



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION
THURSDAY, DECEMBER 1, 2016**

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

CALLED TO ORDER AT: 10:02 a.m.
MEETING ADJOURNED AT: 11:13 p.m.

ATTENDEES:

Soloe Dennis	Deputy Commissioner, Springfield Health & Human Services
Thomas FitzGerald	Health Director, Southwick
Jeanne Galloway	Co-Chair; Health Director, West Springfield
Beverly Hirschhorn	Director Board of Health, Longmeadow
Ted Locke	Tolland EMD
Lois Luniewicz	Coordinator, Hampden County Medical Reserve Corps
Brian McCartney	Public Health Emergency Preparedness Planner, PVPC
Lorri McCool	Health Agent for Wilbraham, Monson & Hampden
Debra Mulvenna	Public Health Nurse, Westfield Health Department
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Tony Pettaway	Public Health Emergency Response, Springfield Health & Human Services
Francine Rusiecki	Director of Nurses, Ludlow Board of Health
Deborah Schailer	Public Health Nurse, Holyoke
Lynn Shell	Administrative Support, PVPC
Tammy Spencer	Sanitarian, Chicopee Health Department
Randy White	Co-Chair; Health Agent, Agawam Health Department

DOCUMENTS DISTRIBUTED AT THIS MEETING:

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, November 3, 2016
- Hampden County Health Coalition Financial Statement for the month of November 2016
- HCHC Purchase Requests FY17-BP5: 7/1/16 – 6/30/17; December 2016 Requests
- Western MA HMCC Duty Officer Quick Reference Guide
- HMCC brochure
- HMCC booklet: *An Introduction to the Western Massachusetts HMCC*

1. Meeting Called to Order

Jeanne Galloway called the December 1, 2016 meeting of the Hampden County Health Coalition to order at 10:02 a.m.

2. Welcome & Introductions

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

3. Approval of Minutes

At this point, Tammy Spencer reported that she is now a voting member representing the City of Chicopee. Mr.

White asked that Ms. Spencer's status be changed from "guest" to "HCHC voting member" and that this be so noted in the minutes.

Ms. Galloway then called for a motion to approve the minutes of the November 3, 2016 HCHC meeting.

TAMMY SPENCER MADE THE MOTION TO APPROVE THE NOVEMBER 3, 2016 MINUTES; RANDY WHITE SECONDED THE MOTION AND THE HCHC MEMBERS PRESENT APPROVED THE MOTION WITH ONE HCHC MEMBER, TED LOCKE, ABSTAINING FROM THE VOTE.

4. Financial Report

Brian McCartney stated that he is reporting on behalf of Erica Johnson who was unable to attend today's HCHC meeting. Mr. McCartney then presented the HCHC Financial Statement for the month of November 2016 and he noted that there is a balance remaining in the amount of \$145,630.05.

Ms. Galloway then called for a motion to approve the HCHC Financial Statement for the Month of November 2016. RANDY WHITE MADE THE MOTION TO APPROVE THE HCHC FINANCIAL STATEMENT FOR THE MONTH OF NOVEMBER 2016; SOLOE DENNIS SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

5. Business At Hand

a) Review & Vote: Spending Requests

Mr. McCartney referred to the spending requests for the Coalition that are currently pending. He noted that these requests will need to be voted on at today's meeting and he stated that he would first like to address the items listed under the *Supplies* category. Mr. White stated that in addition to the request for ink cartridges in the amount of \$123.99, he had given Mr. McCartney a requisition for two additional printer cartridges and he asked that the amount of \$135 be added to the December 2016 purchase requests for the Town of Agawam. Mr. McCartney noted that requests also include the amount of \$203.18 for copy machine and toner for West Springfield; \$200 for ink cartridges for Longmeadow; and \$39.96 for a phone case for Holyoke. Mr. White then called for an amended motion to approve the requests for *Supplies* as listed on HCHC's December 2016 purchase requests as well additional ink cartridges for the Town of Agawam in the amount of \$135.

LORRI MCCOOL MADE THE MOTION TO APPROVE THE REQUESTS FOR SUPPLIES AS LISTED ON THE HCHC DECEMBER 2016 PURCHASE REQUESTS AS AMENDED TO INCLUDE THE AMOUNT OF \$135 FOR INK CARTRIDGES FOR THE TOWN OF AGAWAM; DEBRA MULVENNA SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Ms. McCool asked if she could make a request to have her phone repaired to be included in the January 2017

purchase requests. Mr. White suggested replacing the phone, noting that it would be more expensive to repair it. Mr. McCartney asked Ms. McCool to send an email request to Erica Johnson to replace the phone.

Mr. McCartney pointed out that there were no requests for *Electronics*. As regards *Travel and Conferences*, he noted that the request for \$1,860 for six nurses to attend the Massachusetts Association of Public Health Nurses (MAPHN) Conference is an estimated cost based on the number of people attending last year. Ms. Mulvenna asked if there is a time limit regarding requests to attend the conference. Ms. Galloway explained that an email was previously sent out asking everyone to let Ms. Johnson know if they were interested in attending so that she could prepare the budget and she stated that those who are interested should let Ms. Johnson know as soon as possible. In response to a question from Mr. Dennis, Mr. White stated that there is typically one representative per community who is usually a member of MAPHN. Mr. Dennis stated that he would see if there are any MAPHN nurses from the City of Springfield who may be interested in attending. Ms. Galloway pointed out that HCHC no longer has Community Allocations, therefore all purchase requests are on a first-come first-serve basis and she underscored the importance of replying to any emails regarding purchase requests. A brief discussion followed about possibly shifting funds from *Electronics* to *Travel & Conferences*. Ms. Mulvenna stated that she did not wish to delay today's vote and she noted that she would be agreeable to voting today on the December 2016 Purchase Requests as presented. Ms. Galloway then proposed that the group vote on the *Travel & Conferences* purchase requests as presented noting that if funds need to be reallocated, Ms. Johnson will advise HCHC members on how to address that issue.

Ms. Galloway then called for a motion to approve the requests for *Travel & Conferences* as listed on HCHC's December 2016 Purchase Requests. TED LOCKE MADE THE MOTION TO APPROVE THE REQUESTS FOR TRAVEL & CONFERENCES AS LISTED ON THE HCHC DECEMBER 2016 PURCHASE REQUESTS; LORRI MCCOOL SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Ms. Hirschhorn asked if memberships are now an allowable expense. Ms. Galloway replied that a response from the state is still pending. Ms. Hirschhorn then reported that the National Association of County and City Health Officials (NACCHO) had eliminated the lowest category of memberships for \$100 which had been available to smaller communities. She stated that there is now one fee in the amount of \$200 for populations up to 50,000 and she noted that there does not seem to be a way to group smaller communities together.

Mr. McCartney next addressed two requests for memberships for the Town of West Springfield, noting that one request is for NACCHO in the amount of \$205 and one is for NALBOH in the amount of \$200. Mr. White then called for a motion to approve the membership requests for the Town of West Springfield as listed on HCHC's December 2016 Purchase Requests.

FRANCINE RUSIECKI MADE THE MOTION TO APPROVE THE REQUESTS FOR MEMBERSHIPS FOR THE TOWN OF WEST SPRINGFIELD AS LISTED ON HCHC'S DECEMBER 2016 PURCHASE REQUESTS; SOLOE DENNIS SECONDED THE MOTION, AND THE HCHC MEMBERS PRESENT APPROVED THE MOTION WITH ONE MEMBER ABSTAINING FROM THE VOTE.

b) EDS Exercise Planning

Mr. McCartney noted that the Coalition received BP4 rollover funds to conduct an EDS training and that HCHC members also voted to approve additional funds for the training. Mr. McCartney stated that the table top exercise will be conducted by Liisa Jackson and it is tentatively scheduled for January 5th. He added that it will ideally follow HCHC's January meeting, noting that all the different players will be invited to participate, including MRC, the Community Emergency Response Team (CERT), Police, Fire and EMS from the City of Holyoke. Mr. McCartney reported that the exercise will be held on Friday, February 10th at the Holyoke War Memorial building from 10:00 a.m. to 2:00 p.m. Mr. McCartney explained that the table top exercise will involve the EDS plans for the City of Holyoke, noting that it will be a familiarization with emergency dispensing sites and getting staff and volunteers trained. Mr. McCartney remarked that there is a very constrained timeline for this deliverable which is due February 28th. He stated that he submitted the exercise notification to the state and he hoped to hear back by mid-December. In response to questions raised by Mr. Dennis, Mr. McCartney stated that the exercise is not just for Holyoke but it is for the whole Coalition and he explained that Holyoke agreed to be the host. He noted that the location was chosen because the exercise will be held on a week day and it is one of our only EDS sites that will not be occupied. Mr. McCartney stated that everyone attending the full scale drill should attend the table top exercise on January 5th and he noted that there will be more information available next week. Mr. McCartney also reminded the group that at the November Coalition meeting, HCHC members agreed not to include a sheltering component as part of the EDS exercise but rather a volunteer reception component.

c) Deliverables Update Quarter 2

Mr. McCartney stated that the Staff Notification Drill and the Site Activation Drill are required before the end of December. He thanked those who had sent him their forms and he asked HCHC members to contact him if they have any questions. Mr. McCartney stated that a progress report on the Closed POD project Phase 3 is also due by the end of December. He asked HCHC members to let him know if they have met with previously identified Closed PODS and if they have established any MOUs so that he can send that information to the state. Ms. Rusiecki stated that Health South was interested but they had a question about the Town of Ludlow's liability regarding an MOU. Ms. Galloway suggested that Ms. Rusiecki talk with a town attorney about this issue.

d) Mosquito Control District

Ms. Galloway reported that they are trying to schedule a meeting regarding the Mosquito Control District for sometime in January, noting that they were unable to meet in December because several attendees from the state

could not be there. Ms. Galloway stated that the Community Compact grant application was submitted and she noted that letters of support were received from several towns in the Pioneer Valley. Ms. Galloway stated that the due date for the grant was November 15th. She added that if we do not receive the grant, we will apply for the second round, noting that the deadline for the second application period is February 1st.

e) Flu Season Update – Group Discussion

Ms. Galloway suggested that it would be helpful throughout the winter for HCHC members to provide updates on public flu clinics and on flu activity. Ms. Galloway stated that when she last checked the CDC website, the map indicated that flu activity in our region was minimal. As regards public flu clinics, Mr. White reported that Agawam is providing vaccines by appointment at the Agawam office and he noted that they have about 70 vaccines left. He also reported that Rite Aid contacted the Agawam School Department and they conducted a flu clinic in one of the schools. HCHC members pointed out that there is now more competition from pharmacies, groceries stores, as well as doctors' offices regarding dispensing of flu vaccines. Ms. Schaier stated that Rite Aid conducted clinics in Holyoke and Mr. FitzGerald stated that CVS is doing one in Southwick at the Senior Center. Deb Mulvenna stated that the Senior Center is a good match for Westfield and she noted that they partner ahead of time to set up clinics. Ms. Mulvenna stated that open clinics are no longer working for them.

Ms. Galloway asked if anyone has a lot of extra doses of vaccine. Ms. Rusiecki stated that Ludlow has approximately 40 doses left. She added that they also have 20 doses from the state for children 18 and under, which will be sent back to the state if it is not used. Ms. Galloway recommended keeping track of who has additional vaccines they don't need. Mr. White pointed out that there is always more interest in receiving vaccines as soon as the media begins reporting on the flu.

6. News and Updates

a) HMCC Update

Ms. Galloway reminded the group about the passing of HMCC Chair, Linda Moriarty, and she stated that HMCC now has a nominee for vice chair. Ms. Galloway also reported that the other HMCC Public Health representative from the Town of Amherst, Julie Federman, has resigned. Mr. Nelson reported that first alternate representative, Nicole Zabko, will move up into Ms. Federman's position and he stated that Hampshire County will nominate someone for the alternate position at their January meeting. Mr. Nelson noted that each coalition will then be informed about the nominee and they will be able to express their concerns, if any. He stated that HCHC will most likely be made aware of the new alternate at the February Coalition meeting.

Ms. Galloway stated that there was good feedback on the October HMCC full coalition meeting and she thanked those who attended, noting that the next full coalition meeting will take place in April. Ms. Galloway then referred to copies of the *HMCC Duty Officer Quick Reference Guide* which had been distributed and she noted that this process is now in place. Ms. Galloway reported that HMCC is looking to form two subcommittees,

namely, (1) Planning; and (2) Training and Exercise, and she stated that the people who signed up represent most of the disciplines as well as most of the counties. Ms. Galloway noted that HCHC can make suggestions regarding public health related trainings but the trainings have to be region-wide and approved through the Training and Exercise Committee. In response to a question from Mr. Dennis regarding the full coalition meetings, Ms. Galloway explained that the HMCC Steering Committee decided that twice a year there would be a full coalition meeting which could be attended by any member of the five disciplines.

b) Western MA Public Health Coalition Advisory Group (WAG)

Mr. Nelson reported that there is finally a consensus on the Principles of Operation and he noted that the document will be approved at the next WAG meeting which will be conducted via conference call. Ms. Galloway pointed out that generally the WAG meetings are open to whoever would like to attend. She then asked if everyone had a chance to look at the Principles of Operation. Mr. Dennis requested that the Principles of Operation be sent to him and Mr. Nelson agreed to send him the document.

c) LSAC

Mr. McCartney stated that DPH Commissioner Monica Bharel attended the recent Local State Advisory Committee (LSAC) meeting and the main concerns that were voiced with her were the upcoming changes with marijuana being legalized and public health concerns. He stated that Commissioner Bharel indicated that local Public Health would be receiving some guidance in December. Ms. Luniewicz asked if the Commissioner had any insight as to how the new marijuana laws would affect medical marijuana. Mr. McCartney replied that the Commissioner did not speak about this but he noted that they will be two separate entities going forward. Mr. McCartney reported that the group also talked about the *Continuity of Operations* for contracted vendors, as well as the burnout of local Public Health when it comes to emergency preparedness.

Mr. McCartney then gave an update on the Massachusetts Emergency Management Agency (MEMA). He stated that MEMA is currently working on a Repatriation Plan. He also reported that MEMA is working on Boston Marathon planning and there will be a full scale exercise in April of their Emergency Operations Center. Mr. McCartney also noted that MEMA is still tracking drought conditions and water levels and he stated that the Office of Preparedness and Emergency Management (OPEM) is the main contact regarding drought resources. He noted that if anyone needs deeper wells drilled, OPEM can put them in contact with people who can do that. Ms. Rusiecki stated that there are two families in Ludlow that need two wells on Center Street because of the drought and she asked if there is something that she could offer them. Mr. McCartney noted that there is possibly funding available and he stated that he could provide her with the information from OPEM.

Mr. McCartney stated that the funding announcement for BP1 of the next cycle should be coming out on January 17th and there will be 45 days to concur from the time we receive the information. He added that LSAC's next meeting is being planned for January 23rd. Mr. McCartney stated that the first two years of the new budget cycle

will focus on Capabilities 8 and 9, namely *Dispensing* and *Receipt of Medical Countermeasures*. He stated that seasonal flu clinics may be allowed in lieu of current drills in the new budget period and HCHC may also be allowed to purchase items such as vaccine refrigerators and sharps containers.

d) Medical Reserve Corps Update

Lois Luniewicz reported that there was a short MRC meeting on November 10th which was followed by a Mass Responds training, and she stated that a representative from Greater Westfield and Western Hampden County attended the MRC meeting. Ms. Luniewicz reported that the Franklin County MRC Community Emergency Response Team (CERT) and Disaster Animal Response Team (DART) are going to continue. She also noted that Hampshire County is having a home safety program on December 7th. She stated that it is an easily reproduced program and a great way to get out into the community. She offered to provide that information to anyone who is interested. Ms. Luniewicz stated that the MRC group also talked about deployment plans and she reported that she has now received and reviewed 9 out of 10 deployment plans. Ms. Luniewicz stated that they also talked about MRC drills.

Ms. Luniewicz next reported that she has almost completed the NACCHO 2017 MRC Challenge grant. She also stated that she attended the November 15th statewide meeting and she noted that at the Mass Responds training and again at the statewide meeting, Liz Foley mentioned that the CORI forms now explicitly state that they must have an MRC coordinator signature before they can go to the state. Ms. Luniewicz next reported that she met with the Region 1 hospital preparedness coordinators on November 18th and she and Liz Foley will be giving a presentation on the results of that meeting at the January MAG meeting. Ms. Luniewicz stated that she is not certain if there will be a December MRC meeting and she is waiting to hear back from the coordinators.

e) WRHSAC Updates

Ms. Galloway noted that WRHSAC conducted an Active Shooter Drill at Six Flags in September and she referred to a draft of the After Action Report (AAR). Ms. Galloway stated that there was a meeting on November 18th to review this report and she noted that additional information will be coming out. Ms. Galloway also stated that at the last WRHSAC meeting the police expressed concerns about the recreational marijuana issue, noting that apparently there is no currently accepted method for determining if someone is under the influence of marijuana. Ms. Galloway stated that several new sheriffs were voted into office in November and there may be some changes within those organizations.

Ms. Galloway reported that the new EMS representative to WRHSAC is Steve Gaughan. She also reminded HCHC members that Ed Lesko has resigned from his position as the Public Health representative to WRHSAC pending approval from the state of his alternate representative as the new voting member. Mr. Dennis stated that he would like to be considered as the WRHSAC Public Health representative to replace Ed Lesko. Ms. Galloway explained that she is scheduled to be Ed Lesko's replacement. She noted that she has been the

alternate and she stated that her application has been submitted.

Ms. Galloway also reported that there have been discussions about conducting an *Emergency Operations Center* training. She also noted that as regards the Multi Agency Coordinating Center (MACC), it is her understanding that Hampshire County is not buying in to the concept of the MACC therefore it is uncertain how that will affect Hampden County. Ms. Galloway stated that there are two MACCs in Berkshire County which seem to be working fairly well. She noted that there is also one in Franklin County.

f) Upcoming Events, Trainings & Exercises

- *Table Top EDS Exercise* – January 5, 2017 - PVPC
- *Functional EDS Exercise* – February 10, 2017 - Holyoke War Memorial Building
- *Full Scale EDS Drill* – April 2017 - UMass Amherst; open to MRC & Cert

Ms. Hirschhorn also announced that there will be a webinar on January 26th regarding the Environmental Public Health Tracking system which she noted is a way to check various indicators to see how well your town is doing as compared with the rest of the state. Ms. Hirschhorn noted that an email was sent out from the Office of Local and Regional Health with more details about the webinar.

7. Other Business

Mr. McCartney stated that earlier today he sent everyone an email with the most current copy of the updated draft of the Hampden County Community Health Improvement Plan (CHIP). He noted that his email also outlined a draft timeline for the CHIP.

8. Meeting Adjourned

Ms. Galloway called for a motion to adjourn today's December 1, 2016 HCHC meeting at 11:13 a.m. THOMAS FITZGERALD MADE THE MOTION TO ADJOURN THIS DECEMBER 1, 2016 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