



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee			
<b>Date</b>	May 16, 2016	<b>Location</b>	JWO Transit Center 12 Olive St Greenfield, MA Room 104
<b>Time</b>	4:30-6:30 p.m.	<b>Duration</b>	2 Hours
		<b>Facilitator:</b>	Nicole Zabko, Co-Chair Carolyn Shores Ness, Co-Chair

<b>ATTENDEES:</b>	
Duncan Colter, Ashfield BOH	Norene Pease, Shutesbury BOH
Mike Friedlander, Colrain BOH	John Hillman, Leverett BOH
Nicole Zabko, Greenfield Health Director	Carolyn Shores Ness, Deerfield BOH
Donna Gibson, Williamsburg BOH	
<b>ABSENT:</b>	
Deb Coutinho, Shelburne BOH	Flora Sadri, Northfield BOH
Gina McNeely, Montague Health Director	Doug Telling, Charlemont BOH
<b>FRCOG STAFF:</b>	
Greg Lewis, Mark Maloni, Glen Ayers	
<b>GUESTS:</b>	
Michael Nelson, MDPH	

Agenda Items	
1. Welcoming remarks/ agenda/introductions	Called to order at 4:39 p.m.
2. Review/approval of April 11, 2016 minutes	Carolyn moved to accept the April minutes. Michael seconded. Discussion: clarification on the meaning of Access and Functional Needs. Passed unanimously. Nicole abstained.
3. Roundtable Updates.	a. Norene – flu clinics. Followed up with Walgreens for fall planning, and had discussion with the pharmacy manager in Greenfield. Pharmacists are not allowed to administer vaccine to anyone less than 18 years of age (even with parent present). Group discussion of how to keep clinics running; major concern is how to keep volunteers exercised and trained.
4. DPH update	a. Update consisted of hiring updates and positions open in OPEM – region 3 hiring completed, training position open in OPEM – Boston based.
5. Old Business a) Staff reports b) HMCC update	a. Greg reviewed his staff report, and presented briefly on main themes and takeaways from the 2016 PHEP Summit. b. Steering Committee met in April. Annexes built by Harvard

<ul style="list-style-type: none"> <li>c) WAG Update</li> <li>d) Q4 Deliverables.</li> <li>e) Annual meeting</li> </ul>	<p>School of Public Health (Mass Countermeasure Dispensing and Disease Surveillance) were offered at a dissemination seminar in May, and will be table-topped in early June by HMCC leadership. Emergency Coordination Plan still being built over the summer months. Principles of Operation developed during the HMCC planning process were ratified by the Steering Committee.</p> <ul style="list-style-type: none"> <li>c. WAG meeting – will serve as the public health disciplinary coordinating group for the HMCC. WAG has been in place for years; this is not a new group. What is new is the need for the four western MA PHEP coalitions to fully coordinate as a discipline in order to have the local public health coherently and cohesively represented at the HMCC level.</li> <li>d. Q4 – closing out. Greg reviewed the completion status of each Q4 deliverable.</li> <li>e. Annual Meeting – June 29<sup>th</sup> – Wednesday. This is really the date! Event will be held at Terrazza Ristorante at the Country Club of Greenfield.</li> </ul>
<ul style="list-style-type: none"> <li>6. New business <ul style="list-style-type: none"> <li>a) Budget for BP5.</li> <li>b) Work plan for BP5.</li> <li>c) Request for letter of Approval on Greenfield BOH needle exchange initiative.</li> <li>d) Summer meeting schedule.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. BP5 budget is level-funded. Norene moved to retract last month’s allocation motion regarding moving mini-grant money to travel and consultants and instead keep it in one line, changing the line item name from mini-grants to merit-based community projects. Seconded by Carolyn. Passed unanimously.</li> <li>b. Review of boilerplate standard deliverables and the indicators and measures associated with them.</li> <li>c. Nicole: On June 1, the Greenfield BOH will take an official vote to create a needle exchange program. Carolyn moved for Greg to draft a letter of support. Second by Michael. No further discussion. All in favor, one abstention (Nicole).</li> <li>d. Summer meetings: June 13<sup>th</sup> meeting; June 29<sup>th</sup> Annual meeting. No August meeting. July meeting to be decided in June.</li> </ul>
<ul style="list-style-type: none"> <li>7. Business not reasonably anticipated 48 hours prior to the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>a. None.</li> </ul>
<ul style="list-style-type: none"> <li>8. Wrap up and adjourn.</li> </ul>	<ul style="list-style-type: none"> <li>a) Donna moved to adjourn the meeting, Mike F. seconded, passed unanimously. Adjourned at 6:45 p.m.</li> </ul>