



**MINUTES OF HAMPDEN COUNTY HEALTH COALITION  
THURSDAY, MAY 4, 2017**

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

**CALLED TO ORDER AT:** 10:05 a.m.  
**MEETING ADJOURNED AT:** 11:51 a.m.

**ATTENDEES:**

Stephanie Bozigian-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	Code Enforcement Inspector, Westfield & Montgomery
Beverly Hirschhorn	Director Board of Health, Longmeadow
Erica Johnson	Senior Planner, PVPC
Lois Luniewicz	Coordinator, Hampden County Medical Reserve Corps
Joshua Mathieu	Health Agent, Palmer
Lorri McCool	Health Agent for Wilbraham, Monson & Hampden
Michael Nelson	Regional Emergency Preparedness Coordinator, MDPH
Aimee Petrosky	Health Agent, East Longmeadow
Francine Rusiecki	Director of Nurses, Ludlow Board of Health
Deborah Schaier	Public Health Nurse, Holyoke
Lynn Shell	Administrative Support, PVPC
Tammy Spencer	Sanitarian, Chicopee Health Department
Randy White	Co-Chair; Health Agent, Agawam Health Department

**GUESTS:**

Erica Piedade	Director of Local Public Health Initiatives, DPH
Francy Reyes	Ludlow Board of Health

**DOCUMENTS DISTRIBUTED AT THIS MEETING:**

- Agenda
- Minutes of Hampden County Health Coalition, Thursday, April 13, 2017
- Hampden County Health Coalition Financial Statement for the Month of March 2017
- Hampden County Health Coalition Financial Statement for the Month of April 2017
- HCHC Purchase Requests FY17-BP5: 7/1/16 – 6/30/17; April 2017 Requests
- HCHC Purchase Requests FY17-BP5: 7/1/16 – 6/30/17; May 2017 Requests
- SimulationDeck – Crisis Exercises Made Easy
- Stephanie Bozigian-Merrick – April 2017 Monthly Report
- Office of Local and Regional Health (OLRH) information sheet

**1. Meeting Called to Order**

Jeanne Galloway called the May 4, 2017 meeting of the Hampden County Health Coalition (HCHC) to order at 10:05 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 noted that the spelling of Thomas Hibert's name, as listed under *Attendees/Guests* on page 1 of the April 13, 2017 HCHC meeting minutes, needs to be changed from *Hebert* to *Hibert*. Ms. Galloway then asked if there were any other comments regarding the April 13<sup>th</sup> minutes. There being no further comments, Ms. Galloway called for a motion to approve the minutes of the April 13, 2017 HCHC meeting, with one correction as noted.

THOMAS HIBERT MADE THE MOTION TO APPROVE THE APRIL 13, 2017 MINUTES; SOLOE DENNIS SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

4. Financial Report – Review & Approval of March & April Reports

Erica Johnson noted that there are two financial reports that will need to be approved at today's Coalition meeting. She explained that the March 2017 financial report was reviewed at the April Coalition meeting but no vote was made. Ms. Johnson then asked HCHC members to review and vote to approve the March 2017 financial statement in the amount of \$89,611.98.

Ms. Galloway called for a motion to approve the HCHC Financial Statement for the Month of March 2017. LORRI MCCOOL MADE THE MOTION TO APPROVE THE HCHC FINANCIAL STATEMENT FOR THE MONTH OF MARCH 2017; TAMMY SPENCER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Ms. Johnson next presented the HCHC Financial Statement for the month of April 2017 and she noted that the balance of PHEP funds as of the end of April is \$86,494.71.

Ms. Galloway then called for a motion to approve the HCHC Financial Statement for the Month of April 2017. AIMEE PETROSKY MADE THE MOTION TO APPROVE THE HCHC FINANCIAL STATEMENT FOR THE MONTH OF APRIL 2017; SOLOE DENNIS SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

5. Business At Hand

a) Welcome Erica Piedade, Director of Local Public Health Initiatives at DPH

Ms. Galloway welcomed Erica Piedade from the Office of Local and Regional Health (OLRH). Ms. Piedade distributed a handout with information about the OLRH and she stated that its main purpose is to increase and strengthen the capacity of local boards of health to meet their regulatory mandates for promoting health and for disease prevention. Ms. Piedade explained that her focus is on rural local boards of health as well as workforce development and she noted that part of her role is to act as a conduit between DPH services and the Coalition. She then invited HCHC members to arrange a time to talk to her about their challenges, concerns, recommendations and best practices. Ms. Piedade noted that the OLRH newsletter includes information regarding funding, MDPH

services, changes in regulations and trainings and she also noted that the Local Public Health Institute (LPHI) provides online training. Ms. Piedade asked HCHC members to let her know if there is anything they would like to see included in the LPHI online training or if they are having any issues accessing the website. She then distributed copies of her business card and she asked HCHC members to email her if they have any recommendations, adding that she could also arrange a time to visit and talk with them at their convenience. At this point, HCHC member Francine Rusiecki joined the meeting and she introduced Francy Reyes from the Ludlow Board of Health. Ms. Galloway then thanked Ms. Piedade for her presentation and she moved to take up the next agenda item.

b) Re-Affirm Vote of April Spending Requests

Ms. Johnson stated that she would like to ask HCHC members to re-affirm the vote that was made at the last meeting regarding the April 2017 purchase requests. She explained that several people from one town can attend a Coalition meeting, however, if more than one person attends, only one person can vote and she pointed out that at the April 13<sup>th</sup> HCHC meeting, more than one person from the same town voted to approve the purchase requests.

Ms. Galloway then called for a motion to re-affirm the vote to approve the HCHC purchase requests for the month of April 2017. THOMAS HIBERT MADE THE MOTION TO RE-AFFIRM THE COALITION'S VOTE TO APPROVE THE APRIL 2017 PURCHASE REQUESTS; LORRI MCCOOL SECONDED THE MOTION, AND THE HCHC MEMBERS PRESENT APPROVED THE MOTION, WITH ONE MEMBER, JEANNE GALLOWAY, ABSTAINING FROM THE VOTE.

c) Review & Vote: Spending Requests

As regards HCHC's purchase requests for May 2017, Ms. Johnson noted that the requests for *Supplies* include ink cartridges for Longmeadow and Southwick, as well as ink cartridges and power strips for Holyoke. She also noted that the requests for *Electronics* include a computer for Ludlow and 2 computers for Springfield. Ms. Johnson pointed out that she added a section entitled *Other DPH Funded* to the May 2017 Purchase Requests sheet. She explained that a budget amendment she sent to the state was rejected because there was too much listed under *Supplies* and she therefore created a new section for items that don't fall into the other categories. Ms. Johnson noted that the items listed under *Other DPH Funded* include a request from Holyoke for radios, a TV and DVD player. Mr. Nelson explained that the radios are to be used for internal communication at EDS sites.

Ms. Galloway then called for a motion to approve the May 2017 purchase requests as presented. LORRI MCCOOL MADE THE MOTION TO APPROVE THE HCHC MAY 2017 PURCHASE REQUESTS AS PRESENTED; TAMMY SPENCER SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Ms. Johnson reported that there are still funds available and she asked HCHC members to let her know if anyone needs additional items that will enhance their capacity for EDS planning.

At this point, Ms. Johnson noted that as of June 2<sup>nd</sup>, Francine Rusiecki will be retiring as the Director of Nurses for the Ludlow Board of Health after more than 12 years of service and she stated that today is Ms. Rusiecki's last HCHC meeting as a Coalition member. On behalf of the Coalition, Ms. Johnson expressed her appreciation to Ms. Rusiecki for her commitment to Public Health and Emergency Preparedness Planning and she noted that Ms. Rusiecki will be greatly missed. Mr. Dennis and Mr. White also thanked Ms. Rusiecki for her many years of HCHC participation and for her contributions to the Coalition.

Ms. Galloway then asked Ms. Johnson to return to a discussion about the Coalition budget. Ms. Johnson reported that next year it will no longer be necessary to fill out forms justifying each item to be purchased, and she noted that the Coalition will decide what we want to purchase before the year starts. Ms. Johnson pointed out that there will be opportunities to do budget modifications but that will be the only time we can request to use our funds for items not included on our pre-approved list. She added that the categories will be the same as last year. Ms. Johnson asked HCHC members to let her know if there is something they think they may need, noting that it will be easier to purchase an item if we have included it in our budget.

As regards the Massachusetts Virtual Epidemiological Network (MAVEN) program, Ms. Johnson stated that for several years, MAVEN reporting for some of our smaller municipalities has been done by the Town of Ludlow, which has allowed HCHC to complete 100% of our deliverables. She noted that HCHC members need to think about whether to continue this contract with the Town of Ludlow and we need to find out if Ludlow will continue to provide these services. Ms. Rusiecki stated that she will speak to the MAVEN nurse consultant, Angela Kramer. Ms. Johnson stated that the Coalition has talked about whether or not it is appropriate to use funds to supplement town budgets when the towns are responsible for MAVEN reporting and she noted that for \$9,000 a year, we are able to provide this service for seven towns. Ms. Hirschhorn asked if the elected officials in the participating towns are aware of what the Coalition is doing for them. Ms. Galloway noted that when this program was started under the grant, the towns were informed that they should plan to make this program sustainable but none of them agreed to participate. Mr. Mathieu remarked that a document was created that included the amount that each town would need to contribute and he stated that this is a line item that has been approved in Palmer's budget for the last two years. Ms. Johnson explained that this was a Community Innovation Challenge (CIC) grant funded program and we worked with the communities to create a sustainable position. She noted that information was brought to the towns regarding how much it would be for buy-in however, there was no buy-in. The grant ended and the outcome was that the program is not sustainable, therefore, the Coalition decided to try to keep the program going in order to fulfill our grant deliverables. Ms. Johnson noted that the participating towns include Blandford, Montgomery, Russell, Granville, Monson, Hampden and Palmer. Mr. Nelson remarked that he thought the Town of Russell was not participating and Ms. Johnson stated that she will ask for confirmation from Angela Kramer.

Lois Luniewicz suggested that the Coalition send a letter to the town officials of the participating communities to remind them that this service is a benefit that they are receiving from the Coalition. Ms. Hirschhorn agreed and

she stated that she would like the communities to know that MAVEN reporting is required under Massachusetts law and that this is a benefit that the Coalition is providing for them. Ms. Petrosky also expressed support for sending a letter to re-educate the communities about MAVEN. She suggested that the Coalition inform the towns that we will agree to cover MAVEN services this year but she recommended asking them if there is a way for them to set up a Memorandum of Understanding (MOU) with Ludlow in the amount of \$1,000 for each town. Ms. Galloway noted that it may be too late for the towns to include this expense in this year's budget and the Coalition will need to decide if we want to include the MAVEN services in our work plan. Ms. Johnson stated that she will be submitting a draft budget to the Franklin Regional Council of Governments (FRCOG) by the end of May but she noted that the Coalition will have another chance to look at it. Ms. Galloway then asked HCHC members if they would like to vote to continue the MAVEN services for FY18.

SOLOE DENNIS MADE THE MOTION TO APPROVE ALLOCATING \$9,000 IN THE COALITION'S FY 18 BUDGET FOR MAVEN REPORTING TO BE COMPLETED BY THE TOWN OF LUDLOW, AS WELL AS SENDING A LETTER FROM THE COALITION TO THE PARTICIPATING COMMUNITIES AS DISCUSSED; BEVERLY HIRSCHHORN SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Mr. Nelson noted that MAVEN representatives would be happy to provide group refresher trainings. Ms. Piedad also noted that the LPHI has an online MAVEN module that can be taken as a refresher. Mr. Mathieu pointed out that when logging into MAVEN, it is possible to generate a report of everything that happened throughout the year, noting that HCHC members can provide their communities with a report at the end of the year.

Ms. Johnson asked HCHC members to let her know if there are items they think they may need next year. She also noted that she would like to build memberships into the budget and she asked HCHC members to email her if there is something coming up next year that they are interested in. As regards travel and conferences, Ms. Johnson stated that she believes the Coalition can still be reimbursed for the Massachusetts Health Officers Association (MHOA) and she asked HCHC members to email her if they are interested in attending MHOA next fall. Ms. Galloway noted that the items not allowed still include sharps containers, medical supplies and clothing. Mr. Nelson added that seasonal flu vaccine is also not allowed. Ms. Johnson stated that we need to be mindful of expenditures that will increase our capacity for EDS planning. She noted that this year we could potentially purchase generators, solar generators, charging stands, charging strips and portable temporary lighting and she asked the group to email her if they have interest in any of those items. Ms. Johnson also stated that she would like to consider bringing in a consultant, noting that the EDS exercise in Holyoke went very well, and she would like to explore the idea of bringing back the intern line. Ms. Johnson also noted that she would like to include funds for PHEP Planner services and she would like to set funds aside for supplies and electronics.

Ms. Galloway next referred to a handout entitled *SimulationDeck – Crisis Exercises Made Easy*, noting that she had talked about this product at a previous HCHC meeting. Ms. Johnson stated that one requirement for funding is a

regional project and she reported that at the Western MA Public Health Advisory Group (WAG) meeting, there was a discussion about using the *SimulationDeck* as a potential regional project, noting that the four coalitions would go in on purchasing a larger version of this product so that we could work on something together.

d) PHEP FY18 Planning

Stephanie Bozigian-Merrick first distributed a report summarizing her PHEP Planner activities for the month of April. She then provided a PowerPoint presentation outlining what she learned from her meetings with staff from local Hampden County health departments regarding how the deliverables should be addressed. Ms. Bozigian-Merrick noted that every community cited Emergency Dispensing Site (EDS) plan review, update and revision as a PHEP planning priority and she stated there is also interest in developing relationships with potential Closed POD partners. She also learned that the biggest problem implementing an EDS is lack of available staff, noting that there is particular concern about dispensing the medical countermeasures (MCM) to those with access and functional needs, especially in an EDS that may be understaffed.

As regards the deliverables for this coming year, Ms. Bozigian-Merrick stated that several communities expressed interest in combining the drill and exercised-based deliverables into one community EDS event. She noted that there was no clear consensus regarding a coalition-level project but she stated that some HCHC members suggested the inclusion of people with disabilities or access and functional needs in their plans for distribution of MCM. In addition, she noted that some expressed interest in the development of a resource manual, and there was also interest in a regional and/or coalition-level social media project to look at how to develop protocols to use the social media platforms for emergency alerting. Ms. Bozigian-Merrick stated that she would recommend a coalition-level project that combines continuing work with MCM distribution and Closed POD planning specifically for folks with disabilities and/or access and functional needs. She noted that other potential options include: (1) Development of or updates to multi-community or regional EDS plan(s); (2) Integrate mapping resources into community or regional EDS plans; and, (3) Host a training that addresses a recognized gap. As regards a regional-level project, Ms. Bozigian-Merrick stated that the planners from the 4 counties expressed interest in working on developing and operationalizing protocols for risk communication regarding the use of social media for sharing critical information with community members. She stated that the *SimulationDeck* training material is a tool that provides a “sandbox” for social media platforms and she noted that the 4 counties are talking about purchasing this product together.

At this point, Ms. Bozigian-Merrick asked the group if her first priority should be to focus on supporting their EDS work. HCHC members agreed with this suggestion and Mr. Nelson felt that DPH would be very happy to see Hampden County focus on updating and polishing their EDS plans. Ms. Bozigian-Merrick stated that there are some deliverables that she considers administrative tasks that she will take care of such as updating the annual list of ICS certificates and making sure that the HMCC has current contact lists for everyone on a regular basis. She also stated that as suggested by several communities, she plans to prepare and distribute a monthly calendar/newsletter and she suggested doing a profile of one HCHC member each month. Ms. Bozigian-Merrick stated that the deliverables that

require participation by HCHC members include HMCC, MAVEN and the quarterly HHAN drills and she stated that she will participate in the HMCC on their behalf. As regards the quarterly HHAN drills, Mr. Nelson noted that this involves logging into WebEOC and he offered to do a WebEOC tutorial if anyone needs a refresher.

Ms. Bozigian-Merrick stated that she plans to continue working with HCHC members to review, revise and operationalize each Hampden County EDS plan with guidance from a forthcoming OPEM document. She proposed that after the EDS plans are updated, each community would have an opportunity to hold an EDS event which will have components of an exercise and a drill and will include 4 deliverable items, namely, site activation; staff notification and assembly; facility setup; and, implementation of ICS. Ms. Bozigian-Merrick stated that she will devise an event packet that each community can use to implement at the EDS and she will present the packet at the next Coalition meeting. Ms. Bozigian-Merrick stated that HCHC members will need to provide access to one of their EDS sites and invite community members to participate and they will implement the EDS plan the day of the event using the packet materials. Ms. Bozigian-Merrick stated that she will make sure that we have After Action Reports (AAR) and Improvement Plans (IP) that are compliant with the Homeland Security Exercise and Evaluation Program (HSEEP). With regard to the AAR process, she asked that the departments come up with a few people as evaluators. Michael Nelson then offered to participate as an evaluator.

Ms. Bozigian-Merrick stated that the Hampden County EDS plans she looked at are not “operationalized” and she stated that her goal for BP1 is to help HCHC move toward more operationalized plans. Ms. Bozigian-Merrick explained that an operationalized EDS plan is simple, streamlined and specific for use in the community and it provides action steps about exactly how to proceed, noting that an outsider should be able to implement the plan smoothly and effectively. Ms. Bozigian-Merrick stated that for the remainder of this fiscal year, she would like to focus on continuing Closed POD development/outreach and continuing to review Hampden County EDS plans. She will also concentrate on consulting with remaining Hampden County Health Departments regarding BP1 deliverables and implementing the calendar and the newsletter. Ms. Galloway thanked Ms. Bozigian-Merrick for her update and she then asked Ms. Johnson to address the next agenda item.

e) PHEP FY18 Concurrence Update

Ms. Johnson noted that HCHC voted to concur and the concurrence letter was signed by Coalition Co-chairs, Randy White and Jeanne Galloway and sent to the state. She reported, however, that the state let us know that they wanted the signature of the LSAC representative from each county. Mr. Nelson added that this was true for all of the coalitions throughout the state. Ms. Johnson explained that the PHEP Planner, who is now Stephanie Bozigian-Merrick, is the primary LSAC representative and Ms. Johnson is the backup representative. Ms. Johnson explained that at the time that the letter needed to be signed, she was the only LSAC representative for HCHC and therefore it was necessary for her to sign on behalf of the Coalition. Ms. Johnson pointed out that she has a more direct financial benefit from the PHEP funding than our co-chairs and she stated that she, therefore, wanted to make a public disclosure that she signed the concurrence letter on behalf of the Coalition.

## 6. News and Updates

### a) MRC & PV COAD Updates

Ms. Luniewicz reported that the next monthly MRC meeting will take place on Wednesday, May 10<sup>th</sup> at which time they will discuss their tentative workplan. She also reported that in June, Chase Hunter, MDPH Strategic National Stockpile (SNS) Coordinator, will conduct a SNS EDS training for Hampden County MRC volunteers and she noted that she would also like to ask the other counties to participate. Mr. Nelson pointed out that thus far, they have not received confirmation that Ms. Hunter can conduct the training. Ms. Luniewicz acknowledged that Ms. Hunter will need to receive final approval. Ms. Luniewicz next stated that she attended the April 26<sup>th</sup> Western New England University (WNEU) preparedness training that was conducted by Jonathan Miller and she noted that both WNEC pharmacy students and Elms College nursing students attended the training. Ms. Luniewicz stated that this was a combined training and recruitment event and she reported that by the end of the lunch break, almost 30 volunteers had signed the Criminal Offender Record Information (CORI) forms. Ms. Luniewicz also stated that she is trying to arrange for a SKYWARN training in the fall to coincide with National Preparedness Month. Ms. Luniewicz noted that as part of the MRC deliverables, each MRC unit is supposed to be responsible for 4 trainings in the coming fiscal year, however FRCOG has said that rather than every county in western Massachusetts planning 4 trainings, each county will plan one training which will constitute our 4 trainings. She pointed out that this does not conclude that they will do only one training. Ms. Luniewicz also reported that she attended the MRC Statewide Meeting on Tuesday, May 2<sup>nd</sup> in Stow and she noted that primarily the focus of that meeting was doing the 4<sup>th</sup> quarter drill in the presence of MA Responds and DPH professionals who could provide assistance.

As regards the April 13<sup>th</sup> PV COAD meeting, Ms. Luniewicz reported that much of the afternoon was spent looking at specific pieces of their existing response plans, filling in gaps and identifying some changes that needed to be made. She also reported that she and several others will sit on the PV COAD Volunteer Subcommittee which is being headed by Chris Woods from United Way, noting that their first meeting will take place sometime in June. Ms. Luniewicz stated that she recently attended the shelter training that was a collaboration between MEMA and ARC. She felt that it was a good training and she pointed out that Tony Pettaway and several Springfield staff were in attendance. Ms. Luniewicz noted that one MRC deliverable requires that our MRC plans are part of the local plans and she has asked Hampden County units to make sure that their deployment plans are handed out to their EMDs or the person responsible for maintaining the town's response plan. Ms. Luniewicz stated that the NACCHO grant that Hampden County MRC was awarded includes a huge recruitment and sustainment piece and she noted that getting volunteers on board and following up with training will be part of MRC's workplan for next year. At this point, Ms. Johnson reminded Ms. Rusiecki that she is welcome to join the MRC.

### b) HMCC Update

Ms. Galloway reported that a very good, full coalition meeting took place on April 14<sup>th</sup> at Mercy Medical Center. She also stated that Mark Maloni let her know that a speaker has been booked for a training which will take place in October. Ms. Galloway added that more information will be available and Mr. Maloni will also send out his regular



updates regarding upcoming meetings and trainings.

c) MCD Update

Ms. Galloway reported that there hasn't been a lot of progress regarding the Pioneer Valley Mosquito Control District since our last HCHC meeting but she noted that this is still moving forward.

d) Western MA Public Health Advisory Group (WAG)

Mr. Nelson explained that WAG is the Public Health Advisory Group that meets monthly to discuss regional issues. He stated that the group continues to discuss the *SimulationDeck* project, adding that most of the discussion focused on determining what to do for the regional project as well as wrapping up this year's projects. Mr. Nelson added that the group is continuing to work on the workplans and budgets for the next fiscal year.

e) LSAC Update

Ms. Johnson reported that there was no April meeting for the Local State Advisory Committee (LSAC).

f) WRHSAC Updates

Ms. Galloway stated that WRHSAC has been working on a long term recovery plan for western Massachusetts COAD and she noted that there is a written document that should soon be available on the WRHSAC website. Ms. Galloway next reported that there will be a Family Reunification training in the fall. Ms. Galloway also announced that Sandra Martin has chosen a date to retire, noting that she will be stepping back in June.

g) Upcoming Events, Trainings & Exercises

Ms. Galloway stated that the Hampden County Health Improvement Plan will be released at an event to take place on May 12, 2017 at 1:00 p.m. at the West Springfield Town Hall. She noted that this event was rescheduled for May 12<sup>th</sup> after the March date was cancelled.

8. Other Business

Ms. Galloway asked if there was any other business to conduct but no further business was presented for discussion.

9. Meeting Adjourned

Ms. Galloway called for a motion to adjourn today's May 4, 2017 HCHC meeting at 11:51 a.m. FRANCINE RUSIECKI MADE THE MOTION TO ADJOURN THIS MAY 4, 2017 HCHC MEETING; LORRI MCCOOL SECONDED THE MOTION, AND ALL THE HCHC MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.