



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION  
THURSDAY, SEPTEMBER 7, 2017**

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

**CALLED TO ORDER AT:** 10:06 a.m.  
**MEETING ADJOURNED AT:** 11:45 a.m.

**ATTENDEES:**

Stephanie Bozigian-Merrick	Public Health Emergency Preparedness Planner, PVPC
Thomas FitzGerald	Health Director, Southwick
Jeanne Galloway	Co-Chair; Health Director, West Springfield
Beverly Hirschhorn	Director Board of Health, Longmeadow
Erica Johnson	Senior Planner, PVPC
Ted Locke	Tolland EMD
Lois Luniewicz	Coordinator, Hampden County Medical Reserve Corps
Lorri McCool	Health Agent for Wilbraham, Monson & Hampden
Debra Mulvenna	Public Health Nurse, Westfield Health Department
Aimee Petrosky	Health Agent, East Longmeadow
Joseph Rouse	Director of Public Health, Westfield; Health Agent, Russell
Deborah Schaiier	Public Health Nurse, Holyoke
Randy White	Health Agent, Agawam Health Department

**GUESTS:**

Lynn Diniz	Sanitarian, Holyoke Board of Health
Angela Kramer	Public Health Nurse, Ludlow Board of Health

**DOCUMENTS DISTRIBUTED AT THIS MEETING:**

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, August 3, 2017
- Hampden County Health Coalition Financial Statement for the Month of August 2017 – FY17
- Hampden County Health Coalition Financial Statement for the Month of August 2017 – FY18
- PHEP Expenditure Policy for FY18

**1. Meeting Called to Order**

Jeanne Galloway called the September 7, 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 regarding the August 3, 2017 HCHC meeting minutes. There being no comments or questions, Ms. Galloway called for a motion to approve the minutes of the August 3, 2017 HCHC

meeting. DEBRA MULVENNA MADE THE MOTION TO APPROVE THE AUGUST 3, 2017 MINUTES; THOMAS FITZGERALD SECONDED THE MOTION AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

4. Financial Report

Erica Johnson stated that there are two HCHC financial reports that need to be reviewed and voted on at today's meeting. Ms. Johnson first referred to the Fiscal Year 2017 Financial Statement for the Month of August 2017. She noted that this is our final report from last year and she stated that there is a balance in the amount of \$17,596.15 which will be returned to the state. Ms. Johnson explained that although there is a significant amount of money remaining, she pointed out that last year there were some major changes to HCHC's spending policies which reduced our phone bill and limited the conferences we could attend. In addition, she noted that HCHC was without a planner for a month.

Ms. Galloway then called for a motion to approve the HCHC Fiscal Year 2017 Financial Statement for the Month of August 2017. THOMAS FITZGERALD MADE THE MOTION TO APPROVE THE HCHC FISCAL YEAR 2017 FINANCIAL STATEMENT FOR THE MONTH OF AUGUST 2017; RANDY WHITE SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Ms. Johnson next presented the HCHC FY18 Financial Statement for the month of August 2017 and she noted that the current balance of PHEP funds is \$175,712.07. She stated that the budget is largely the same as last year however it now includes a line for an intern and she pointed out that the budget for the cell phone is lower. In addition, Ms. Johnson noted that there is now a line for MRC support. She explained that MRC's budget was significantly cut this year so this allocation will allow MRC Coordinator Lois Luniewicz to continue her services at her full contract amount.

Ms. Galloway then called for a motion to approve the HCHC FY18 Financial Statement for the Month of August 2017. LORRI MCCOOL MADE THE MOTION TO APPROVE THE HCHC FY18 FINANCIAL STATEMENT FOR THE MONTH OF AUGUST 2017; DEBRA MULVENNA SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

5. Business At Hand

a) Review FY18 Budget & Purchase Request Policy

Ms. Johnson referred to a handout entitled *HCHC PHEP Expenditure Policy for FY18* which she noted is largely based on last year's policy however there are some specific changes. Ms. Johnson stated that under DPH's new phone policy, each community is allowed up to two phones. As regards equipment, supplies and conferences, Ms. Johnson noted that specific items were written into the budget and they have already been approved such as certain equipment and memberships, and some individuals have been approved for the Massachusetts Health Officers Association (MHOA) conference. Mr. Rouse asked if there is a limit on the number of people per community who can attend MHOA. Ms. Johnson stated that in order to add anyone, she would need to submit a budget amendment to the state and she asked Mr. Rouse to let her know if he is interested in adding attendees. Ms. Johnson stated that

she had already completed the first budget amendment and she cannot submit another one until the second quarter, therefore she would not be able to pay for the conference beforehand and the town would need to be reimbursed for costs. Ms. Galloway noted that the second quarter starts in October and she asked if it would be possible to submit a budget amendment in October noting that the MHOA conference does not take place until the middle of November. Ms. Johnson stated that there are specific dates when she can request changes to HCHC's budget and she would need to look at the new guidance, however, to the best of her knowledge MHOA is still an allowable conference.

b) West Springfield EDS Event Recap

Ms. Bozigian-Merrick reminded HCHC members that each community will need to conduct four separate drills at their Emergency Dispensing Site (EDS). She noted that all four drill events can be done at one time and she stated that those events include (1) facility set up; (2) site activation; (3) staff notification and assembly; and (4) utilization of Incident Command System (ICS). Ms. Bozigian-Merrick reported that on August 8<sup>th</sup>, the West Springfield Health Department completed their EDS event which included all 4 drill components, and she commended West Springfield for accomplishing the objectives of this exercise. Ms. Bozigian-Merrick noted that this deliverable must be completed by March 31<sup>st</sup> and she urged HCHC members to schedule their EDS events. Ms. Bozigian-Merrick then passed around a calendar for the months of September, October and November and she asked HCHC members to choose a date for their event if they had not yet done so. Ms. Kramer stated that Ludlow will utilize their flu clinic as their EDS event which will take place on Wednesday, October 18<sup>th</sup> and Mr. White noted that Agawam's flu clinic will take place on October 20<sup>th</sup>. Ms. Bozigian-Merrick stated that she can attend Ludlow's EDS event but due to a previous commitment on October 20<sup>th</sup>, she cannot attend Agawam's event.

At this point, Ms. Johnson welcomed PVPC's Housing Coordinator Shirley Stephens and she stated that Ms. Stephens is here to talk about PVPC's Home Modification Loan Program (HMLP). Ms. Stephens first distributed a packet of HMLP informational brochures and she then provided a brief description about the program, noting that it is a state-funded, statewide program that helps to make homes more accessible and safe. Ms. Stephens stated that some of the home modifications that are needed may include wheel chair access, bathroom remodeling, having doorways widened, installing ramps, therapy rooms, or in some cases a fence may be needed. As regards eligibility, Ms. Stephens explained that this is an income-based program and there are many ways to qualify. She remarked that there are several provider agencies statewide, noting that in western Massachusetts the providers are the PVPC and Way Finders. Ms. Stephens explained that Way Finders handles the Cities of Agawam, Chicopee, Springfield, Holyoke and some of the other larger areas, while PVPC basically handles the rest of the communities in our region. Ms. Stephens explained that this is not a grant and the money will eventually need to be paid back. She also pointed out that the applicant needs to provide medical documentation from a physician stating that the HMLP program is needed. At this point, Ms. Stephens responded to several questions that were raised and she asked HCHC members to let her know if they are aware of anyone who might need HMLP assistance. HCHC members then thanked Ms. Stephens for her presentation. Ms. Galloway noted that Way Finders is the new name for HAP Housing. Ms. Galloway then returned to item 5 (b) on today's agenda and she asked Ms. Bozigian Merrick to continue her update.

Ms. Bozigian-Merrick stated that she would like Ms. Galloway to comment on West Springfield's EDS event. Ms. Galloway explained that West Springfield's scenario was a measles clinic for elementary school children, noting that it was a small event for 100 people. She pointed out that it was their first time conducting an event at the new West Springfield High School and she stated that the people who work at the high school recommended the best way to enter and exit the clinic which had less impact on the rest of the school. Ms. Galloway stated that several helpful comments and questions were raised and she noted that improvements were made to West Springfield's EDS plan based on the comments they received as well as the After Action Report. Ms. Bozigian-Merrick added that the West Springfield Health Department also implemented a Table Top exercise during the EDS drill.

c) Deliverables Update

Ms. Bozigian-Merrick reported that there are two upcoming deliverables and she first noted that it is time to resubmit our Incident Command System (ICS) training log and chart. Ms. Bozigian-Merrick stated that each Coalition member submitted their ICS certificates last year to PHEP Planner Brian McCartney however she has been unable to find several of those certificates. She stated that she will contact HCHC members whose certificates she does not have and they will need to submit on letterhead from their Board of Health, the name of the individual and the training that was completed. She also pointed out that if anyone completed their courses online through FEMA they can obtain the certificates through the FEMA website. Ms. Bozigian-Merrick also stated that she must resubmit HCHC's 24/7 Contact List which will need to be updated with any changes. At this point, Ms. Bozigian-Merrick suggested that this might be a good time for HCHC members to think about what they would do as regards emergency preparedness if they were given 3 days' notice that Hurricane Irma was going to affect our region. A brief discussion followed.

d) EDS Event Scheduling

Ms. Bozigian-Merrick again urged HCHC members to choose a date and sign up for their EDS event.

e) Regional Tobacco Grant

Ms. Galloway announced that a regional tobacco grant opportunity is available and she noted that the Request for Proposals (RFP) from the Municipal Board of Health Tobacco and Public Health Policy Program is now posted on COMBUYS. She also noted that East Longmeadow is applying to be the host agency for this program. Ms. Galloway stated that anyone who is interested in applying for this grant must be a *community of need* as indicated in the RFP and as designated by the Massachusetts Tobacco Cessation & Prevention Program (MTCP). Ms. Johnson stated that she would be happy to send an email to HCHC members to see who is interested in this opportunity. Ms. Petrosky offered to get back to Ms. Johnson with the application deadline date. Ms. Johnson stated that she will forward the information to HCHC members and they can respond to Ms. Petrosky. At this point, in response to a question from Ms. Johnson, Ms. McCool stated that the Towns of Hampden, Monson and Wilbraham are interested in this grant opportunity.

## 6. News and Updates

### a) MRC & PV COAD Updates

Lois Luniewicz first provided an update on the Pioneer Valley Community Organizations Active in Disaster (PV COAD). She noted that the PV COAD group meets quarterly. She stated that their next meeting will take place in October at the United Way office in Springfield and there will also be a Volunteer Subcommittee meeting on the last Monday of September. Ms. Luniewicz reported that the Medical Reserve Corps (MRC) group met in August but she stated that there may not be a meeting in September as this is now a transition month for the MRC. Ms. Luniewicz then announced that 5 Hampden County MRC units have merged into the Central Hampden County MRC. She stated that she received MOUs from the four communities that are merging into Chicopee, namely, Agawam, Holyoke, East Longmeadow and West Springfield, and she noted that Chicopee no longer exists in name. Ms. Johnson remarked that this is a tremendous accomplishment which involved a massive amount of work and she congratulated Ms. Luniewicz for her efforts in achieving this goal. Ms. Luniewicz stated that she is planning to arrange a meeting for the volunteers of the 5 units that merged and she noted that she is working with Tammy Spencer to coordinate a date and time for this meeting. She also noted that there is a financial piece that Erica Johnson is working on. Ms. Luniewicz stated that once we have met with the volunteers, they will be given the option of staying with the new unit, going to another unit or withdrawing completely. Ms. Luniewicz noted that all the volunteers currently in MA Responds will be moved into the Central Hampden County MRC unit.

At this point, Ms. Galloway announced that today is Randy White's last day representing the Hampden County Health Coalition and she noted that on September 15<sup>th</sup> he will be retiring from the Agawam Health Department where he has worked for over 20 years. Ms. Galloway and Ms. Johnson thanked Mr. White for his contributions and many years of service to the HCHC. Coalition members also expressed their appreciation and Ms. Johnson underscored that Randy White will be greatly missed. Mr. White stated that it has been a pleasure working with the HCHC and he remarked that the Coalition has accomplished a lot of good things. Ms. Galloway then moved to return to agenda item 6 (a) and she asked Ms. Luniewicz to continue her discussion about the MRC merged units.

Ms. Luniewicz stated that letters from East Longmeadow and Agawam have been sent to Jennifer Frenette Region 1 MRC Coordinator, letting her know that those units will be dissolved after the end of September. Ms. Galloway noted that West Springfield's letter had also been sent and Ms. Luniewicz remarked that she is now just waiting for a letter from Holyoke. Ms. Kramer asked if the Town of Ludlow could also join the MRC. Ms. Luniewicz noted that consolidating the units was Phase 1 of the NACCHO grant that Hampden County MRC was awarded and the next step is to proceed with a recruitment plan. She stated that they need to form a search committee and they will be looking for a Central Hampden County MRC Coordinator. Given that the Towns of Ludlow and Palmer are not currently covered by any Hampden County MRC, Ms. Luniewicz stated that as part of the recruitment plan, she intends to approach Ludlow and Palmer to see if they would like to join the Central Hampden County MRC and she will try to find out the best time to contact them. Ms. Luniewicz noted that the October 16<sup>th</sup> SKYWARN training in Monson will be a big MRC recruitment event where they will provide information about the MRC. She added that

she is planning to put together a press release and she hoped to get as much exposure as possible for the MRC.

Ms. Luniewicz then presented Randy White with a *Certificate of Appreciation* on behalf of the Hampden County MRC in recognition of his outstanding contributions in support of the MRC program. Ms. Luniewicz also thanked Jeanne Galloway for being one of the first individuals to entertain the idea of merging the units, noting that West Springfield was the first community to sign the MOU which helped to get the other communities on board. Ms. Johnson reported that the PVPC will hold onto the Central Hampden County MRC funds which will be kept separate from other funds and it will be determined how and when that money will be used as a merged unit. She noted that she will be invoicing the towns for the funds remaining in their MRC accounts. Ms. Luniewicz explained that it made sense for PVPC to handle the funds from the merged units given that the PVPC will be the host agency for the Central Hampden County MRC.

b) HMCC Update

Ms. Galloway reported that the next meeting of the Health and Medical Coordinating Coalitions (HMCC) Steering Committee will take place later in September and she noted that they are looking for nominees to be Chair and Vice-Chair. Ms. Galloway also reported that there will be a full coalition meeting in Pittsfield on October 13<sup>th</sup> from 9:00 a.m. to 1:00 p.m. which will include lunch and she noted that the John Snow Institute (JSI) will be there conducting a Hazard Vulnerability Assessment which will take up the entire meeting. Ms. Galloway stated that she is still the Chair of the HMCC Steering Committee and she is the HMCC Public Health representative. She pointed out that there have been many changes in Public Health representation in Western Massachusetts, noting that in 6 months we lost 3 of our 4 HMCC representatives. Ms. Galloway stated that she is also currently the Western Region Homeland Security Advisory Council (WRHSAC) Public Health representative, however, WRHSAC does not have a Public Health backup representative. She noted that Tracy Rogers had been chosen for that position but they are waiting to hear back from the Ethics Commission about whether she is allowed to take on that role. Ms. Galloway explained that the WRHSAC Public Health representative is nominated through the Western MA Public Health Coalition Advisory Group (WAG) and then approved by WRHSAC. The application is submitted to the state and the nominee is appointed by the Governor. Ms. Galloway noted that this is a long process and they are still trying to move Ms. Rogers' application forward. Ms. Galloway stated that she cannot attend the September WRHSAC meeting and Allison Hope will sit in for her, however, that is the one time she is allowed to do that.

c) MCD Update

Ms. Galloway noted that there is a grant in place to form a Pioneer Valley Mosquito Control District (MCD) and she stated that the deliverables will be due soon. Ms. Galloway expected that a plan will be submitted to the State Reclamation and Mosquito Control Board (SRMCB) at their October meeting to obtain their approval for a Pioneer Valley MCD and it will exist on paper by November. She stated that part of the plan will include a funding formula which will depend on how many towns sign on. Ms. Petrosky noted that historically East Longmeadow sprayed the wetlands in the spring which wasn't very effective. She stated that they hired Vector Disease Control International

(VDCI) to do some of their testing but she stated that the MCD seems like a great way to move their program. Ms. Petrosky explained that it is an “a la carte” plan which is a lot more affordable for their town, noting that there is a base buy-in and then the community can choose the services they want. Ms. Galloway stated that a letter about the MCD will be sent to the elected officials in every community in the Pioneer Valley and to the local Boards of Health. It will include a buy-in letter and those who would like to join will be asked to sign and return the letter which will be included in the packet for the SRMCB. Ms. Galloway noted that a community can change their mind after signing the letter, however, once they submit funds they will need to stay for at least 2-3 years. Ms. Galloway stated that Greg Lewis is putting together a website where information on mosquito control will be posted. She noted that there is a slide that shows the locations of all the MCDs statewide and there is also a map showing that all of the Pioneer Valley is at a higher risk level than most of the rest of the state. Ms. Galloway stated that hopefully local Boards of Health will be able to use that information to encourage elected officials to sign on. Ms. Petrosky also stated that she would be happy to share East Longmeadow’s report from VDCI with HCHC members.

d) Western MA Public Health Advisory Group (WAG)

Ms. Galloway stated that the WAG group talked about their regional projects and she asked Ms. Bozigian-Merrick if she had anything she would like to report regarding WAG. Ms. Bozigian-Merrick stated that Mark Maloni has indicated that he is willing to approach the long term care folks regarding HCHC’s plan to coordinate with the long-term care division of the HMCC to sign up Hampden County long-term care facilities as Closed PODs. She noted that Hampden County is further along in the Closed POD process than the other counties and we have the opportunity to be the pilot county in western Massachusetts. Ms. Petrosky reported that East Longmeadow’s Emergency Management Director is convening a meeting with all the long-term care facilities in their community and she felt that this would be a good opportunity to work on Closed PODs. Ms. Bozigian-Merrick stated that she would like to attend that meeting and she asked if she could have 5 minutes on their agenda.

e) LSAC Update

Ms. Bozigian-Merrick reported that the Local State Advisory Committee (LSAC) did not meet in August, noting that they decided to meet every other month and perhaps eventually quarterly. She reminded HCHC members that Thomas Carbone is stepping down and she stated that no one has expressed interested in taking on the leadership of LSAC at this time. Ms. Bozigian-Merrick added that she will have more to report at the next HCHC meeting.

f) WRHSAC Updates

Ms. Galloway stated that there were no WRHSAC meetings in August and she has nothing new to report.

g) Upcoming Events, Trainings & Exercises

- Mr. White stated that the Western Massachusetts Public Health Association will be presenting a *Totally Title 5 Seminar* on October 10<sup>th</sup> at the Hadley Farms Meeting Center in Hadley. He noted that this is an all-day event and lunch is provided. Mr. White added that 5 CEUs are being offered and the cost for registration is \$100.

- Mr. FitzGerald announced that the Western Massachusetts Hoarding Task Force will be hosting a Hoarding Conference on October 18<sup>th</sup> at the Hadley Farms Meeting Center and he noted that the fee for that event is \$80.
- Ms. Galloway reminded HCHC members that there will be a full HMCC coalition meeting on October 13<sup>th</sup>.
- Ms. Galloway also noted that there will be a SKYWARN training on October 16<sup>th</sup> and she stated that the MHOA Conference will take place in November.
- Ms. Galloway reported that the Family Reunification trainings will take place on October 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>. She stated that these sessions will likely fill up quickly and they are currently allowing 2 attendees per organization.

In response to a question regarding the MHOA Conference, Ms. Johnson confirmed that she can pay for the hotel and the cost of the training beforehand and she can reimburse for out-of-pocket expenses as well. Ms. Johnson stated that the budget she submitted outlines who from HCHC will be attending the MHOA and she reported that she received written approval from the state. Ms. Hirschhorn asked if there is a stipulation regarding the courses that HCHC members attend. Mr. FitzGerald stated that he believed that 50% of the sessions are supposed to be emergency preparedness. Ms. Johnson stated that she will review the new grant guidance.

#### 8. Other Business

Ms. Galloway asked if there was any other business to conduct. Ted Locke announced that after 16 years of service he has retired as the Emergency Management Director (EMD) for the Town of Tolland and he noted that this is his last HCHC meeting. Ms. Johnson thanked Mr. Locke for his dedication and contributions to the HCHC. Coalition members also expressed their appreciation with a warm round of applause. Ms. Galloway noted that Tolland's new EMD is welcome to attend HCHC meetings and she asked Mr. Locke to extend the invitation on behalf of the Coalition.

Ms. Kramer stated that she would like to provide a MAVEN update. She noted that at the August HCHC meeting she reported a higher incidence of tick-borne infectious disease in the Towns of Palmer and Monson and she noted that this situation is still prevalent, especially in Monson. Ms. Kramer added that there seems to have been an increase following the June 2011 tornado. Ms. Kramer stated that Palmer and Monson are currently the busiest MAVEN towns.

#### 9. Meeting Adjourned

Ms. Galloway called for a motion to adjourn today's September 7, 2017 HCHC meeting at 11:45 a.m. BEVERLY HIRSCHHORN MADE THE MOTION TO ADJOURN THIS SEPTEMBER 7, 2017 HCHC MEETING; LORRI MCCOOL SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.