



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION
THURSDAY, AUGUST 3, 2017**

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

CALLED TO ORDER AT: 10:05 a.m.
MEETING ADJOURNED AT: 11:50 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
Thomas Hibert	Westfield & Montgomery
Beverly Hirschhorn	Director Board of Health, Longmeadow
Erica Johnson	Senior Planner, PVPC
Joshua Mathieu	Health Agent, Palmer
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Aimee Petrosky	Health Agent, East Longmeadow
Deborah Schaier	Public Health Nurse, Holyoke
Tammy Spencer	Sanitarian, Health Department, Chicopee

GUESTS:

Lynn Diniz	Sanitarian, Holyoke Board of Health
Angela Kramer	Public Health Nurse, Ludlow Intern, Springfield Health & Human Services

DOCUMENTS DISTRIBUTED AT THIS MEETING:

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, June 1, 2017
- Hampden County Health Coalition Financial Statement for the Month of July 2017
- Stephanie Bozigian-Merrick – June 2017 Monthly Report; July 2017 Monthly Report
- Potential Group Home Partners in Hampden County
- Closed POD FAQs for Long Term Care Facilities
- Summer 2017 HCHC News
- Emergency Preparedness and People with Intellectual/Development Disabilities
- August 3, 2017 Hampden County MRC update

1. Meeting Called to Order

Jeanne Galloway called the August 3, 2017 meeting of the Hampden County Health Coalition (HCHC) to order at 10:05 a.m.

2. Welcome & Introductions

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

3. Approval of Minutes

Ms. Galloway asked if there were any comments or questions regarding the June 1, 2017 HCHC meeting minutes. There being none, Ms. Galloway called for a motion to approve the minutes of the June 1, 2017 HCHC meeting. THOMAS FITZGERALD MADE THE MOTION TO APPROVE THE JUNE 1, 2017 MINUTES; SOLOE DENNIS 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 July 2017 and she noted that the current balance of PHEP funds is \$26,966.80. Ms. Johnson reported that this statement reflects funds from our previous fiscal year that ended on June 30th and she noted that we are in the midst of processing all final invoices for last year. Ms. Johnson stated that she anticipated returning a larger portion of the remaining funds than HCHC usually sends back noting that HCHC had a gap in planners and she also pointed out that significant changes were made to our grant guidance. Ms. Galloway asked if there could be a rollover of the remaining funds. Ms. Johnson explained that HCHC just ended a 5 year budget period in June, so there will not be a rollover of the funds.

Ms. Johnson stated that she does not yet have contracts for this current fiscal year beginning on July 1st. She noted that we have an approved work plan but we don't have an approved budget. Ms. Galloway added that the HMCC does not yet have the funds and they hope to receive the state contract later this month. Mr. FitzGerald asked about the Massachusetts Health Officers Association (MHOA) conference which will take place in November. Ms. Johnson stated that if MHOA is still an allowable cost, HCHC will be attending that conference. In response to a question from Mr. Dennis, Ms. Johnson stated that for FY 18 she had to put together a budget that included the names of the individuals who planned to attend the MHOA conference and she did not believe she had budgeted for someone from Springfield. Ms. Johnson stated that she may need to send a budget amendment to the state.

Ms. Galloway then called for a motion to approve the HCHC Financial Statement for the Month of July 2017. SOLOE DENNIS MADE THE MOTION TO APPROVE THE HCHC FINANCIAL STATEMENT FOR THE MONTH OF JULY 2017; TAMMY SPENCER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

5. Business At Hand

a) HCHC Principals of Operation Review & Vote

Ms. Johnson stated that each year HCHC members need to vote on the Coalition's Principles of Operation and with their approval she will send the Principles of Operation to the state. Ms. Johnson noted that she had not provided copies of the Principals of Operation given that they have not changed in several years. Ms. Galloway pointed out that the last amendment added the ability to take on additional projects that were not emergency preparedness and Ms. Johnson noted that it was also previously recognized that some of the standing committees would be convened as needed. Ms. Galloway asked if anyone would like to make any amendments to the Principles of Operation and

HCHC members recommended moving forward with no changes. Ms. Galloway then called for a motion to approve the HCHC Principles of Operation.

SOLOE DENNIS MADE THE MOTION TO APPROVE THE HAMPDEN COUNTY HEALTH COALITION PRINCIPALS OF OPERATION; TOM FITZGERALD SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT APPROVED THE MOTION.

b) Election of Co-Chairs for FY18-BP1

Ms. Johnson noted that at our last Coalition meeting, Jeanne Galloway offered to continue to serve as the Coalition co-chair, however, Randy White has decided to retire and therefore HCHC will need to elect another co-chair for FY18. Ms. Johnson then defined the duties of the co-chair which include attending and leading meetings, signing forms and representing the Hampden County Health Coalition. Ms. Hirschhorn stated that she would like to encourage HCHC members who have never acted as co-chair to consider taking on this role. She pointed out that younger members could benefit from the experience, noting that this position provides a very good opportunity to learn about other emergency preparedness entities. At this point, Aimee Petrosky volunteered to be co-chair. Soloe Dennis also nominated Tammy Spencer and Ms. Spencer accepted the nomination. No other HCHC members expressed interest in taking on the role of co-chair. Given that there were two potential candidates, Mr. Dennis suggested that there be a paper vote, however after a brief discussion, Ms. Petrosky stated that she would like to withdraw her name. Ms. Galloway then asked if the Coalition was in favor of electing Tammy Spencer as co-chair for FY 18 and all the HCHC members present unanimously approved electing Tammy Spencer as co-chair.

c) Deliverables Update

Ms. Bozigian-Merrick stated that HCHC has completed much of the preliminary work that was needed in order to implement some of our deliverable work. Ms. Bozigian-Merrick noted that the deliverables include Emergency Dispensing Site (EDS) events to take place in each community between now and March 31st. She explained that this is an opportunity for HCHC members to look at their site activation, staff notification and assembly, facility set up, and use of the Incident Command System (ICS) paradigm and matrix in the setting up of an EDS.

d) EDS Event Scheduling

Ms. Bozigian-Merrick passed around a calendar and she asked HCHC members to select a day for their EDS event. She noted that they need only to choose a time and place for the event and call in the crew they will utilize. She stated that she will obtain evaluators; she will moderate the event and provide the multi-media overview. She will also collect feedback and help to prepare an After Action Report (AAR) and Improvement Plan (IP). Ms. Bozigian-Merrick stated that HCHC members will get photographs of their event that they can use to publicize the preparedness work they are doing and she asked HCHC members to let her know if anyone would like to be in the multi-media presentation for their community. Ms. Bozigian-Merrick then responded to several questions raised by HCHC members. Ms. Petrosky stated that last year East Longmeadow utilized the Hampshire County emergency

preparedness trailer for their flu clinic however Walgreens provided the flu shots. She noted that they are planning to do that again and she asked if this could serve as their EDS event. Ms. Bozigian-Merrick stated that this scenario would work as an EDS event given that it involves facility set up and a notification, and East Longmeadow is using Walgreens instead of using MRC volunteers. In response to a question from Ms. Schaier, Ms. Bozigian-Merrick stated that if a community wishes to plan an EDS flu clinic using an organization such as Rite-Aid to provide the vaccine, that would work as an EDS event. Mr. Nelson agreed and he stated that there would need to be something in the EDS plan. Ms. Bozigian-Merrick also stated that if a community has more than one EDS, they can choose one EDS for their event or they could do one component at each EDS. She also noted that instead of having a clinic, they could conduct a drill and she pointed out that she had previously provided HCHC members with some scenarios. Ms. Spencer asked about the process for utilizing the Hampshire County trailer. Ms. Petrosky stated that Ms. Spencer would need to contact Northampton to see if it is available. She also noted that East Longmeadow's DPW took care of moving the trailer. Ms. Johnson pointed out that there are a lot of regulations to follow when utilizing the Hampshire County trailer especially with regard to using the water and cleaning the trailer.

e) Closed PODs & Group Homes Outreach

Ms. Bozigian-Merrick reported that HCHC now has a new Closed POD agreement for a long-term care facility (LTCF) in Westfield. She stated that we are also planning to coordinate with the other PHEP planners and the long-term care unit of the HMCC to sign up our Hampden County LTCFs as Closed PODs and she asked Coalition members to let her know if they do not wish to use long-term care facilities as Closed PODs in their communities. Ms. Galloway pointed out that assisted living facilities are not long-term care facilities however it is still a facility we want to keep in mind. In response to a question from Angela Kramer about the facilities in Ludlow, Ms. Bozigian-Merrick stated that it is up to the community to decide what facility should become a Closed POD. She noted that the idea is to look at how to unburden the EDS as much as possible.

Ms. Bozigian-Merrick next referred to a document she had provided entitled *Potential Group Home Partners in Hampden County* and she asked HCHC members if they would like her to proceed with the group homes in their communities. She noted that the end result would be an agreement allowing a staff person to be appointed "head of household" in order to pick up the medication for everyone in the group home. Ms. Bozigian-Merrick also referred to a brochure she created entitled *Emergency Preparedness and People with Intellectual/Developmental Disabilities* that she plans to bring along when talking with representatives at the group homes. Ms. Schaier asked if she could use Ms. Bozigian-Merrick's expertise to do a PowerPoint presentation for a group of people from nursing homes and Ms. Bozigian-Merrick stated that she would be happy to do so.

At this point, Ms. Galloway noted that Joshua Garcia, PVPC's Municipal Services Coordinator, is here to provide an update on the Hampden County Health Improvement Plan (CHIP). Mr. Garcia stated that everyone should now have a copy of the CHIP plan that was released in May and, if not, he suggested that they take one to bring back to their community. Mr. Garcia noted that we need to track the progress moving forward. He reported that at the

recent meeting of the CHIP Progress Review Committee, members decided that each of the domains will have a subgroup and he noted that the five domains are: (1) Health Equity; (2) Behavioral Health; (3) Primary Care; (4) Healthy Eating and Active Living; and (5) Public Safety. Mr. Garcia stated that the subgroups will come up with a plan to make sure they are identifying the activities happening in the region and that they are tracking the progress. Mr. Garcia explained that the hospital coalition does their IRS mandated Community Health Needs Assessment (CHNA) every 3 years and he stated that we would like to track this now before the CHNA report comes out. Mr. Garcia noted that we are establishing a foundation for the Hampden County region to effectively streamline resources to make sure we are improving health in areas we identified in our strategic plan.

Mr. Garcia asked HCHC members to let him know if they are interested in being part of any of the subgroups and he suggested that they participate in the group that they feel is most important to them. Mr. Garcia stated that the weakest domain participation is in Domain 5: *Public Safety; Violence and Injury Prevention* and he noted that he and State Representative Aaron Vega plan to step up and strengthen that domain. He noted that Representative Vega is coordinating a meeting with the police chiefs in Hampden County and with the Hampden County Sheriff and they will delegate people within their departments to help with Domain 5. Mr. Garcia stated that he will send Ms. Johnson information regarding the domain subgroup meeting to share with the Coalition.

f) EDS Plan Progress Report

Ms. Bozigian-Merrick reported that the EDS guidance that Chase Hunter has been preparing for OPEM is ready but will not be released yet because it needs to be formatted. Ms. Bozigian-Merrick stated that she has a set of Job Action Sheets and ICS matrices that HCHC members are welcome to have but she suggested holding off on implementing them because Chase Hunter may be able to provide some in the near future. HCHC members requested that Ms. Bozigian-Merrick send them the Job Action Sheets and she agreed to do so. Ms. Bozigian-Merrick stated that if HCHC members would like her to work on their EDS plans, she would be happy to travel to their health department and begin working on them now. Mr. Nelson noted that DPH is collecting EDS plans from all the communities and although they have received most of the plans, there are still a few towns that need to respond as soon as possible. Mr. Nelson stated that it is understood that all the EDS plans are a work in progress and he urged HCHC members to send them to him even if their plan needs some updating.

g) Public Health Reps to HMCC & WRHSAC

Ms. Galloway stated that a few years ago, each health coalition nominated someone to be the Health and Medical Coordinating Council (HMCC) Public Health representative and she remarked that 3 of those 4 people are no longer acting in those roles. Ms. Galloway reported that Allison Hope has replaced Sandra Martin as the representative for Berkshire County and Ann Becker is the new representative for Hampshire County. She reported that Nicole Zabko left Greenfield a few months ago and Franklin County does not have a representative at this time. Ms. Galloway stated that, unfortunately, there may be additional changes including nominating someone for Hampden County. Ms. Johnson asked if Ms. Galloway is planning to step down from the HMCC. Ms. Galloway stated that she did not

intend to but she may not have a choice. Ms. Johnson asked if we need to have a potential HMCC representative in the pipeline. She also asked if the person in that role can only serve for a certain amount of time. Mr. Nelson stated that it was intended to be a 3 year term for the first set of people who were elected in order to have a staggered term. Ms. Galloway confirmed that if she were to resign, a representative from the HCHC would automatically become the HMCC alternate representative and a non-voting member and she pointed out that once Franklin County nominates someone, each of the coalitions has an opportunity to voice any objections.

As regards the Western Region Homeland Security Advisory Council (WRHSAC), Ms. Galloway stated that at the recent WAG meeting, Tracy Rogers from the Franklin Regional Council of Governments (FRCOG) volunteered to be the Public Health backup representative for WRHSAC. Ms. Galloway pointed out that WRHSAC will need to have the governor appoint someone as the alternate Public Health representative which may not happen before the end of the year. In the event that Ms. Galloway decides to step down as the WRHSAC Public Health representative, Ms. Johnson asked if Ms. Rogers will automatically become the Public Health representative once she has been confirmed by the Governor as the official alternate. Ms. Galloway replied that she did not anticipate that WRHSAC will have a problem with us making that nomination.

At this point, Ms. Johnson expressed her appreciation to Ms. Galloway for her participation, representation and leadership in both the HMCC and WRHSAC and she stated that she hoped Ms. Galloway will be willing and able to continue serving in those roles. Ms. Johnson added that all of the Coalition is very grateful for her service.

h) Big E MRC Participation

Ms. Galloway announced that the MRC will not be participating in the Big E this year. She explained that she found out about the date of the application deadline one day before it was due and there wasn't enough time to complete the application. In addition, she was uncertain if Mr. White would be available to solicit volunteers to assist with this event. Ms. Galloway noted that she had provided HCHC members with business cards from the Clearinghouse in case anyone would like to order supplies for their upcoming events. Ms. Johnson added that she ordered some MA Responds printed items including 200 pens and 250 hand sanitizer sprays which are available for HCHC members to pick up following today's meeting if they are interested.

6. News and Updates

a) MRC & PV COAD Updates

Ms. Bozigian-Merrick stated that Lois Luniewicz was unable to attend today's HCHC meeting. She noted that copies of a report prepared by Ms. Luniewicz summarizing her MRC activities had been distributed and she asked HCHC members to review the report. Ms. Bozigian-Merrick noted that the next MRC meeting will take place on August 9th here at the PVPC. As regards some of the highlights from Ms. Luniewicz's report, Ms. Bozigian-Merrick stated that SKYWARN will be in Monson for a presentation and training on October 16th. She also reported that 4 or 5 Hampden County communities are moving towards a merged MRC. In addition, she stated that

Berkshire County is in the process of establishing a Regional Children's Team and she asked HCHC members to let Ms. Luniewicz know if they have volunteers who may be interested in working as part of a children's response team, specifically behavioral health for children. Ms. Bozigian-Merrick stated that at the last meeting of the Pioneer Valley Community Organizations Active in Disaster, (PVCOAD), they expanded the volunteer committee by adding a healthcare subcommittee which provides the opportunity to focus on the kind of volunteer that a community might need at their EDS. Ms. Bozigian-Merrick stated that as a member of this committee, her goal is to provide HCHC members with a packet they can use to find volunteers above and beyond the MRC.

At this point, Ms. Johnson noted that the regional MRC merger has stalled. She stated that MOUs have been sent out, however they can get delayed in legal departments and select board offices and she asked HCHC members for whatever assistance they could provide in their communities to move this forward. Ms. Johnson stated that it is important to be mindful that there is a limited time to accomplish this goal while we have the grant funds to support the merger. Ms. Johnson noted that Hampshire County is now officially merging all of its units and she underscored that this is the future of our MRC. In addition, Ms. Johnson noted that the state would like all communities in our counties to be covered by our MRC. She stated that we have a merged unit in Hampden County that is becoming established and MRC would be happy for the Towns of Ludlow and Palmer to be part of it.

b) HMCC Update

Ms. Galloway reported that the next HMCC Steering Committee meeting will take place at the end of September and she noted that they are still aiming for a full coalition meeting in October. She also remarked that the funding stream for Hospital Preparedness is changing but she believes that they will still be required to be part of a coalition.

c) MCD Update

As regards the Pioneer Valley Mosquito Control District, Ms. Galloway reported that Charlie Kaniecki and Greg Lewis are working on a grant, adding that the proposal is due to the State Reclamation and Mosquito Control Board in September. She also stated that there may be another regional phone call to see if the proposal is something the towns want to move forward with. Ms. Galloway noted that East Longmeadow had a positive West Nile mosquito pool and she added that Deerfield, Greenfield and Pittsfield were also positive. A discussion followed about the use of repellent and Ms. Petrosky recommended DEET wipes noting that they were not expensive. Ms. Galloway asked if DEET wipes could be purchased with PHEP funds. Ms. Johnson stated that it would have to be part of a budget amendment, however, she noted that it is unlikely the wipes would arrive in time for this season.

d) Western MA Public Health Advisory Group (WAG)

Mr. Nelson provided an update on the last WAG meeting. He stated that Chase Hunter talked about EDS guidance which is a tool we can use for updating our EDS plans, and he noted that there was a discussion about the WRHSAC representative. Mr. Nelson also reported that Greg Lewis is enthusiastic about building a website for the WAG, noting that he will do some research and bring his plan back to the WAG for consideration.

e) LSAC Update

Ms. Bozigian-Merrick stated that the last meeting of the Local State Advisory Committee (LSAC) took place in the middle of June. She reported that the Massachusetts Emergency Management Agency (MEMA) expects that their new Comprehensive Emergency Management Plan (CEMP) will be available in the fall. She also reported that the Department of Public Health (DPH) has been involved in exercises and conferences on health care cybersecurity. In addition, she noted that they discussed EDS plans, EDS guidance from OPEM and Closed PODs. Ms. Bozigian-Merrick stated that LSAC leadership is in transition given that Tom Carbone is stepping down. She noted that they did not have a quorum at the last meeting and there has been no response to calls for volunteers for new leadership.

f) WRHSAC Updates

Ms. Galloway reported that Emergency Medical Services is working on Mass Casualty Incident (MCI) plans adding that this is part of their deliverables and she noted that every EMS is supposed to have a MCI plan. Ms. Galloway also stated that DPWs are working on Disaster Debris Management plans and she noted that there is a template of the plan on the FRCOG website. Ms. Galloway stated that there is also an effort among DPWs to do a lot of mitigation work and she noted that there are some funding streams for that. She also reported that the state police have a new division in their group called Homeland Security. Ms. Galloway reported that WRHSAC plans to have sheltering exercises in all four counties as part of the deliverables they put forward. She stated that Hampden County will participate, however, given that Hampden County does not have a regional shelter, we will have to figure out what that will look like. Ms. Galloway asked HCHC members to let her know if they have any thoughts on this and she also invited them to attend a Training and Exercise Subcommittee meeting.

g) Upcoming Events, Trainings & Exercises

As regards upcoming WRHSAC events, Ms. Galloway noted that included in today's handout packet is a list of four WRHSAC trainings. She noted that the *Family Reunification Training* will involve the same presentation that will take place on three consecutive days, namely October 25th, 26th and 27th in three separate counties. She suggested that if anyone is interested in attending, they should sign up soon. She also noted that there are some online trainings for sheltering listed on the FRCOG website. In addition, Ms. Galloway stated that the Multi-Agency Coordination Center (MACC) Phase 5, Hampden County, is currently on hold.

As regards the Community Benefits Advisory Council (CBAC), Ms. Galloway stated that Noble Hospital in Westfield will be starting their CBAC within the next couple of months and she believed that Deb Mulvenna will be sitting on that committee. She suggested that Joshua Mathieu reach out to the eastern region CBAC that operates out of Baystate Wing Hospital if he is interested in joining. Ms. Galloway noted that the hospitals are getting together to plan their 2019 Community Health Needs Assessment (CHNA) and she stated that a lot of CBAC members may be Steering Committee members for that process as it goes forward.

Ms. Galloway next reported that the Massachusetts Office of the Attorney General will be holding public listening

sessions on health care community benefits, noting that they are updating their guidelines. Ms. Galloway stated that the listening session in western Massachusetts will be held on September 11th from 3-5 p.m. at UMass Springfield.

8. Other Business

Ms. Hirschhorn announced that the town of Longmeadow is looking to outsource swimming pool inspection which would involve inspection prior to opening the swimming pools as well as a couple of inspections during the course of the summer recreational season. She stated that they were thinking about finding someone with their own insurance who would be working as a contractor but if someone is interested, she could see if they would take someone on as a seasonal employee who would be covered under liability insurance. She added that she is looking for someone who understands regulatory requirements. Ms. Petrosky also noted that East Longmeadow is hiring a full time health inspector and she asked HCHC members to get in touch with her if they know of anyone who might be interested.

Ms. Johnson stated that at the end of the last fiscal year, HCHC members who use a Coalition iPhone below a 6S were offered a new free phone from Verizon and she noted that she has received new phones for Chicopee, Ludlow, Palmer and Westfield. Ms. Johnson also stated that in her efforts to spend down the remaining PHEP funds, she purchased 43 table top easels which will provide HCHC members with 3 easels per each EDS.

At this point Ms. Johnson asked Angela Kramer to talk about the Massachusetts Virtual Epidemiological Network (MAVEN) program. Ms. Kramer explained that she is the MAVEN Nurse providing assistance to some of the smaller towns that need this service. She noted that she previously worked as the Shared Nurse as part of a Community Innovation Challenge (CIC) grant however that program ended and she no longer does that work. Ms. Kramer stated that there was a strong need to continue the MAVEN work and she now only provides the MAVEN service. Ms. Kramer reported that this summer she has been seeing an uptake of a tick-borne infectious disease in Palmer and Monson, namely *Human Granulocytic Anaplasmosis*. She stated that she now has seen 11 cases and she underscored that there is a need for more educational outreach regarding ticks and mosquitoes.

9. Meeting Adjourned

Ms. Galloway called for a motion to adjourn today's August 3, 2017 HCHC meeting at 11:50 a.m. AIMEE PETROSKY MADE THE MOTION TO ADJOURN THIS AUGUST 3, 2017 HCHC MEETING; JOSHUA MATHIEU SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

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