Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee

Date       May 20, 2019
Location   FRCOG
           12 Olive St
           Greenfield, MA
           Library
Facilitator: Carolyn Shores Ness & Norene Pease, Co-Chairs
Time       3:30-6:30 p.m.
Duration   3 Hours

ATTENDEES:
Deb Coutinho, Shelburne BOH
Norene Pease, Shutesbury BOH
John Hillman, Leverett BOH
Mike Friedlander, Colrain BOH
Carolyn Shores Ness, Deerfield BOH
Duncan Colter, Ashfield BOH
Betsy Kovacs, Heath BOH

ABSENT:
Gina McNeely, Montague Health Director
Donna Gibson, Williamsburg BOH

FRCOG STAFF:
Mark Maloni, Greg Lewis, Xander Sylvain

GUESTS:
Michael Nelson, MDPH OPEM;

AGENDA ITEMS

1. Welcoming remarks/agenda/introductions
   Called to order by Carolyn at 3:36 p.m.

2. Review/approval of April 22, 2019 minutes.
   Norene moved to accept the April 22, 2019 minutes, Deb seconded. Passed unanimously.

3. Old business
   a) Staff report
   b) Expenditures Update
   c) HMCC Update
   a) Greg presented his staff report, including the Franklin County MACC exercise and new additions to EDS plans for cold chain management of vaccines.
   b) The quote for three vaccine refrigerators exceeded the budget due to shipping costs. Therefore, Greg purchased two refrigerator plus one vaccine carrier, with remaining budget spent towards replenishing expired N95 respirators in EDS inventories.
   c) Mark provided an update on HMCC Steering Committee and Hazard Vulnerability Assessment & Prioritization results.
4. New business  
a) FY 2020 MAPHCO Budget Plan  
b) MAPHCO Strategic Planning: Final Design for 2019 Annual Meeting  

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<td>a)</td>
<td>The projected MAPHCO budget for BP1 will be approximately level with this year, due to the LSAC Small Group’s hard work to ensure that a new federal rule favoring CRI cities (like Boston) did not impact smaller coalitions. In return, Greg and other PHEP Planners are asked to provide up to 10 hours of assistance with Region 4AB &amp; 4C programming next year. Steering Committee decided to move $6,051.29 in the BP1 budget from unallocated into the Supplies line. <strong>Vote:</strong> Moved by Deb, seconded by Mike to approve budget as modified above. Passed unanimously.</td>
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<td>b)</td>
<td>Greg proposed the overall agenda for the Annual Meeting, with main goals including coalition approval of next year’s planning for possible structural changes to MAPHCO. Discussion ensued regarding the need for monthly SC meetings. <strong>Vote:</strong> Mike moved to amend the MAPHCO Principles of Operation to reflect a four meeting minimum per year for the Steering Committee, but to schedule the meetings for every other month. Duncan seconded. Passed unanimously.</td>
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5. Roundtable updates  
a. None.  

6. Business not reasonably anticipated 48 hours prior to the meeting  
a. None.  

7. Adjourned  
a. John moved to adjourn the meeting, Deb seconded. Adjourned at 6:14 p.m.