Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee					
Date	April 11, 2016	**Location**	JWO Transit Center 12 Olive St Greenfield, MA Room 104	**Facilitator:**	Nicole Zabko, Co-Chair Carolyn Shores Ness, Co-Chair
Time	4:30-6:30 p.m.	**Duration**	2 Hours		

ATTENDEES:

Duncan Colter, Ashfield BOH
Mike Friedlander, Colrain BOH
Doug Telling, Charlemont BOH
Norene Pease, Shutesbury BOH
John Hillman, Leverett BOH
Carolyn Shores Ness, Deerfield BOH

ABSENT:

Deb Coutinho, Shelburne BOH
Gina McNeely, Montague Health Director
Donna Gibson, Williamsburg BOH
Nicole Zabko, Greenfield Health Director
Flora Sadri, Northfield BOH

FRCOG STAFF:

Greg Lewis, Mark Maloni, Glen Ayers

GUESTS:

Michael Nelson, MDPH

Agenda Items	
1. Welcoming remarks/ agenda/introductions	Called to order at 4:37 p.m.
2. Review/approval of March 2016 minutes	Mike moved to accept the March minutes – two sets – regular meeting and concurrence vote meeting - as written. Doug seconded. Passed unanimously. Duncan abstained.
3. Roundtable Updates.	a. None.
4. DPH update	a. None.
5. Old Business a) Staff reports b) HMCC update c) WAG Update d) Q4 Deliverables plan e) Annual meeting	a. Greg reviewed his staff report. b. Steering Committee will meet in April. Start looking at notification and activation procedure elements in emergency Coordination Plan. Website is live and has new resources on it. Start to identify functional annex needs, and within that, regional priorities of the disciplines around preparedness efforts – planning, training, exercising. c. WAG meeting – concern from some about funding streams and authority at the HMCC level; fears that HMCC Steering

	Committee will have overarching authority on the direction of PHEP funds. Group decided to leave some concerns behind and not bring them up to the HMCC. d. Q4 – major activities for Quarter for 4 of BP4: closed POD project will wrap up, and include an inventory of possible Franklin County sites. ORR review will wrap up, and improvement areas will be identified e. Annual Meeting – date = 4/28. Terrazza. Theme – demographics, aging and preparedness planning. LifePath is a possible speaker; FC TRIAD also a possibility. CDC staffer Jordan Pert will also present. Handouts – tools, operationalizing things, bullet points and cheat sheets.
6. New business a) Budget for BP5. b) Minigrants in the future. c) BP5 MAPHCO goals. d) PHEP Summit	a. BP5 budget is level-funded. b. Minigrants, while still allowable, will require inclusion of all equipment purchases in the BP5 workplan, which must be submitted to OPEM by May 20th of this year. In other words, all equipment purchases under BP5 have to be identified before the close of BP4. However, if the funds traditionally allocated towards minigrants were applied to other lines in the operating budget, the Coalition would have the ability to fund projects, trainings, and exercises over the course of the program year. Shifting away from minigrants means the coalition overall will have to put more time into deciding what projects, ideas, trainings and exercises have merit. Norene moved to reallocate minigrant funds to consultant and supply line items in BP5 budget to support community preparedness and engagement activities. Seconded by Carolyn. Passed unanimously. c. Goals. Agreed that in BP5, the Coalition would benefit from greater attention to Access and Functional Needs issues – planning, identifying, capacity-building, etc. This is a priority for OPEM as well, and will dovetail with deliverables around improving sections of the EDS plans – all area EDS plans would benefit from improvement to the chapter addressing Access and Functional Needs. Given that this is the theme for the Annual Meeting, the Coalition would like to see actual capacity improvement over the coming Budget Period on the issue. d. Greg will attend the NACCHO PHEP Summit to be held in April. This will also formally commence his fellowship with the Roadmap to Ready program for new PHEP Planners.
7. Business not reasonably anticipated 48 hours prior to the meeting.	a. None.
8. Wrap up and adjourn.	a) John moved to adjourn the meeting, Mike F. seconded, passed unanimously. Adjourned at 6:44 p.m.