**Meeting Minutes: Mohawk Area Public Health Coalition JIS Subcommittee**

<table>
<thead>
<tr>
<th>Date</th>
<th>March 5, 2020</th>
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<tr>
<td>Location</td>
<td>FRCOG</td>
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<td>12 Olive St</td>
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<td>Greenfield, MA</td>
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<td>Facilitators:</td>
<td>Carolyn Shores Ness &amp; Norene Pease, Co-Chairs</td>
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<td>Time</td>
<td>1:30-3:0 p.m.</td>
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<td>Duration</td>
<td>90 minutes</td>
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**ATTENDEES:**
- Dan Wasiuk, Montague Health Director
- Valerie Bird, Greenfield Health Director
- Cat Hilton, Shutesbury BOH Clerk
- John Hillman, Leveret BOH
- Carolyn Shores Ness, Deerfield BOH
- Norene Pease, Shutesbury BOH
- Mike Friedlander, Colrain BOH
- Betsy Kovacs, Heath BOH (attempted to call in)

**FRCOG STAFF:**
- Greg Lewis
- Mark Maloni
- Tracy Rogers
- Lisa White

**Agenda Items**

1. **Welcoming remarks/agenda/introductions**
   - Called to order at 1:33 p.m. by Norene.

2. **Approval of minutes from February 20, 2020 JIS Workshop and February 27, 2020 JIS Sub-Committee meeting**
   - Moved by Carolyn to accept both sets as written. Seconded by Valerie. No further discussion. Passed unanimously.

3. **JIS Organization**
   - a) Norene started a Word file capturing in bullets the actions and accomplishments of the committee. Can be built upon and maintained if people agree there’s value in doing so.
     - i. Ability to quickly brief press, senior elected officials etc., on the work of MAPHCO/public health in the region.
     - ii. Group sees value; future meetings should conclude with teasing out actions/accomplishments from the meeting. The FRCOG will capture them in future meeting minutes and maintain an updated rolling list.
   - b) The group began a discussion of JIS organizational structure in regards to functional tasks associated with maintain a JIS, with a primary concern around information gathering and information...
**dissemination.** Initially included, but less discussed, was the concept of **operational support**; operational support was tabled in thinking of it as providing specific staffing and support to a physical joint information center.

i. Greg’s diagram drawn during the meeting captured thought is his and the groups, but was not fully discussed as its own proposed structure or assignments – this should be revisited at next meeting. (*The diagram is attached to these minutes.*)

ii. **Information Collection:**
   a) The group spent some time discussing content and sources; discussion of what constitutes valid sources of information. Initial meetings of this committee included considerations of a repository for all articles of interest; group looped back to publishing information from the MA state Dept. of Public Health (DPH) and the Centers for Disease Control and Prevention (CDC).
   1. Relying primarily on these sources would amplify existing messaging coming from these sources, and reduce the need for verification.
   b) Lisa White is providing some bullet points for communicating with the CPHS communities, and is willing to share them for use by the larger MAPHCO JIS. Lisa is using the MA DPH and CDC as her sources.

iii. **Information Dissemination:**
   a) Cat Hilton remains available to offer assistance in message generation to the JIS Committee.
   b) **Audience and Recipients:**
      1. Recipients of MAPHCO Messaging = MAPHCO Boards of Health
      2. Audience for MAPHCO messaging (meaning that the documents are for Boards to directly forward, incorporate, or otherwise modify as needed, to issue to): select boards, schools, EMD’s, fire and EMTs, general citizenry.
   c) Frequency: currently weekly, on Friday afternoons. Not an ideal time.
   d) **Possible Topics for Future:**
      1. What to Think About for General Preparedness
      2. What Should I do if I Feel Bad?
      3. What to do if events need to be cancelled?

| 4. Updates and Recent Information | a) Norene issued a copy of MA DPH Frequently Asked Questions about Isolation and Quarantine.  
  i. Mark agreed to find link and issue as an attachment to committee for review. (*Sent the next day.*)  
  b) The FRCOG will maintain a COVID-19 webpage that will point to a variety of state and federal resources. (*Note: since this meeting the page has gone live, and included a push to the following Franklin County municipal leaders: town administrators, select |
|-----------------------------------|--------------------------------------------------------------------------------------------------|
5. Messaging.

- a) Meeting ran long. Group delegated Mark to generate a message for the next day based on activities thus far and info provided by Lisa/CDC on travel advisories in regards to upcoming schools breaks. *(Issued Friday 3/6)*

6. Business not reasonably anticipated 48 hours prior to the meeting

None.

7. Wrap up and adjourn.

Adjourned at 3:15.

**Next Meeting:** Thursday, March 12th, 1:30 – 3:00, at FRCOG offices.
**MAPHC0 JIS ORGANIZATION**

**TOPICS:**
- Preparedness (General)
- What to do if...
  - for household
  - member feels sick?
  - schools or town hall are closed?
- NPIs

**LEAD PIOs**

**JIC FACILITY LIAISON**

**INFORMATION GATHERING**
- Sources into JIS:
  - MAPHC, CEC, HHS (official guidance)
  - FEMA, media
- Posting sources to MAPHC members

**INFORMATION DISSEMINATION**
- Media contact list
- Social media
- Media outreach
- Rumor control
- Distribution:
  - Frequency?
  - Direct (active)
  - Web page (passive)

**OPERATIONS SUPPORT**