# Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee

**Date**  
April 22, 2019  

**Location**  
FRCOG  
12 Olive St  
Greenfield, MA  
Library  

**Facilitator:**  
Carolyn Shores Ness & Norene Pease, Co-Chairs  

**Time**  
3:00-4:00 p.m.  

**Duration**  
1 Hour  

### ATTENDEES:  
Donna Gibson, Williamsburg BOH  
Deb Coutinho, Shelburne BOH  
Norene Pease, Shutesbury BOH  
John Hillman, Leverett BOH  
Carolyn Shores Ness, Deerfield BOH  
Duncan Colter, Ashfield BOH  
Betsy Kovacs, Heath BOH  

### ABSENT:  
Gina McNeely, Montague Health Director  
Mike Friedlander, Colrain BOH  

### FRCOG STAFF:  
Tracy Rogers, Mark Maloni, Greg Lewis,  

### GUESTS:  
Michael Nelson, MDPH OPEM;  

### Agenda Items  

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<th><strong>1. Welcoming remarks/agenda/introductions</strong></th>
<th>Called to order by Carolyn at 3:09 p.m.</th>
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| **2. Review/approval of March 18, 2019 minutes.** | Deb moved to accept the March 18, 2019 minutes, Donna seconded.  
Passed unanimously. John and Norene abstained. |
| **3. Old business** | a) Greg presented his staff report, mainly outlining the completion of Q3 deliverables. This year, with Greg’s technical support, EDS team leaders conducted the SNS drills. Many noted the benefits of using a conference call number for an initial staff notification action at the beginning of an emergency response. |
| a) **Staff report** | |
| **4. New business** | a) Greg reviewed the BP1 work plan and level-funded budget. The LSAC Small Group worked to avoid a 10% cut to the PHEP funding to coalitions by agreeing for planners statewide to assist with Region 4 programming, at approximately 10 hours total during the year. He recommended to concur.  
Donna moved to concur with the BP1 work plan and budget, Deb seconded. Without discussion, the motion passed unanimously. |
| a) **Concurrence with BP1 PHEP Budget and Work Plan Offered by MDPH OPEM** | |
| b) **Expenditures for Current PHEP Funds** | |
Based on the Steering Committee’s request to identify potential purchases with remaining BP1x PHEP funding, specifically pertaining to equipment necessary for cold chain management of vaccines, he offered expenditure options.
Norene moved to purchase, as regional MAPHCO assets, 3 TempArmour vaccine refrigerators, Deb seconded. The motion passed unanimously.
The Steering Committee discussed, as a contingency should the request to purchase the above is denied by OPEM, spending all remaining funds on N-95 respirators to replenish expired stock in EDS inventories. Norene moved, Deb seconded. Passed unanimously, John abstained.

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<th>5. Roundtable updates</th>
<th>a. None.</th>
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<td>6. Business not reasonably anticipated 48 hours prior to the meeting</td>
<td>a. As a continuation of matters discussed during the day’s retreat, John and Norene agreed to work with Greg to create a draft Annual Meeting plan, taking into account the goal of achieving support for MAPHCO’s strategic planning process in the coming year.</td>
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<td>7. Adjourned</td>
<td>a. Norene moved to adjourn the meeting, Deb seconded. Adjourned at 4:01 p.m.</td>
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