



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION
THURSDAY, MAY 2, 2019**

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

CALLED TO ORDER AT: 10:01 a.m.
MEETING ADJOURNED AT: 11:29 a.m.

ATTENDEES:

Soloe Dennis	Deputy Commissioner, Springfield Health & Human Services
Jeanne Galloway	Co-Chair; Health Director, West Springfield
Christopher Goshea	Public Health Emergency Preparedness Planner, PVPC
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 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; Sanitarian, Health Department, Chicopee

DOCUMENTS DISTRIBUTED AT THIS MEETING:

- Agenda
- Minutes of Hampden County Health Coalition meeting, Thursday, April 4, 2019
- HCHC FY 19 Financial Statement for the Month of March 2019
- Trauma Services BBP/PPE Safety Seminar Outline

1. Meeting Called to Order

Jeanne Galloway called the May 2, 2019 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 that was held on April 4, 2019. There being no comments or questions, Ms. Galloway then called for a motion to approve the minutes of the April 4, 2019 HCHC meeting.

SHERRY PETRUCCI MADE THE MOTION TO APPROVE THE APRIL 4, 2019 MINUTES; JOSHUA MATHIEU SECONDED THE MOTION AND ALL THE HCHC MEMBERS PRESENT APPROVED THE MOTION.

4. Financial Report

Erica Johnson presented the FY 19 Financial Statement for the month of April 2019 which reflects a balance of \$73,229.25. Ms. Johnson reported that the state approved our most recent budget amendment and she noted that the revised numbers appear on the financial report under *Initial Allocation*. She then talked about each of the budget line items. Ms. Johnson explained that the amount for *Program – Staff Planner* was reduced to reflect actual costs and she noted there was no change in the *Admin-PVPC* line. She stated that the *Intern* line was reduced to \$500; there was no change to *MAVEN* and there was a slight increase in the *Cell Phone/Verizon* line. Ms. Johnson noted that *Equipment & Supplies* was increased by \$15,000 and there was a slight reduction in the *Travel/Conferences/Memberships* line. After Ms. Johnson responded to several questions raised by HCHC members, Ms. Galloway called for a motion to approve the HCHC Fiscal Year 2019 Financial Statement for the Month of April 2019.

THOMAS HIBERT MADE THE MOTION TO APPROVE THE HCHC FISCAL YEAR 2019 FINANCIAL STATEMENT FOR THE MONTH OF APRIL 2019; SHERRY PETRUCCI SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Ms. Johnson stated that we have the opportunity to submit an additional budget amendment which is due May 3rd. She noted that she will need to move more money into the cell phone line given that we took money out earlier in the year to pay for MHOA conference expenses. Ms. Johnson stated that she will do her best to honor all purchase requests but she added that it is likely there will not be enough money remaining to purchase everything. Ms. Johnson stated that she has received some items and she asked Cheryl Messer to stop by after today's meeting to pick up *File of Life* cards. She also let Soloe Dennis know that blankets for Springfield have started arriving. Mr. Dennis noted that the Springfield Health Department is moving to a new location and he offered to send their new address to Ms. Johnson.

5. Business At Hand

a) PHEP FY2020 Budget & Scope Update

As regards the PHEP FY2020 Budget, Chris Goshea reported that initially we were looking at a proposed cut of up to \$40,000 for this region but it was essentially level-funded with the caveat that some of the coordinators will have to help other regions with exercises or specialties of up to 10 hours. Mr. Nelson reported that any changes in the deliverables are relatively minor and he noted that last year's EID deliverable will be replaced with a deliverable for Access and Functional Needs. Ms. Hirschhorn asked if there is a model that she could adapt to her EDS plan and if anyone had developed a template or universal plan. Mr. Nelson stated it might be possible to find something online. He also commented that Ms. Hirschhorn could review her plan to identify areas where she could add the EID components based on the conversations at the EID workshop. Mr. Goshea noted that some of the topics discussed include *Communications, PPE Training, Disease Process and Monitoring*. He stated that if there is an issue with

any of the areas discussed, language addressing those areas could be inserted into the EDS Plan.

b) Deliverables Update

Mr. Goshea asked HCHC members to send him their EDS Plans which he noted could be either the finalized revision or the best version they have. He stated that the deadline is the end of June but he would like to receive as many plans as possible by June 1st. Ms. Galloway noted that we also need to update the cover sheet. Mr. Goshea recommended that it would be helpful to include a revision date on the revised documents and he offered to send out the cover sheet again along with the template. Mr. Goshea reminded everyone that two sections of the EDS Plan need to be updated, noting that one of the sections must be EID.

Mr. Goshea then discussed Incident Command System (ICS) requirements. He stated that HCHC needs ICS-100, 200, 300, 700 and 800. He added that if anyone has that documentation, he would like to receive it by June 1st. Mr. Goshea noted that he has a record of some HCHC certificates that have been submitted. He also noted that if anyone should lose their certificates, FEMA can quickly provide a transcript. Mr. Goshea stated that he will send everyone a link to FEMA and he noted that FEMA can provide HCHC members with a list of all the classes they have taken. Mr. Goshea pointed out that certificates for classes taken through MEMA are stored separately and it will be necessary to request them from the MEMA website. In response to a question that was raised, Mr. Nelson stated that the general consensus is that all Board of Health members and staff need to take the ICS courses. He noted that anyone who is active in an EDS response should have at least ICS-100 and 700. Mr. Goshea stated that the 100, 200, 700 and 800 courses are online. Several HCHC members expressed interest in taking the courses in a group setting and Ms. Galloway noted that Bob Hassett is still teaching ICS-100 and 200. Ms. Messer stated that the most current courses are 100.C, 200.C, 700.B and 800.C. As requested by Ms. Galloway, Mr. Goshea agreed to research availability for in-person upper level classes.

Mr. Goshea stated that a no-notice WebEOC drill was conducted on March 29th and he reported that 4 out of 19 towns completed the drill correctly. He added that some towns had issues including responding to the wrong board. Mr. Nelson talked about the difference between responding to the HHAN and the WebEOC which he noted are two different systems. There was a discussion about problems that were encountered with passwords when some Coalition members tried to log in to the WebEOC. Ms. Johnson stated that some towns may have thought they responded correctly but there was no confirmation. Mr. Nelson offered to let HCHC members know if they posted to the wrong board if he is available during a drill, however, Ms. Johnson noted that Mr. Nelson could not help during an actual event and she felt that some kind of confirmation should be provided. Ms. Spencer asked if the HMCC Duty Officer could check during a drill to see if everything was done correctly. Mr. Nelson agreed noting that they would have visibility of the site. Mr. Goshea then asked if HCHC members would like to plan a WebEOC exercise and the group expressed interest in moving forward with this plan. As regards a specific date and time, Ms. Galloway noted that we have a date blocked off for a tentative June 27th HCHC meeting and she suggested keeping this date open for the training if we decide not to have a second HCHC meeting in June.

c) PPE Training Schedule

Mr. Goshea stated that he and Ms. Spencer and Ms. Messer talked about the different versions of PPE that were requested and he noted that included in today's meeting packet is a handout entitled *Trauma Services BBP/PPE Safety Seminar Outline*. Mr. Goshea stated that this group would be happy to conduct a PPE training which usually runs 60-90 minutes. He stated that we discussed opening it up to Hampden County partners including Boards of Health, Emergency Management Directors, volunteers, first responders, animal control, etc. Mr. Goshea asked HCHC members if the training should be tagged onto a Coalition meeting or if it should be conducted on a separate date. He stated that if this is a bigger training, we can also do multiple sessions. Ms. Galloway suggested having an afternoon session and an evening session. After a brief discussion, Mr. Goshea confirmed that the PPE training will take place on a separate date from the HCHC meeting.

d) WRHSAC Projects

Mr. Goshea stated that the Functional and Access Needs project is ongoing and he noted that next steps will be discussed at the May 7th WRHSAC meeting. He stated that there is also a proposed Non-Pharmaceutical Health Interventions (NPHI) project which includes isolation and quarantine and working out the logistics of how that would happen. Mr. Goshea stated that the idea is to work on education and training to help Boards of Health find out what to do for EID. Ms. Galloway noted that there have been updates to isolation and quarantine particularly after Ebola. Mr. Nelson added that DPH will be working to review and revise that area as well during this coming fiscal year. Finally, Mr. Goshea stated that he had ordered a number of FEMA documents related to emergency preparedness that can be used for public events. He stated that he will be creating a library list of the documents and he asked HCHC members to let him know if there is anything he could share with the group.

e) WebEOC Exercise Proposal

This agenda item was discussed earlier during today's meeting.

6. News and Updates

a) MRC & PVCOAD Updates

Lois Luniewicz stated that the next PVCOAD meeting is scheduled for June 26th. She noted that she did not have any additional PVCOAD updates. Ms. Luniewicz stated that the MRC did not meet in April and she noted that the next meeting is scheduled for Wednesday, May 8th. Ms. Luniewicz reported that there is going to be a 5% across-the-board reduction in funding for the MRC for the upcoming fiscal year adding that each county in Region 1 will lose approximately \$1,000. As regards the deliverables, Ms. Luniewicz noted that one of the 4 trainings that MRC is required to offer their volunteers is *Stop the Bleed*. She stated that the MRC conducted a *Stop the Bleed* training in December and there will be one on May 30th as part of the *You are the Help* series. Ms. Luniewicz reported that the *Hands Only CPR* training that was scheduled for April 25th will have to be rescheduled because the trainer had the wrong date. She also reported that the trainer is going to try to procure CPR manikins for Hampden County through some potential grants which will allow MRC to conduct some *Train the Trainers* and do our own *Hands*

Only CPR training. Ms. Galloway stated that the western Massachusetts EMS has asked for many new recording manikins as required by the Heart Association and they should be available for use throughout the 4 counties. Ms. Luniewicz noted that *Hands Only CPR* only involves compression.

As regards MRC's participation at the Big E in the fall, Ms. Luniewicz stated that vendor applications have not been released yet. She also noted that last year, a suggestion was made to reach out statewide to see if we could get enough MRC volunteers for the entire run of the Big E. Mr. Nelson remarked that Region 1 MRC tried to do that about 6 years ago but it was difficult to get people to fill the shifts for the 17 days. Ms. Galloway added that Massachusetts Day requires fewer hours so coverage is only needed from 10:00 a.m. to 5:00 p.m. on that day. Mr. Goshea suggested that the MRC provide *Hands Only CPR* at the Big E noting that this could bring in more visitors.

b) HMCC Update

Ms. Galloway stated that she had nothing new to report and she noted that HMCC has been sending out newsletters on upcoming trainings and events.

c) MCD Update

Ms. Galloway stated that the Pioneer Valley Mosquito Control District (PVMCD) is making some progress. She noted that Palmer is now a member and she is hoping that West Springfield will be a paying member next year as well. Ms. Galloway stated that we will get services from DPH this year for sampling and testing in the membership communities and she noted that the PVMCD is looking into acquiring an intern. Ms. Galloway stated that buy-in costs are \$5,000 per community and this needs to be voted on by the community's legislative body. Ms. Galloway then announced that the next PVMCD meeting will take place Monday, May 6th at 2:00 p.m. at the Northampton Council on Aging, 67 Conz Street, and subsequent meetings will be held there on the second Monday of each month starting on June 10th. She noted that this is a public meeting which is posted on the State Reclamation and Mosquito Control Board (SRMCB) website. Ms. Galloway also noted that there is now a PVMCD website which can be found on the SRMCB website <https://www.mass.gov/info-details/pioneer-valley-mosquito-control-district-pvmcd>.

d) Western MA Public Health Advisory Group (WAG)

Michael Nelson reported that the WAG has not met since the last HCHC meeting and he stated that there will not be a WAG meeting in May.

e) LSAC Update

Mr. Nelson noted that LSAC updates were covered earlier during today's meeting.

f) WRHSAC Updates

Ms. Galloway stated that it appears there will be a significant funding increase for WRHSAC for FY19 and she noted that everything is fully funded for the projects they are working on. As regards Training and Exercise, Ms.

Galloway stated that all the courses they are offering are full except for the May 8th training in Easthampton on *Emerging Threats* and she noted that HCHC members can sign up for this training through the WRHSAC website. Finally, Ms. Galloway stated that the Pan Flu Emergency Planning Subcommittee is considering merging with the Training and Exercise group so that more can be done with the plans that have already been developed.

g) MAVEN Report

Angela Kramer reported that there is not much flu activity at this time and she stated that she is just starting to see some tickborne illnesses. Ms. Kramer noted that there was some concern that an adult as well as a child from Wilbraham might have measles but they were both negative. Ms. Kramer reported that the state has cautioned everyone to make sure we have all the criteria before entering anything into MAVEN.

h) Upcoming Events, Trainings & Exercises

Ms. Schaier stated that on Thursday, June 6th from 9:00 a.m. until Noon, she will be doing a preventative Hepatitis A clinic for the homeless at Tapestry where they will be administering vaccinations.

Ms. Galloway stated that the Massachusetts Environmental Health Association (MEHA) Annual Seminar will be held on May 16th. She also noted that the National Environmental Health Association's Annual Education Conference will take place in New York City in July 2020 and she highly recommended that HCHC members attend. She also noted that this year's conference will be in Nashville.

Mr. Dennis announced that today at 2:00 p.m. in PVPC's large conference room, there will be a reconvening of the CHIP planning process and he noted that the Coalition's input is valuable. Ms. Galloway explained that the CHIP is the Community Health Improvement Plan which is based on the Determination of Needs and the County Health Needs Assessment (CHNA).

7. Other Business

Ms. Galloway reminded everyone that the next Coalition meeting is scheduled for June 6th. She then asked if there was any other business to conduct. Mr. Goshea announced that the email distribution list is finalized. He noted that he and Ms. Johnson have merged their lists into one master list and he stated that he will be sending out an email to everyone next week.

8. Meeting Adjourned

Ms. Galloway called for a motion to adjourn today's May 2, 2019 HCHC meeting at 11:29 a.m. JOSHUA MATHIEU MADE THE MOTION TO ADJOURN THIS MAY 2, 2019 HCHC MEETING; THOMAS HIBERT SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.