



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee			
Date	April 22, 2019	Location	FRCOG 12 Olive St Greenfield, MA Library
Time	3:00-4:00 p.m.	Duration	1 Hour
		Facilitator:	Carolyn Shores Ness & Norene Pease, Co-Chairs

ATTENDEES:	
Donna Gibson, Williamsburg BOH	Carolyn Shores Ness, Deerfield BOH
Deb Coutinho, Shelburne BOH	Duncan Colter, Ashfield BOH
Norene Pease, Shutesbury BOH	Betsy Kovacs, Heath BOH
John Hillman, Leverett BOH	
ABSENT:	
Gina McNeely, Montague Health Director	Mike Friedlander, Colrain BOH
FRCOG STAFF:	GUESTS:
Tracy Rogers, Mark Maloni, Greg Lewis,	Michael Nelson, MDPH OPEM;

Agenda Items	
1. Welcoming remarks/agenda/introductions	Called to order by Carolyn at 3:09 p.m.
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) Staff report	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.
4. New business a) Concurrence with BP1 PHEP Budget and Work Plan Offered by MDPH OPEM b) Expenditures for Current PHEP Funds	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.

	<p>b) 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.</p> <p>Norene moved to purchase, as regional MAPHCO assets, 3 TempArmour vaccine refrigerators, Deb seconded. The motion passed unanimously.</p> <p>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.</p>
5. Roundtable updates	a. None.
6. Business not reasonably anticipated 48 hours prior to the meeting	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.
7. Adjourned	a. Norene moved to adjourn the meeting, Deb seconded. Adjourned at 4:01 p.m.