



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee			
<b>Date</b>	September 19, 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>	
Mike Friedlander, Colrain BOH	Norene Pease, Shutesbury BOH
Nicole Zabko, Greenfield Health Director	John Hillman, Leverett BOH
Doug Telling, Charlemont BOH	Carolyn Shores Ness, Deerfield BOH
Deb Coutinho, Shelburne BOH	Betsy Kovacs, Heath BOH
Donna Gibson, Williamsburg BOH	Duncan Colter, Ashfield BOH
<b>ABSENT:</b>	
Flora Sadri, Northfield BOH	Gina McNeely, Montague Health Director
<b>FRCOG STAFF:</b>	
Mark Maloni; Greg Lewis	<b>GUESTS:</b>
	Michael Nelson, MDPH; Kathern Pierce, Montague BOH

Agenda Items	
1. Welcoming remarks/agenda/introductions	Called to order at 4:36 p.m.
2. Review/approval of July 18, 2016.	Mike F. moved to accept the July 18 minutes. Deb seconded. Passed, 1 abstention.
3. Old business a) Staff reports b) HMCC update c) Q1 Deliverables	a. Greg issued a staff report. b. HMCC: Emergency Coordination plan base is done, finalizing annexes and appendices; October 21 <sup>st</sup> , full coalition meeting at JWOTC; on-call function will begin at that point; seeing some staff turnover in Steering Committee. c. Greg reported on Q1 deliverables completed so far, and the Coalition Project ID Form due on 9/30, which will describe the Minigrant Project Program.
4. New business a) WebEOC and HHAN Demo	a. Michael presented new WebEOC v.8.1 – issued handouts and discussed role of WebEOC in furthering situational awareness.

<p>b) Minigrant Project Program - Adopt Guidelines c) October Training</p>	<p>b. Greg presented proposed guidelines for the Minigrant Project Program. Mike F. and Norene, as a Sub-Committee, worked with Greg over the summer to develop the guidelines proposal. Guidelines were presented; some concerns about the guidelines being insufficient in terms of limits to total amounts funded to any town or EDS; questions about whether a funded community can apply again or if organizations receiving other grant money might apply aggressively; and concerns that OPEM may deny project reimbursements after they've been completed. The discussion lasted longer than many could stay for, and Greg pledged to compile the issues and address them in the next draft of the guidelines.</p> <p>c. Greg described the training on October 17<sup>th</sup> as a refresher on the PHEP Capabilities and an in-depth look at one of them: Capability #4 Emergency Public Information and Warning.</p>
<p>5. DPH Update</p>	<p>a. None.</p>
<p>6. Roundtable updates</p>	<p>a. None.</p>
<p>7. Business not reasonably anticipated 48 hours prior to the meeting</p>	<p>a. None.</p>
<p>8. Adjourned</p>	<p>a) Mike moved to adjourn the meeting, Duncan seconded, passed unanimously. Adjourned at 6:50 p.m.</p>