**Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee**

| Date       | May 21, 2018 | Location       | FRCOG  
|           |              | 12 Olive St    | 1st Floor Mtg. Rm.  
| Time      | 4:30-6:30 p.m. | Facilitator:  | Carolyn Shores Ness & Norene Pease, Co-Chairs  
| Duration  | 2 Hours       |

**ATTENDEES:**
Carolyn Shores Ness, Deerfield BOH  
Donna Gibson, Williamsburg BOH  
Norene Pease, Shutesbury BOH  
Duncan Colter, Ashfield BOH  
John Hillman, Leverett BOH

**ABSENT:**
Flora Sadri, Northfield BOH  
Doug Telling, Charlemont BOH  
Deb Coutinho, Shelburne BOH  
Gina McNeely, Montague Health Director  
Betsy Kovacs, Heath BOH  
Mike Friedlander, Colrain BOH

**FRCOG STAFF:**
Mark Maloni; Glen Ayers; Greg Lewis  
**GUESTS:**
Andrea Crete (pending regional health agent); Michael Nelson, DPH

**Agenda Items**

1. **Welcoming remarks/agenda/introductions**
   - Called to order by Carolyn at 4:34 p.m.

2. **Review/approval of March 19, 2018 minutes.**
   - Norene moved to accept the April 23, 2018 minutes, Duncan seconded. Passed unanimously with an abstention from Carolyn.

3. **Old business**
   a) **Staff report**
   b) **2018 Annual Meeting Update**
   c) **MAPHCO Directory**
   d) **HMCC update**
   e) **WAG and LSAC updates**
   f) **Q4 Deliverables**
   - Greg presented his staff report.
   - Greg continues to receive updated information; has not followed up with all SC members yet, waiting to see what coming years slate looks like after annual meeting.
   - Mark gave an HMCC update.
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<td><strong>e)</strong> Greg gave an LSAC update.</td>
<td><strong>f)</strong> Close out on EDS drill after-action reviews (AARs), closeout regional project, and annual meeting are the only outstanding deliverables.</td>
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<td><strong>4. New business</strong>&lt;br&gt;a) BP1x Draft Work Plan and Budget&lt;br&gt;b) Deerfield River TTX – Nov. 3&lt;br&gt;c) MAPHCO Regional Assets Update&lt;br&gt;d) MAPHCO and HMCC Steering Committee Member/Alt</td>
<td>a. Draft workplan not fully complete; review of EID template and annex development; budget review – staff and hours changes, less Tracy, more Greg, likely a small percentage of new planner being hired by RPP. Moved by Norene, second by Duncan to approve preliminary budget. Passed unanimously.&lt;br&gt;b. WRHSAC will support a dam failure/disaster flood scenario TTX on 11/3 – likely in Greenfield; focus on MACC structure and procedures;&lt;br&gt;c. Greg relayed that DPH has yet to approve the latest budget modification to purchase the additional MAPHCO assets. He mentioned that Chris Meyers helped bring a load of regional shelter supplies (sanitation) to the Mohawk Trail H.S. storage.&lt;br&gt;d. Identified some possible MAPHCO reps and put out a call for membership to identify more; petitioned group to allow Greg and HMCC to seek out an HMCC rep from outside of Franklin County. Group allowed this.</td>
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<td><strong>5. DPH Update</strong></td>
<td>a. None.</td>
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<td><strong>6. Roundtable updates</strong></td>
<td>a. Flu clinics; another letter was moved and seconded to request free vaccine.</td>
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<td><strong>7. Business not reasonably anticipated 48 hours prior to the meeting</strong></td>
<td>a. None.</td>
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<td><strong>8. Adjourned</strong></td>
<td>a) Norene moved to adjourn the meeting, Carolyn seconded, passed unanimously. Adjourned at 6:42 p.m.</td>
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