



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION
THURSDAY, JUNE 1, 2017**

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

CALLED TO ORDER AT: 10:06 a.m.
MEETING ADJOURNED AT: 11:40 a.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
Erica Johnson	Senior Planner, PVPC
Lois Luniewicz	Coordinator, Hampden County Medical Reserve Corps
Joshua Mathieu	Health Agent, Palmer
Lorri McCool	Health Agent for Wilbraham, Monson & Hampden
Debra Mulvenna	Public Health Nurse, Westfield Health Department
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Francy Reyes	Ludlow Board of Health
Randy White	Co-Chair; Health Agent, Agawam Health Department

GUESTS:

Lynn Diniz Sanitarian, Holyoke Board of Health

DOCUMENTS DISTRIBUTED AT THIS MEETING:

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, May 4, 2017
- Hampden County Health Coalition Financial Statement for the Month of May 2017
- HCHC Purchase Requests FY17-BP5: 7/1/16 – 6/30/17; June 2017 Requests
- Regional Coalition Budget Summary PHEP Budget Period 1 (BP1)
- Stephanie Bozigian-Merrick – May 2017 Monthly Report
- Region 1 Public Health Information Sharing Concept of Operations (COO)

1. Meeting Called to Order

Jeanne Galloway called the June 1, 2017 meeting of the Hampden County Health Coalition (HCHC) to order at 10:06 a.m.

2. Welcome & Introductions

Ms. Galloway welcomed HCHC members and guests.

3. Approval of Minutes

Ms. Galloway asked if there were any comments or questions regarding the May 4, 2017 HCHC meeting minutes. There being none, Ms. Galloway called for a motion to approve the minutes of the May 4, 2017 HCHC meeting.

LORRI MCCOOL MADE THE MOTION TO APPROVE THE MAY 4, 2017 MINUTES AND THOMAS FITZGERALD SECONDED THE MOTION.

At this point, Lois Luniewicz asked for clarification regarding a statement made by Erica Johnson in her FY18 budget discussion which appears at the bottom of page 5 of the minutes, as follows: *Ms. Johnson also noted that she would like to include funds for PHEP Planner services.* Ms. Johnson explained that as part of her discussion, she wanted to point out that the FY 18 budget will also include a PHEP Planner. She noted that this allocation is part of the budget but it is not a specialty line item. Ms. Galloway added that this was highlighted specifically to make sure that HCHC members understand that this item needs to be included in the budget.

Ms. Galloway asked if there were any further questions regarding the May 4, 2017 HCHC meeting minutes but none were forthcoming. THERE BEING NO FURTHER QUESTIONS OR COMMENTS, ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

4. Financial Report

Erica Johnson presented the HCHC Financial Statement for the month of May 2017 and she reported that as of May 24, 2017, the balance of PHEP funds is \$70,600.63. Ms. Galloway then called for a motion to approve the HCHC Financial Statement for the Month of May 2017. RANDY WHITE MADE THE MOTION TO APPROVE THE HCHC FINANCIAL STATEMENT FOR THE MONTH OF MAY 2017; LORRI MCCOOL SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

5. Business At Hand

a) Review & Vote: Spending Requests

Ms. Johnson reported that she will participate in a conference call with the state on June 2nd regarding a budget amendment request that is still pending. She noted that when HCHC members approve the purchase requests for the month of June 2017, she will be able to move forward with purchasing the items listed under *Supplies* and *Electronics*, however, the items listed under *Other DPH Funded* still need to be reviewed and approved by DPH before she can purchase them. Ms. Johnson pointed out that she still has not received permission to purchase the *Other DPH Funded* items that were reviewed and approved at the last Coalition meeting. In response to a question regarding the negative balance for *Travel & Conferences*, Ms. Johnson explained that we are allowed to overspend by 10% in a line item. She also noted that the funds were for the MHOA conference. Ms. Galloway recommended that the group vote first on *Supplies* and *Electronics* and she suggested having a separate vote for *Other DPH Funded*. Ms. Johnson then reviewed the purchase requests listed under *Supplies* which include \$470.52 in office supplies for West Springfield and hand sanitizer for Holyoke in the amount of \$282. As regards *Electronics*, she noted that there are two requests from the City of Springfield which include \$300 for a laptop computer and \$165 for a computer monitor. Ms. Galloway then called for a motion to approve the June 2017 purchase requests for *Supplies* and *Electronics* as presented.

LORRI MCCOOL MADE THE MOTION TO APPROVE THE HCHC JUNE 2017 PURCHASE REQUESTS FOR SUPPLIES AND ELECTRONICS AS PRESENTED; JOSHUA MATHIEU SECONDED THE MOTION, AND THE HCHC MEMBERS PRESENT APPROVED THE MOTION WITH ONE MEMBER, SOLOE DENNIS, ABSTAINING FROM THE VOTE.

Ms. Johnson explained that the amounts listed under *Other DPH Funded* at the top of the purchase requests sheet are informational and she stated that everything that HCHC approved last month has been sent to DPH for review. Ms. Johnson stated that the Coalition is being asked to vote on the items listed under *Requests* which include MAPHN memberships for Holyoke, Westfield and West Springfield totalling \$400 and she noted that these requests have been submitted to the state for review. Ms. Johnson remarked that she wanted to get these requests into the queue as quickly as possible because it can take as much as 2 months to receive a reply. Ms. Johnson stated that *Other DPH Funded* requests include a phone charging station, jump starter with compressor, community charging station, solar generator and charging station. She stated that these are from a list of items that have been approved by DPH for other coalitions however she noted that it is up to DPH to determine if HCHC can purchase those items. At this point, Mr. Dennis asked if there is anything we can do to get a quicker response from DPH. Ms. Johnson replied that she has been speaking directly with the assistant director and in her experience there is nothing more that could be done. Ms. Johnson noted that this is our last Coalition meeting where we will be voting on purchase requests. She remarked that she will have a better understanding about how to proceed with spending after her conference call with the state. Ms. Galloway then called for a motion to approve the *Other DPH Funded* purchase requests as presented pending the outcome of Ms. Johnson's upcoming conversation with DPH.

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

Ms. Galloway pointed out that there will be leftover PHEP funds and she stated that as part of today's meeting, HCHC members need to discuss a plan for spending those funds. Ms. Johnson noted that in years past there was pressure from the state to spend any remaining funds but she believed that this is no longer a concern. As regards the leftover funds, Ms. Johnson stated that she will be happy to submit requests for items that will enhance the Coalition's work in Hampden County but she also noted that HCHC could return those funds to be used elsewhere. Ms. Galloway commented that she would like to see HCHC use the remaining funds and she asked if anyone needed any items such as office supplies. A discussion followed and Ms. Johnson responded to several questions raised by HCHC members. Mr. Dennis again expressed concern about the process and he noted that DPH does not seem to be assisting us as fast as possible. Ms. Johnson stated that she did not believe that this will be an ongoing issue, noting that this is specific to circumstances we couldn't control this year, and she felt that DPH is doing their best. Mr. White pointed out that this is a bigger issue which affects all coalitions.

In order to move the process forward, Ms. Johnson suggested that the Coalition vote to provide her with any additional spending requests by June 9th. Ms. Galloway noted that the items need to fit into the categories of *Office Supplies* or *Electronics*, and if beyond that there are funds left over, she suggested that we offer guidance as to how to spend those funds. Mr. Nelson noted that PHEP funds can be used to purchase items for MRC. He stated that beginning July 1st MRC funds can no longer be used to purchase giveaway items and he suggested that the group consider making a motion to spend down any leftover money on MRC giveaways. Ms. Luniewicz asked if it would be possible to purchase a color copier for MRC with leftover funds. Ms. Johnson stated that it would be possible and she also noted that for smaller jobs involving 25 copies or less, MRC is welcome to use the PVPC color copier. A group discussion followed regarding the need for updated MRC brochures and materials especially if MRC is planning to participate in the Big E event this year. Ms. Galloway pointed out that they will need some *Know, Plan, Prepare* bags for the Big E and Mr. Nelson stated that a new bag should be available during the summer. Ms. Galloway then called for a motion for HCHC members to submit any additional purchase requests for the use of PHEP funds to Ms. Johnson by June 9th, including any MRC related spending. She noted that the requests would be reviewed by Coalition Co-Chairs in conjunction with Ms. Johnson and submitted for DPH approval.

RANDY WHITE MADE THE MOTION THAT BY JUNE 9, 2017, HCHC MEMBERS WILL SUBMIT TO PVPC SENIOR PLANNER ERICA JOHNSON, ANY ADDITIONAL REQUESTS FOR THE USE OF REMAINING PHEP FUNDS, INCLUDING ANY MRC RELATED SPENDING, AND THE PURCHASE REQUESTS WILL BE REVIEWED BY COALITION CO-CHAIRS RANDY WHITE AND JEANNE GALLOWAY IN CONJUNCTION WITH ERICA JOHNSON; DEBRA MULVENNA SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Ms. Johnson asked HCHC members to contact her if they have any questions about the remaining PHEP funds. She also announced that there are items for Holyoke, Palmer and Southwick to be picked up in the PVPC office following today's HCHC meeting.

b) Overview & Training: Regional BP5 Project

Stephanie Bozigian-Merrick presented a PowerPoint presentation on the regional deliverable project for BP5. She explained that this plan, which was developed by the Western Massachusetts Public Health Coalitions Advisory Group (WAG), tries to codify protocols for sharing information in an emergency. Ms. Bozigian-Merrick then referred to a guidance document for the use of these protocols entitled *Region 1 Public Health Information Sharing Concept of Operations (COO)* and she pointed out that this is the completed document that still may undergo minor changes if necessary. Ms. Bozigian-Merrick then provided a brief overview of the plan noting that the *Public Health Information Sharing Concept of Operations* is based on notification and activation levels that HMCC uses and MDPH espouses. She added that it outlines primarily who to talk with during a crisis and it articulates systems of communication and procedures that may already be in place.

c) PHEP FY18 Planning Update

Ms. Bozigian-Merrick noted that she has been working on a plan to develop a monthly newsletter/calendar and she hopes to have the first E-edition by July 1st. She further noted that as a PHEP “resource of the month”, this month she wanted to talk about *Preparedness Promising Practices* which is a resource available on the Health and Homeland Alert Network (HHAN) website. She also remarked that there has been a lot of progress on phase 3 of our Closed POD project. Ms. Bozigian-Merrick next reported that MDPH has asked that each health department complete a Jurisdictional Risk Assessment (JRA) survey by June 30th and she stated that she will send out the link as a reminder. Mr. Nelson explained that the JRA is actually a 2 day process however DPH has created a 30 minute online survey to make it more convenient and he noted that there will be a meeting in the fall to review the results. Ms. Bozigian-Merrick also stated that she will need to do her quarterly contact list for HMCC and she asked Coalition members to let her know if they have new personnel.

Ms. Bozigian-Merrick commented that her main priority will be working on updating the Coalition’s EDS plans and she noted that OPEM guidance for the EDS is on track for a June 30th release. She then conveyed to HCHC members that it would be helpful if she could have her own copy of their EDS plans. She noted that in order to work on the Coalition’s plans and to make it easy to update in the future, she will need an electronic version and she offered to pick up, copy and scan their plans. Ms. Bozigian-Merrick then referred to an event packet she had prepared for the EDS components drill events. She stated that she only has one copy of the packet but she offered to send HCHC members an electronic version. She then referred to a handout describing 6 scenarios to choose from, adding that a community could also create their own scenario. Ms. Bozigian-Merrick suggested that HCHC members begin planning for this event, noting that this deliverable needs to be completed by March 31, 2018 and she recommended picking a date for the event very soon. Ms. Bozigian-Merrick noted that the FY 18 BP1 regional project will involve more work on information sharing with the inclusion of social media, adding that she did not anticipate the purchase of a *SimulationDeck* license at this time. Ms. Bozigian-Merrick stated that the coalition level project for next year will involve reaching out to all of our group homes and other residential facilities in an attempt to determine how they can get their medical countermeasures without having to go to the EDS. She added that other deliverables include making certain that everyone is using MAVEN appropriately and responding to drills, keeping HMCC up to date with contact information and ensuring that ICS efforts have been acknowledged.

Also as regards FY 18 Planning, Ms. Johnson referred to a document entitled *Regional Coalition Budget Summary*. She explained that this is the FY 18 budget that she submitted to the Franklin Regional Council of Governments (FRCOG) and she noted that they are in the process of reviewing it before they send it to DPH. Ms. Johnson pointed out that the FY 18 budget includes an *Intern* line. She also referred to the *MRC Support* line noting that these funds are to supplement our MRC Coordinator. She explained that the MRC budget has been restructured and MRC will receive a lot less money. Ms. Johnson added that the budget also includes a line for the MAVEN Nurse Consultant as well as Verizon Wireless, Supplies, Electronics and Travel/Training/Memberships.

d) Hampshire & Berkshire HMCC Rep. Changes

Ms. Johnson reported that Hampshire County has voted for Ann Becker as their HMCC representative, noting that she is a Public Health nurse and MRC Coordinator, and she stated that Berkshire County has selected Allison Hope as their HMCC representative to replace Sandra Martin who will officially retire as a full-time PHEP Planner at the end of June. Ms. Johnson noted that Ms. Hope worked with Sandra Martin and she is a regular attendee with the Western Massachusetts Public Health Coalitions Advisory Group (WAG) and the MRC Advisory Group (MAG). Mr. Nelson stated that based on the WAG Principles of Operation each coalition can nominate their representative and the other three coalitions are given the opportunity to voice any objections. Mr. Nelson explained that voting is not required but HCHC members may express their concerns. It was noted that HCHC members did not voice any concerns regarding Ann Becker and Allison Hope as the new HMCC representatives.

e) CHIP Roll-Out Event Review

Ms. Galloway reported that there was a good turnout for the roll-out of the Hampden County Health Improvement Plan (CHIP) on May 12th in West Springfield and HCHC members noted that it was a very positive, energized event. Ms. Galloway stated that she has not yet heard from Catherine Ratte and Joshua Garcia regarding next steps.

f) CBAC Grant Opportunities

Ms. Galloway reported that there are some upcoming grant opportunities from the Community Benefits Advisory Committee (CBAC) which are listed on their website and she suggested that HCHC members visit the CBAC site.

g) Election of Co-Chairs for FY18-BP1

Ms. Galloway asked if there are any nominees or volunteers for the role of Coalition Co-Chair. Ms. Johnson also asked if the current Co-Chairs would be willing to continue. Mr. White responded that he is planning to retire and therefore he could only continue until September. Ms. Galloway indicated that she has no plans to step down at this time. Debra Mulvena then stated that she would like to nominate Jean Galloway as Co-Chair. Randy White stated that he would like to second the nomination. Ms. Johnson asked if anyone wished to serve as the second Co-Chair, noting that duties include attending and facilitating meetings, signing documents and, occasionally, some additional responsibilities. In response to a question about the need for two co-chairs, Ms. Galloway explained that someone would need to chair the meetings or sign documents if she is unable to do so. None of the HCHC members present expressed interest in taking on the role of co-chair at this time. Given that several members were not present at today's meeting, it was decided by consensus to postpone voting until a future date. Ms. Johnson remarked that in the meantime, the Coalition can still continue to operate and do business. Mr. Dennis suggested that Ms. Johnson send an email to HCHC members listing the co-chairs' responsibilities and Ms. Johnson agreed to do so.

h) Reduced Summer Schedule Discussion

Ms. Galloway asked HCHC members to consider whether or not they would like to meet during the months of July and August, noting that many other groups are not meeting during the summer months. Ms. Johnson stated that

Coalition meetings are currently scheduled for Thursday, July 6th and Thursday, August 3rd. After a brief group discussion, Ms. Galloway suggested that the Coalition cancel the July 6th meeting. HCHC members agreed to this schedule change and it was noted that the next Coalition meeting will take place on August 3rd. At this point, Ms. Galloway also stated that she may not be able to attend the September HCHC meeting.

6. News and Updates

a) MRC & PV COAD Updates

Ms. Luniewicz reported that there was a good turnout for the May MRC meeting and she stated that the group primarily talked about the deliverables and the work plan for the next fiscal year. She also noted that the format for the MRC deliverables has changed somewhat. Ms. Luniewicz also reported that they have tentatively decided on having an Incident Command System (ICS) training in the fall. She stated that she wanted participants to have completed their ICS 100 training and this would be part two. Ms. Luniewicz stated that she attended one training that wasn't what she was hoping for and she reviewed another training that was not extensive enough but she will continue to work on this over the summer. Ms. Luniewicz also stated that she is still trying to schedule a SKYWARN training for National Public Health Month in September.

Ms. Luniewicz next reported that they have put a lot of emphasis on the work that will be done with the NACCHO grant as far as the merging of the units and the recruitment and sustainment plan. She stated that once the draft MOU is approved and then signed by the units who want to merge, the next step will be for the Chicopee MRC host unit to change their name to Central Hampden County MRC. Ms. Luniewicz stated that hopefully sometime in July they will meet with the current volunteers within those units. Finally, Ms. Luniewicz reported that, unfortunately, Chase Hunter is not going to conduct their EDS training, however, she noted that there are some training funds left in the budget for Region 1 and they will try to come up with a training event before the end of June. Ms. Luniewicz stated that once they come to some conclusion, they will still have to get DPH approval but she will forward that information to HCHC members.

Relative to the PV COAD, Ms. Luniewicz stated that the first Volunteer Subcommittee meeting will take place on June 23rd and it will be chaired by Chris Wood from United Way. Ms. Luniewicz noted that she will be on the subcommittee along with Loren Davine from Hampshire MRC and Greg Lewis, a planner from Franklin County.

b) HMCC Update

Ms. Galloway reported that there was a dynamic speaker at the full coalition meeting in April, noting that he talked about how far along we are in the HMCC process, not only in Massachusetts but around the country. She stated that the next full coalition meeting will take place in October and at this point, there is no plan to have a discipline only meeting afterwards. Ms. Galloway remarked that Public Health seems to be the only discipline that does not meet on a regular basis and she stated that if HCHC would like to conduct a Public Health meeting we can plan one. Ms. Galloway next reported that it is her understanding that Assistant Secretary for Preparedness and Response (ASPR)

funding for the Hospital Emergency Preparedness seems to be decreasing and their connection to the HMCC may be diminishing in the future. Finally, Ms. Galloway noted that there were some conversations about referring to emergency preparedness plans as *emergency operations plans* which will change the way people look at this.

c) MCD Update

Ms. Galloway reported that Greg Lewis and Charlie Kaniecki are moving forward with the Pioneer Valley Mosquito Control District (MCD) and she stated that the State Reclamation and Mosquito Control Board (SRMCB), at their last meeting, officially accepted that we will be a district. Ms. Galloway stated that our plans need to be submitted for the September SRMCB meeting and we also need funding in order to be an official district. Ms. Galloway noted that there will be another community meeting fairly soon and she recommended that HCHC members contact Mr. Lewis or Mr. Kaniecki if they would like more information about the Pioneer Valley MCD.

d) Western MA Public Health Advisory Group (WAG)

Mr. Nelson stated that there hasn't been a WAG meeting since the last HCHC meeting so he had nothing new to report. He noted that there will not be a June WAG meeting and he stated that the next meeting is scheduled for July 11th in the PVPC 2nd Floor Large Conference Room following the Pan Flu Planning Subcommittee meeting.

e) LSAC Update

Ms. Bozigian-Merrick noted that she had already provided most of her LSAC updates. In addition, as regards LSAC leadership, she stated that Thomas Carbone is stepping down and LSAC is looking for people to assume new leadership roles. Ms. Bozigian-Merrick reported that the group also talked about the Public Health *Preparedness Promising Practices* that she mentioned earlier during today's HCHC meeting. Ms. Bozigian-Merrick also noted that she attended the National Disaster Recovery Framework Conference at Northeastern University and she stated that she would be happy to email an electronic version of their new resource guide on the federal assistance that is available after a disaster if anyone would like to receive one. Ms. Bozigian-Merrick also noted that she recently attended the Chelsea and Everett full scale exercise and she commended Mr. Nelson for his work with Chelsea and Everett. Mr. Nelson explained that his colleague in the Greater Boston area left her position about 2 months ago. Chelsea and Everett were without DPH assistance so he was their assistant for the drill.

f) WRHSAC Updates

Ms. Galloway announced that there is a new regulation that requires defibrillators at all schools by July 1, 2018. She also reported that there will be GPS training at the John W. Olver Transit Center in Greenfield on June 14th and there will be a Family Reunification training sometime in October. Ms. Galloway also noted that the Pioneer Valley Conservation District put together a document entitled *Municipal Guidance for Flood Emergencies: Franklin and Berkshire Counties* which is available on the Town of Deerfield's website.

g) Upcoming Events, Trainings & Exercises

- Pediatric Psychological First Aid: June 26, 2017; 9:00 a.m. - 4:30 p.m., North Adams MCLA
- CPR/First Aid/AED: July 24, 2017; 5:00 p.m. -10:00 p.m., Greenfield Sherriff's Office; Ms. Luniewicz stated that this training is free. She noted that seating is limited and dinner is included.

8. Other Business

Ms. Johnson stated that any HCHC members with a Coalition cellphone who have an iPhone that is below a 6S, are eligible for a free upgrade to the 6S at 32 GB. Ms. Johnson said she will let everyone know when she receives the phones. In response to a question that was raised about upgrades to the iPhone 7, Ms. Johnson noted that the iPhone 7 would cost \$400. Ms. Galloway asked if that purchase would qualify as equipment under the remaining budget money. Ms. Johnson stated that it would require specific approval from DPH and we would need to justify why we would need to purchase an iPhone 7 when the iPhone 6S is available as a free upgrade.

9. Meeting Adjourned

Ms. Galloway called for a motion to adjourn today's June 1, 2017 HCHC meeting at 11:40 a.m. THOMAS FITZGERALD MADE THE MOTION TO ADJOURN THIS JUNE 1, 2017 HCHC MEETING; DEBRA MULVENNA SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

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