitting ideas about gaps she would like to identify.

Ms. Luniewicz reported that Region 1 recently updated the Western Massachusetts MRC Policy and Procedure Manual and she pointed out that what is posted on their website is new as of April 2018. Finally, Ms. Luniewicz reported that the statewide MRC meeting will take place on May 14<sup>th</sup> in Stowe. In response to a question raised by Ms. Galloway, Ms. Luniewicz stated that Central Hampden County MRC has advertised the team leader position. She stated that the information was sent to all the MRC units in Region 1 including Berkshire, Franklin, Hampshire and Hampden Counties. She also stated that she has urged everyone to think about other places to send the request for quotes for this position.

b) HMCC Update

Ms. Galloway reported that the next HMCC Steering Committee meeting will take place in a few weeks however she noted that she will be unable to attend that meeting. Ms. Galloway also reported that the full coalition meeting took place in April and she noted that HMCC is working on plans for another full coalition meeting. Ms. Galloway also pointed out that HMCC updates are included in the newsletter that is sent out by Mark Maloni.

c) MCD Update

Ms. Galloway stated that the Pioneer Valley Mosquito Control District (PVMCD) is gaining strength. She noted that funds from the second Efficiency and Regionalization Grant have been transferred into the PVMCD which will allow the first year to be free for participating communities to cover mapping, outreach and education, however, it will not cover treatment. Ms. Galloway noted that 5 communities are officially onboard and 5 people have been nominated to be commissioners. She informed HCHC members that it is not too late to join the PVMCD.

d) Western MA Public Health Advisory Group (WAG)

Mr. Nelson stated that there was a WAG meeting on April 24<sup>th</sup> and he noted that part of their discussion included planning for next year's budget period. He stated that the group talked about deliverables, work plans and budgets. Mr. Nelson stated that there was also a discussion about the role DPH has been playing as regards exercises and events and where local Public Health may or may not be able to advocate for further involvement from DPH. Mr. Nelson added that Ms. Bozigian-Merrick will continue to look into that potential conversation. Mr. Nelson also reported that the group continues to work on the regional EDS template. In addition, Mr. Nelson stated that a request has been issued from DPH for communities to complete a survey about the resources they have which were purchased with PHEP funds in the past. He noted that this survey will help DPH create a full inventory of the tools and equipment that are available for deployment should the need arise. Ms. Johnson asked about her responsibility with regard to the survey, noting that she has records of every item purchased by the Coalition in the last 11 years. Mr. Nelson stated that technically the responsibility for providing this information falls on local Public Health but he noted that Ms. Johnson is welcome to assist with this survey. Ms. Johnson pointed out that the survey will also help to determine where there is a need for certain items.

e) LSAC Update

Mr. Nelson stated that there was no LSAC meeting and therefore he did not have any updates to report.

f) WRHSAC Updates

Ms. Galloway stated that she and Ms. Spencer attended the May 1<sup>st</sup> Pan Flu Subcommittee meeting. Ms. Galloway noted that the Family Reunification program was presented recently at two national conferences. She stated that Ann Shea presented at the *Joint Commission Conference* and Allison Eagan presented at the *Public Health Emergency Preparedness Conference* and she reported that both presentations were very well received. Ms. Galloway stated that the Family Reunification Plan can be found on the WRHSAC website.

g) MAVEN Report

Angela Kramer noted that the flu is winding down and she reported that there were 593 cases of flu just in the areas that she covered. She also noted that there have been 122 cases of *Lyme Disease* so far this year. Ms. Kramer pointed out that ticks are becoming more and more prevalent and it is anticipated that the number will grow. She stated that the towns are being encouraged to provide outreach and education about *Lyme Disease* given that this is a Public Health issue for every town. Ms. Kramer also noted that there was a case of *Salmonella* from alfalfa sprouts. In addition, Ms. Kramer reported that they had a case of *Cryptosporidiosis* and there were many cases of *Hepatitis C*.

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. Ms. Galloway then asked Mr. Nelson if he would like to present his WebEOC demonstration following today's Coalition meeting. Mr. Nelson agreed to provide HCHC members with a brief tutorial on how to set up their phones using the WebEOC app, IMX Connect. Mr. Nelson noted that this app will allow HCHC members to automatically log in to the WebEOC system from their phones without having to remember their user name or password.

9. Meeting Adjourned

Ms. Galloway adjourned the May 3, 2018 HCHC meeting at 12:00 p.m. without objection.