



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION
THURSDAY, SEPTEMBER 6, 2018**

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

CALLED TO ORDER AT: 10:01 a.m.
MEETING ADJOURNED AT: 11:28 a.m.

ATTENDEES:

Stephanie Bozigan-Merrick	Public Health Emergency Preparedness Planner, PVPC
Soloe Dennis	Deputy Commissioner, Springfield Health & Human Services
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
Lorri McCool	Health Agent, Wilbraham, Monson & Hampden
Debra Mulvenna	Public Health Nurse, Westfield Health Department
GUESTS:	
Gail Bienvenue	Regional Hospital Coordinator, MDPH - OPEM
Allison Egan	Planner, Berkshire Regional Planning Commission
Peter Prieto	Team Leader, Central Hampden County Medical Reserve Corps

DOCUMENTS DISTRIBUTED AT THIS MEETING:

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, August 2, 2018
- HCHC FY 18 Financial Statement for the Month of August 2018
- EID Scenarios and Their Impact on the Provision of MCM
- BP1X Deliverables for the First Quarter
- HCHC BP1X OPEM Drills and Other Deliverables 2018-2019 Calendar
- The Amerisource Bergen Foundation – Opioid Resource Grant Program
- Informational Flyer www.addictionpolicy.org

1. Meeting Called to Order

Jeanne Galloway called the September 6, 2018 meeting of the Hampden County Health Coalition (HCHC) to order at 10:01 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 minutes of the last HCHC meeting which was held on August 2, 2018. There being no comments or questions, Ms. Galloway then called for a motion to approve the minutes of the August 2, 2018 HCHC meeting.

LORRI MCCOOL MADE THE MOTION TO APPROVE THE AUGUST 2, 2018 MINUTES; SOLOE DENNIS SECONDED THE MOTION AND THE HCHC MEMBERS PRESENT APPROVED THE MOTION, WITH ONE HCHC MEMBER, JOSEPH ROUSE, ABSTAINING FROM THE VOTE.

4. Financial Report

Erica Johnson presented the FY 18 Financial Statement for the month of August which she noted is for HCHC's previous fiscal year. Ms. Johnson stated that the balance of funds listed on the report in the amount of \$5,000.27 is not accurate. She explained that she is waiting for additional funds from Boston to pay an outstanding invoice in the amount of \$4,032.65 which will leave a balance of \$967.62 and she noted that these are funds that the Coalition did not spend at the end of the last fiscal year.

Ms. Galloway then called for a motion to approve the HCHC Fiscal Year 2018 Financial Statement for the Month of August 2018. JOSHUA MATHIEU MADE THE MOTION TO APPROVE THE HCHC FISCAL YEAR 2018 FINANCIAL STATEMENT FOR THE MONTH OF AUGUST 2018; SOLOE DENNIS SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

5. Business At Hand

a) FY18 & FY19 Budget Review

Ms. Johnson stated that at the end of FY 18, she purchased basic Personal Protection Equipment (PPE) kits for HCHC's EDS sites as well as hand sanitizer which includes refills for those who have the stands and 12 oz. pumps for those who do not. She asked HCHC members to stop by the PVPC office following today's Coalition meeting to pick up these items adding that there are 14 PPE kits per EDS.

As regards the FY 19 budget, Ms. Johnson stated that there are some bills that need to be paid including an invoice for the *Stop the Bleed* training that took place in July and there is also a Verizon bill and some PVPC expenses. Also for FY 19, Ms. Johnson stated that at the end of August, she submitted HCHC's first budget modification request, noting that it included the names of 8 people who let her know that they wish to attend the 2018 Massachusetts Health Officers Association (MHOA) conference. Ms. Johnson pointed out that the state has not yet approved or denied this request therefore HCHC members should consider an alternate plan for payment before registering for this conference. Ms. Johnson noted that the budget modification also included a request from the City of Springfield for software that was purchased in FY18, as well as a request from Agawam for a file cabinet and a request from West Springfield for a fax machine. Ms. Johnson stated that when she hears back from the state,

she will ask the Coalition to vote on those purchase requests. In response to a question from Ms. Galloway, HCHC members agreed that they would like to vote today to approve the MHOA attendance and the above-mentioned purchase requests pending approval from the state. Ms. Galloway then called for a motion to approve the purchase requests for the City of Springfield, the Town of Agawam and the Town of West Springfield, as well as to approve a request for 8 individuals to attend the MHOA conference, pending approval from the state. Lorri McCool asked if she could add her name to the list of MHOA attendees. Ms. Johnson stated that it may not be possible but she will discuss this request with FRCOG.

LORRI MCCOOL MADE THE MOTION TO APPROVE THE PURCHASE REQUESTS AS PRESENTED FOR THE CITY OF SPRINGFIELD, THE TOWN OF AGAWAM AND THE TOWN OF WEST SPRINGFIELD, AS WELL AS REQUESTS FOR 8 COALITION MEMBERS TO ATTEND THE 2018 MHOA CONFERENCE; DEBRA MULVENNA SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Ms. Hirschhorn asked Ms. Johnson if scientific refrigerators are still not an allowable PHEP expense. Ms. Johnson confirmed that HCHC cannot purchase any kind of refrigerator, including the scientific version. Ms. Bozigian-Merrick stated that she will be providing the Coalition with a status update on the refrigerator survey. In response to a question from Mr. Dennis, Ms. Johnson noted that she did not provide HCHC members with a copy of the FY19 budget because no funds have yet been spent. In addition, she pointed out that it is impossible to predict how HCHC funds will be spent given that our needs change and the state's policies also change frequently. Ms. Johnson stated that going forward she will be submitting a budget modification every quarter.

There being no further questions, Ms. Galloway then asked Ms. Bozigian-Merrick to provide updates on agenda items 5 (b), (c) and (d). Ms. Bozigian-Merrick stated that with HCHC's permission she will be reporting on these items in a slightly different order from that listed on the agenda.

(c) 2019 Deliverables

Ms. Bozigian-Merrick reminded HCHC members that once a year in September she needs to submit to OPEM a list of Coalition members who are up to date with their Incident Command System (ICS) 100 and 700. She noted that there are still a few HCHC members who don't have ICS 100 and 700 and she pointed out that anyone working at an EDS should have ICS 100. Ms. Bozigian-Merrick asked HCHC members to let her know if they don't have this training. Ms. Johnson agreed that ICS 100 and 700 are important trainings especially for someone who is on the 24/7 contact list that is sent to the state. She recommended that HCHC members look at their 24/7 list and make sure everyone is trained. In response to a question from Mr. Mathieu, Ms. Bozigian-Merrick stated that she would like to receive a copy of the ICS certificates. She also noted that HCHC members can provide her with a list of those who completed the trainings.

As regards the EDS component drills, Ms. Bozigian-Merrick reported that OPEM has produced a much better information collection device which will make it easier to record the information. Ms. Bozigian-Merrick then referred to a calendar that she had distributed and she asked HCHC members to sign up with a date for their EDS event. Ms. Galloway pointed out that dates highlighted in yellow indicate when Ms. Bozigian-Merrick is not available, therefore if HCHC members would like her to participate they should choose a date that is not highlighted. Ms. Bozigian-Merrick noted that HCHC members could utilize a flu clinic for their components or they could use another scenario or they could conduct the drills without a scenario. She recommended choosing a scenario that features a highly contagious disease and she noted that there are 10 potential scenarios to choose from. Ms. Bozigian-Merrick stated that the WAG's regional project last year was to look at our regional EDS planning process and she noted that a framework was developed that is available for HCHC members to use as they review and update their EDS plans. Ms. Bozigian-Merrick also asked HCHC members to indicate on the calendar if and when they would like her to meet with them to discuss updating their EDS plans.

Ms. Bozigian-Merrick stated that the ICS deliverable could be incorporated into the EDS component event drills or HCHC could conduct an ICS workshop to look at how we use ICS in the EDS process. Ms. Bozigian-Merrick explained that the workshop could involve looking at what is available for ICS paperwork. She also suggested that the Coalition could look at how we would do a shift change from one operational period to another and how that would impact staffing. Ms. Bozigian-Merrick asked HCHC members if they are interested in having an ICS workshop and it was decided by consensus to move forward with the ICS workshop in October or November.

Ms. Bozigian-Merrick next talked about the importance of being able to use WebEOC and she reminded HCHC members about the Coalition's unsatisfactory response to the last drill. Ms. Bozigian-Merrick noted that the objective of the WebEOC event in June was for HCHC members to log on to WebEOC and update their EDS registration data however she reported that there are still 9 HCHC communities who have not done this. Ms. Bozigian-Merrick stated that if anyone is having problems signing in to WebEOC, she and Michael Nelson are available to assist them. Ms. Bozigian-Merrick underscored that if anyone's EDS information is not up to date, there could be a problem receiving Medical Countermeasures (MCMs) and she urged HCHC members to take care of this as soon as possible if they had not yet done so.

Ms. Bozigian-Merrick next updated HCHC members on the Emerging Infectious Disease Workshop/annex project. She stated that the Local Public Health Institute (LPHI) is helping OPEM come up with materials for workshops and they are also working with MDPH Health Educator Lisa Crowner and Dr. Katie Brown. Ms. Bozigian-Merrick stated that OPEM Deputy Director Donna Quinn and OPEM Director Kerin Milesky reiterated that the focus of this project and deliverable is very narrow adding that they want us to figure out the impact of EID on our EDS plans. Ms. Bozigian-Merrick noted that part 1 of our deliverable for EID is developing a template/workshop/ framework for people to use to put together an annex for their EDS plan and she noted that PHEP planners are working together to maximize our resources.

(b) International Conference on EID

At this point, Ms. Bozigian-Merrick gave a brief update on the EID conference she attended recently in Atlanta. She referred to the program from the conference and she noted that abstracts of the presentations are available online. In addition, she noted that the *2018 Tickborne Diseases of the United States - A Reference Manual for Healthcare Providers* is available to download. Ms. Bozigian-Merrick stated that something she heard repeatedly at the conference was that health care providers have been implicated in spreading EID given that the act of providing care can actually spread the disease through the community and she stated that it is important to continue looking at how to stop the transmission of EID especially in the context of EDS implementation.

(d) Closed POD Event Planning

Ms. Bozigian-Merrick stated that HCHC's new Closed POD partners have asked for a Closed POD workshop and she would like to plan this event for late October or early November if HCHC members are interested. She asked HCHC members to let her know if there is anyone that they would like to invite to the workshop.

Ms. Bozigian-Merrick next talked about two resources that had been provided by Cheryl Messer including www.AddictionPolicy.org and the Amerisource Bergen Foundation. Ms. Bozigian-Merrick also noted that Soloe Dennis had helped to create a calendar to keep track of deliverables. Finally, Ms. Bozigian-Merrick reported that OPEM's Job Action Sheets (JAS) are not yet available. She then asked HCHC members if they prefer JAS that are very basic or if they prefer JAS that are detailed and specific. Following a brief discussion, Ms. Bozigian-Merrick suggested that as a complimentary part of streamlined operationalized JAS, we should make sure there is also good Just in Time Training (JITT), otherwise the JAS may need to be much more detailed.

6. News and Updates

a) MRC & PV COAD Updates

Lois Luniewicz welcomed Central Hampden County MRC team leader Peter Prieto and she explained that Mr. Prieto will be recruiting and making connections with Central Hampden County MRC's 4 communities, namely, Agawam, Chicopee, Holyoke and West Springfield.

Ms. Luniewicz next provided an update on MRC's participation at the Big E on September 20th. She stated that she is still waiting for approval however she did not see why MRC would not be approved. She added that there will be an MRC meeting on September 12th to finalize plans. Ms. Luniewicz next reported that there are a couple of changes to Hampden County's MRC deliverables for this coming year. She explained that MRC is still required to conduct the 4 quarterly drills but 2 drills must originate with the units. She also noted that this year the state would like to be sure that MRC is utilizing their funds to the best advantage and that when developing their work plan, MRC should to try to focus on gaps in coverage. Ms. Luniewicz stated that she tried to focus on partnerships and volunteer capacity and she noted that she asked the coordinators to come up with a list of current partnerships in order to see how they could strengthen and expand partnerships. Ms. Luniewicz also stated that they are looking for

ways to further engage MRC volunteers and they thought about polling volunteers to see if anyone has marketable skills that they could bring to MRC as training opportunities. Ms. Luniewicz stated that other MRC training goals will include the basic *You are the Help* which will take place in October in Chicopee, as well as CPR and the *Stop the Bleed* training and she stated that she is hoping to repeat these events in the spring. Finally, Ms. Luniewicz reported that Greater Westfield, Western Hampden County MRC Coordinator Ed Mello has recently resigned due to health reasons and she noted that Larry Spencer will be running the unit as a co-coordinator.

Relative to the Pioneer Valley Community Organizations Active in Disasters (PVCOAD), Ms. Luniewicz reported that there will be a table top exercise on October 22nd. She noted that she is sitting on the Planning Committee for this exercise and there is one more planning meeting coming up. Ms. Luniewicz also stated that she is working on a membership list along with Ms. Bozigian-Merrick and Eileen Barone of the Behavioral Health Network. In addition, Ms. Luniewicz noted that she has been asked to chair the PVCOAD Volunteer Subcommittee.

b) HMCC Update

Ms. Galloway reported that there will be a HMCC Steering Committee meeting later in September in West Springfield. She also noted that a *Save the Date* has been sent out for the full coalition meeting which will take place in October.

c) MCD Update

Ms. Galloway stated that the Pioneer Valley Mosquito Control District (PVMCD) now has a board of commissioners and she stated that a job description is being created to hire either an outreach coordinator or superintendent. Ms. Galloway noted that anyone in Hampden, Hampshire or Franklin Counties is welcome to join the PVMCD. As regards the Berkshire Mosquito Control District, Berkshire Regional Planning Commission Planner Allison Egan reported that recently in Pittsfield they were planning targeted mosquito spraying however because of the heat advisory they had to postpone the spraying since it is recommended that windows need to be closed and air conditioners turned off during spraying. She stated that she was curious about the experiences here in the Pioneer Valley in terms of mosquito spraying. Ms. Galloway noted that PVMCD is a little different from Berkshire County in that we are operating on a fee for service basis. She explained that communities buy in to receive the minimum services but there are additional fees for other services such as storm drain treatments. She stated that a community does not have to do any aerial spraying if they don't want to but they can still receive surveillance, outreach and education and they can do other treatments that don't involve aerial spraying such as larviciding of storm drains, etc. Ms. Galloway pointed out that most people assume that MCD involves spraying however she noted that aerial spraying or any type of airborne treatment is done as a last option of the MCD in order to protect public health.

In response to a question from Mr. Dennis about outreach, Ms. Galloway stated that letters have been sent out to every CEO and health department in all 3 counties. Mr. Dennis noted that he was thinking in terms of actually

bringing the MCD discussion to the quarterly or monthly mayors meeting in Hampden and Hampshire County. Ms. Galloway noted that she was not aware that there was a regular mayors meeting and Ms. Johnson stated that she will try to find out more information about this meeting.

d) Western MA Public Health Advisory Group (WAG)

Ms. Bozigian-Merrick reported that there was a discussion at the recent WAG meeting about the EDS framework that the WAG developed and they also talked about Emerging Infectious Disease. Ms. Egan also noted that Ms. Bozigian-Merrick gave an outstanding presentation and overview of the EID International Conference in Atlanta that she recently attended. As regards EID planning, Ms. Egan reported that they received some good guidance from DPH at the last LSAC meeting. Finally, Ms. Egan stated that if anyone is interested in submitting an abstract to the 2019 Preparedness Summit, those applications are due September 28th. She stated that she has attended this conference in the past and she highly recommended it. Ms. Galloway noted that Ms. Egan has been the primary person doing the work on the Family Reunification Plan and that she has given presentations at various conferences. Ms. Galloway recommended that HCHC members review the Family Reunification Plan template if they had not yet done so.

e) LSAC Update

Ms. Bozigian-Merrick stated that one of the major topics of discussion at the LSAC meeting was the reorganization of the Region 3 HMCC. Ms. Egan added that it is her understanding that the MAPC will be the new host community for Region 3 which she noted involves the North Shore towns. Ms. Egan remarked that here in western Massachusetts in Region 1, the way the planners work together and the way HMCC functions as a region, is viewed as a model across the state.

f) WRHSAC Updates

Ms. Egan gave an update on the Western Region Homeland Security Advisory Council (WRHSAC) Access and Functional Needs Project. She stated that she, Ms. Bozigian-Merrick, Mark Malone, Tracy Rogers and PVPC's GIS/Cartographic Manager Todd Zukowski, are all working together to develop surveys and interviews to distribute among service agencies and people with access and functional needs regarding resources and their experiences in working or interacting with first responders on a day-to-day basis. Ms. Egan noted that the survey will result in a report that will be available to everyone in January or February at least in draft format. She added that there will also be 3 workshops on the topics they come up with through the interviews. Ms. Bozigian-Merrick asked HCHC members to let her know about any community agencies who represent people with access and functional needs who might be appropriate to reach out to. After Ms. Egan had responded to questions raised by HCHC members, Ms. Galloway moved to address the next agenda item.

g) MAVEN Report

Angela Kramer then highlighted several diseases that she had observed in August including a suspected case of

Measles that turned out to be negative. She also noted that there were a couple of cases of *Legionnaires Disease* and there were a number of *Salmonella* cases which included one cluster. Ms. Kramer also reported that there have been a lot of tickborne related illnesses.

h) Upcoming Events, Trainings & Exercises

Ms. Galloway stated that there will be a PVCOAD exercise on October 22nd and she also noted that MRC will be conducting a *You are the Help* in October as well as CPR and *Stop the Bleed* at some time after that. Ms. Hirschhorn announced that there will be a Massachusetts Health Officers Association (MHOA) training with Attorney Cheryl Sbarra on September 20th in Boylston on what Boards of Health will need to know regarding medical and recreational marijuana sales in their communities. She stated that more information about this event is posted on the MHOA website.

7. Other Business

Ms. Galloway asked if there was any other business to conduct. Ms. Bozigian-Merrick reported that the preparedness bags are available today from the Clearing House and she recommended reserving them today if anyone is interested. Ms. Johnson also reminded everyone that there are items to be picked up by HCHC members on the PVPC first floor near the front reception desk. Mr. Mathieu then asked if anyone had any information on a grant that was available after the September 11th attack regarding terrorist attacks in hospitals. MDPH Regional Hospital Coordinator Gail Bienvenue stated that there was a hospital preparedness bioterrorism program that initially started post 9/11. Ms. Bienvenue offered to give Mr. Mathieu her contact information so that he could get in touch with her. Ms. Johnson then thanked HCHC's guests Gail Bienvenue, Allison Egan and Peter Prieto, for attending today's meeting.

8. Meeting Adjourned

BEVERLY HIRSCHHORN MADE THE MOTION TO ADJOURN THIS SEPTEMBER 6, 2018 HCHC MEETING AT 11:28 A.M.; JOSEPH ROUSE SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

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