



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION  
THURSDAY, FEBRUARY 6, 2020**

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

**CALLED TO ORDER AT:** 10:10 a.m.  
**MEETING ADJOURNED AT:** 11:34 a.m.

**ATTENDEES:**

Lisa Cunningham	Public Health Nurse, Chicopee
Soloe Dennis	Deputy Commissioner, Springfield Health & Human Services
Christopher Goshea	Public Health Emergency Preparedness Planner, PVPC
Beverly Hirschhorn	Director, Board of Health, Longmeadow
Erica Johnson	Principal Planner/Manager, PVPC
Angela Kramer	Public Health Nurse, Ludlow
Joshua Mathieu	Health Director, Palmer
Cheryl Messer	Director of Nurses, Ludlow Board of Health
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Sherry Petrucci	Public Health Nurse, Agawam Health Department
Deborah Schaier	Public Health Nurse, Holyoke
Tammy Spencer	Co-Chair; Health Director, Southwick
<b><u>GUESTS:</u></b>	
Mary Allen	Public Health Nurse, West Springfield

**DOCUMENTS DISTRIBUTED AT THIS MEETING:**

- Agenda
- Minutes of Hampden County Health Coalition meeting, Thursday, December 5, 2019
- HCHC FY 19 Financial Statement for the Month of January 2020

**1. Meeting Called to Order**

Tammy Spencer called the February 6, 2020 meeting of the Hampden County Health Coalition (HCHC) to order at 10:10 a.m.

**2. Welcome & Introductions**

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

**3. Approval of Minutes**

Ms. Spencer called for a motion to approve the minutes of the last meeting of the HCHC which was held on December 5, 2019.

SHERRY PETRUCCI MADE THE MOTION TO APPROVE THE DECEMBER 5, 2019 MINUTES; CHERYL MESSER SECONDED THE MOTION AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

#### 4. Financial Report

Erica Johnson presented the FY 19 Financial Statement for the month of January 2020 which reflects a balance of \$94,211.15. Ms. Johnson reported that HCHC's November budget amendment was approved by the state, noting it included the purchase of supplies as well as movement of funds into the *Table Top Exercise (TTX) Consultant* budget line to contract with Liisa Jackson for the March table top exercise. Ms. Johnson stated that purchases included File of Life cards for the City of Springfield however she was informed by DPH that going forward, File of Life cards cannot be purchased with PHEP funds. In response to a question from Ms. Hirschhorn, Ms. Johnson stated that certain office supplies are still reimbursable and she noted that everything is looked at on a case-by-case basis. There being no further questions, Ms. Spencer called for a motion to approve the HCHC Fiscal Year 2019 Financial Statement for the Month of January 2020.

DEBORAH SCHAIER MADE THE MOTION TO APPROVE THE HCHC FISCAL YEAR 2019 FINANCIAL STATEMENT FOR THE MONTH OF JANUARY 2020; JOSHUA MATHIEU SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Ms. Johnson stated she will be submitting another budget modification next week and HCHC members need to decide if funds should be reallocated from the *Program Staffing* line. She noted that purchase requests are accepted on a first-come, first-serve basis adding that she has already received requests from Ludlow and Springfield. Ms. Johnson asked HCHC members if Personal Protective Equipment (PPE) should be considered a priority in light of the *Coronavirus* outbreak and she noted that Ms. Galloway had requested that a PPE discussion be part of today's agenda. Ms. Schaiyer asked if the communities need to use their own budgets to purchase PPE. Ms. Johnson stated that she could present a request from the Coalition, along with a justification, and the state would determine if it is an allowable expense. Ms. Hirschhorn stated that she would like to make a motion for HCHC to purchase a limited amount of PPE for all the communities, noting that each community should provide Ms. Johnson with a list of their requests. Ms. Johnson stated that she would need the list by February 11<sup>th</sup> at 2:00 p.m. She also noted that there needs to be a consensus from the group to move PPE to a priority purchase.

BEVERLY HIRSCHHORN MADE THE MOTION FOR THE HAMPDEN COUNTY HEALTH COALITION TO PURCHASE A LIMITED AMOUNT OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR DISTRIBUTION TO ALL COALITION MEMBERS, AND EACH COMMUNITY WILL PROVIDE ERICA JOHNSON WITH A LIST OF THEIR PPE REQUESTS BY TUESDAY, FEBRUARY 11<sup>TH</sup> AT 2:00 P.M.

Ms. Johnson stated that approval of a budget amendment can take approximately 2 months however there will be an opportunity to do a final budget request in April. After a brief discussion, Ms. Spencer asked if anyone would like to second the motion on the table to purchase PPE equipment for all HCHC members. There being no responses, Ms. Johnson asked the group if they do not wish to make it a priority at this time to use PHEP money to purchase PPE. HCHC members agreed and the motion on the table did not pass. Ms. Johnson stated that she is planning to submit the

budget amendment next week and she will accept purchase requests, including PPE, on a first-come, first-serve basis. She asked HCHC members to send her their requests by Tuesday, February 11<sup>th</sup> at 2:00 p.m. if possible.

## 5. Business At Hand

### a) PHEP FY20 Workplan & Deliverables Update

Mr. Goshea stated that this year instead of doing the 3 traditional Strategic National Stockpile (SNS) drills, HCHC has the opportunity to do an Emerging Infectious Disease (EID) table top exercise which will be conducted by Liisa Jackson on March 5<sup>th</sup> at the PVPC. Mr. Goshea noted that sign-in begins at 8:30 am and the exercise runs from 9:00 am to 12:30 pm. He pointed out that the March 5<sup>th</sup> HCHC meeting has been cancelled. Mr. Goshea stated that no food will be provided however PVPC will supply water and coffee and he noted that everyone is welcome to bring refreshments. Mr. Goshea stated that he will send out the link again and he asked HCHC members to sign up if they had not done so. He asked everyone to bring their EDS plans so they can reference them. Mr. Goshea noted that if any community does not wish to participate, they will need to do the SNS drills, namely: Site Activation; Staff Notification and Assembly; and Facility Set-up.

### b) WRHSAC Funds Available

Ms. Spencer reported that WRHSAC funds are available for training and exercise, and if anyone would like to offer ideas, she and Ms. Galloway can bring them to the next WRHSAC meeting. Mr. Goshea also stated that WRHSAC is working on Message Mapping to promote emergency preparedness. Ms. Spencer noted that their website provides useful tools for message mapping <https://wrhsac.org/projects-and-initiatives/message-mapping/>

### c) Purchase of PPE

Ms. Spencer noted that this item was addressed as part of agenda item 4.

## 6. News and Updates

### a) MRC & PVCOAD Updates

Mr. Goshea stated that there will be a *Stop the Bleed* training in East Longmeadow on February 20<sup>th</sup>. Ms. Spencer also reported that Central Hampden County MRC held the last of their MRC Open House series last night in Holyoke at the Baystate Health Education Center. She noted that the event went well and they got two more volunteers bringing the number up to 91. Mr. Goshea also noted that MRC met with Longmeadow to discuss volunteer opportunities. Ms. Hirschhorn stated that they also mentioned the role of the Salvation Army in assisting with sheltering operations that were formerly provided by the Red Cross, and a brief discussion followed. As regards the PVCOAD, Ms. Spencer stated that there has been an effort by PVCOAD to recruit more members and she would be happy to send the link if anyone is interested.

### b) HMCC Update

Ms. Spencer stated that the Health and Medical Coordinating Coalition (HMCC) newsletter has been sent out and

if anyone has not received it they should let her know.

c) MCD Update

Ms. Spencer reported that the Pioneer Valley Mosquito Control District (PVMCD) has added two new towns since the fall. She stated that if anyone has questions, they can contact PVMCD Coordinator Chris Craig.

d) Western MA Public Health Advisory Group (WAG)

Michael Nelson reported that the WAG meeting was cancelled and the next meeting will take place in March.

e) LSAC Update

Mr. Nelson announced that there will be an LSAC meeting on Monday, February 10<sup>th</sup> and he noted that the LSAC representatives should soon receive a breakdown of the expected FY 21 funding. He stated that there will be a conference call on February 26<sup>th</sup> to discuss funding and deliverables for the upcoming year and then there is a two week window where local public health coalitions need to review the proposed funding and deliverables and make a decision on whether or not to concur. Mr. Nelson stated that the March 5<sup>th</sup> table top drill takes place during that timeframe and if HCHC does not have time that day for a concurrence vote, the group can vote today to concur contingent on there not being massive changes. Mr. Nelson explained that to concur, HCHC understands and agrees with the financial remuneration and the required deliverables. He noted that in the past, HCHC has offered a contingent vote and allowed the Coalition Co-Chairs to confer with the LSAC representative in order to make a decision on HCHC's behalf as to whether or not the funding is appropriate. Mr. Nelson suggested that if the group needs to discuss further, they should time that discussion around the March 5<sup>th</sup> meeting.

JOSHUA MATHIEU MADE A MOTION THAT THE HAMPDEN COUNTY HEALTH COALITION (HCHC) ALLOW THE COALITION'S CO-CHAIRS TO VOTE TO CONCUR WITH THE APPLICATION FROM THE MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH, OFFICE OF PREPAREDNESS & EMERGENCY MANAGEMENT (MDPH OPEM) TO THE CENTERS FOR DISEASE CONTROL (CDC) FOR FY2021 PHEP FUNDING, UNLESS THERE IS A DRAMATIC CHANGE IN SCOPE OR REDUCTION OF FUNDS AS DETERMINED BY THE COALITION'S CO-CHAIRS; SOLOE DENNIS SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

f) WRHSAC Updates

Ms. Spencer referred to the Message Mapping project discussed earlier and she noted that WRHSAC is working on having trainings with emergency management directors. Ms. Spencer also reported that Todd Zukowski, PVPC's GIS/Cartographic Section Manager, is working on the Debris Management Template Training project and she pointed out that the template can be found on the WRHSAC website. Mr. Goshea then gave a brief update on the Non Pharmaceutical Intervention (NPI) project and he talked about the importance of NPI given the *Coronavirus* outbreak.

g) MAVEN Report

Angela Kramer reported that she had 81 cases of *influenza* in January however February has been a little slower. She also stated that she had 4 cases of *Pertussis* in young children who had not been vaccinated and she noted that they were all treated. In addition, Ms. Kramer stated that there was a case of *Hepatitis A* at the jail in Ludlow and she also had a couple of cases of *Mumps* that were revoked. Ms. Kramer said that other highlights included a case of *Giardiasis* in a young girl, a case of *Enterovirus* and an episode of *Group A Strep*. In response to questions about the Coronavirus, Ms. Kramer said she tried to participate on a CDC telephone conference but it was full.

h) Upcoming Events, Trainings & Exercises

- March 5<sup>th</sup> - EID Table Top Exercise at the PVPC; sign-in is at 8:30 a.m.
- February 13<sup>th</sup>, Office of Local and Regional Health meeting at the Northampton Western Regional Office - Childhood Lead Poisoning and Lead in Schools.

7. Other Business

Ms. Hirschhorn stated that she serves on the Local and Regional Public Health Advisory Committee (LRPHAC) along with Soloe Dennis and Aimee Petrosky. She noted that a report was issued based on the findings of the Governor's Special Commission on Public Health which includes an Executive Summary and Mr. Dennis added that the report can be found on the LRPHAC website. Ms. Hirschhorn stated that some of the findings of this report will eventually become institutionalized to make them binding on local communities. She stated that the follow-up is going to be in two areas noting that one is Shared Public Health services and the other is Workforce Development. Ms. Hirschhorn stated that the report includes a chart on Public Health workforce credentials which HCHC members might want to look at. She stated that there's a new grant from the Mass Department of Public Health as well as other grant opportunities and she recommended contacting PVPC's Manager of Municipal and Regional Programs, Eric Weiss.

8. Meeting Adjourned

Ms. Spencer called for a motion to adjourn today's February 6, 2020 HCHC meeting at 11:34 a.m. SOLOE DENNIS MADE THE MOTION TO ADJOURN THIS FEBRUARY 6, 2020 HCHC MEETING; CHERYL MESSER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

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