



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee			
Date	Monday, July 19, 2021	Location	CONFERENCE CALL
		Call-In Number	(929) 436-2866
		Meeting ID	823 8912 3224
		Passcode	840865
Time	4:30-6:00 PM	Video	https://us02web.zoom.us/j/82389123224?pwd=bHhTTU90aWVYcUlnYUJlc0ZlVlVleHF3dz09
		Facilitator:	Norene Pease, Co-Chair
		Cancellation Notice	413-465-3167 x155

<p>ATTENDEES: <i>Duncan Colter, Ashfield BOH</i> <i>John Hillman, Leverett BOH</i> <i>Betsy Kovacs, Heath BOH</i> <i>Norene Pease, Shutesbury BOH</i> <i>Ron Kelter, Shelburne BOH</i> <i>Melanie Zamojski, Montague BOH</i></p> <p>FRCOG STAFF: <i>Tracy Rogers; Lauri Solomon; Lisa White;</i> <i>Liz Jacobson-Carroll</i></p>	<p>ABSENT: <i>Donna Gibson, Williamsburg BOH</i> <i>Jennifer Hoffman, Greenfield Health Dir.</i> <i>Nina Martin-Anzuoni, Colrain BOH</i> <i>Carolyn Shores Ness, Deerfield BOH</i> <i>Jody Stetson, Shelburne BOH</i> <i>Dan Wasiuk, Montague Health Director</i></p> <p>GUESTS: <i>Gail Bienvenue, MA DPH OPEM</i></p>
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Agenda Items	
1. Welcoming remarks/ introductions/agenda	The meeting was called to order by Pease at 4:35 PM. She welcomed Zamojski, who was recently elected to the BOH in Montague, has worked as both an EMT and a nurse in emergency care for over 30 years, teaches nursing at GCC, and recently worked as a contact tracer for CPHS.
2. Review/approval of past meeting minutes	Hillman moved to accept the June 14, 2021 minutes; Kovacs seconded the motion, and the motion passed unanimously by roll call with one abstention (Colter). Hillman commented these were the best minutes he's seen. Pease agreed.

- 3. Old business
 - a) COVID Update
 - b) Budget Period 2 (FY21) Final Report
 - c) REPC/MAPHCO Merger
 - d) Overview of EDS tasks for the AAR/IP Process
 - e) Update to EDS Hotwash Focus Group and COVID After Action Review/Improvement Plan Conference

- a.) Old Business
 - Rogers reported little incidence of positive COVID-19 test results in the region; MA has a .5 positivity rate, while Franklin County has a .06 positivity rate.
 - Zamojski indicated that she is tracking only one infected person in the CPHS district. In response to questions.
 - Solomon commented that she believes it's appropriate to continue to have COVID Updates on the agenda monthly.
 - Pease agreed that it's important to keep an eye on the numbers, especially with pediatric vaccination rates.
 - Kovacs asked about vaccination locations for 12-18 year olds and what promotion is happening.
 - White indicated that the Community Health Center of Franklin County (CHCFC) is actively giving vaccinations and working with schools and other entities where that is requested. If schools have not been in touch with CHCFC, she is happy to make that connection. In response to a question about vaccination rates from Kovacs, White said she doesn't have that information.
 - Kovacs asked if elementary schools will require vaccination. White said vaccination will not be a focus because most elementary school students are under age 12. However, every school, camp, youth entity will have COVID policies in place regarding vaccination and exclusion.
 - Pease requested the name of the CHCFC contact person so that everyone will have it available if it is requested. She also requested that Solomon send it out after the meeting rather than White providing it during the meeting.
- c.) REPC/MAPHCO Merger (out of order)
 - Shores Ness was planning to address the merger but was unable to attend. Rogers summarized instead. There was a small meeting after last MAPHCO monthly meeting – Pease, Kovacs, Rogers, and Mark Maloni attended. They discussed how to get over the hump of merging the group. It was decided that the merger should be postponed until after the after action review process is completed. They will look at whether the two groups have a response role in the future versus just a planning role. The outcome of that will factor into the need to merge the groups.
- b.) Budget Period 2 (FY21) Final Report
 - Rogers reported that the budget was over-spent by almost \$7,400 because of extra time planning the COVID vaccine clinics. FRCOG would cover the difference with agency administrative funds. Ended with zero balance.
 - Pease asked if all DPH deliverables were completed by the end of the fiscal year.
 - Rogers confirmed that they were.
- d.) Overview of EDS Task for AAR/IP Process
 - Solomon reviewed the timeline. Each EDS will be invited to take part in a focus group, each deciding for themselves who to involve. She expressed enthusiasm for inviting public safety representatives such as those who would be involved in REPC.
 - Four EDSs have been invited to schedule their focus group – Hawlemont, Frontier, Mohawk, and Greenfield. She is waiting to hear back. She needs all focus groups to be completed within a month so she has time to

transcribe and summarize the data for the After Action Conference in September. Solomon will facilitate the focus groups and Maloni will attend as an observer. As focus groups are moving forward, she will begin to identify common themes and outliers. These will be discussed at the After Action Conference to create an improvement plan moving forward.

- Pease asked if Solomon has concerns about hearing back from EDSs given that timing is short and can the steering committee do anything to support her in getting focus groups scheduled.
- Solomon explained that some EDSs have not been contacted yet because leadership is unclear. She requested that the co-chairs send a follow-up email to the four groups that have already been contacted once. Pease agreed that she, Shores Ness, and Solomon can discuss follow-up contacts at a later date.
- Solomon explained her “What?-So What?-Now What?” method for developing questions. What means literally what was done in all of the different categories. The responses to this question in each category responds to Shores Ness’ concern that details will be lost to time. Solomon drew attention to the fact that the categories are not dependent on whether or not an EDS hosted a COVID vaccine or testing clinic. The questions are important to the overall AAR.
- The So What questions are intended to elicit the effect of the efforts that were made i.e. the effect of the What. Sometimes things went well, sometimes not. Understanding what happened can lead to the Now What.
- Now What is designed to answer the question, based on What you did and how it went (So What), what would you do in the future?
- Solomon gave concrete examples of what the What, So What, Now What sequence would look like. All EDSs were involved in some kind of risk messaging even if it was at the MAPHCO/COG level. The group will create a list of all its risk messaging efforts. The next step will be to reflect on how those efforts worked e.g. did enough people see it, did enough of the right people see it, was it too much, was it not focused enough. Then, based on what an EDS did and how they think it went, what would the group do moving forward. For example, perhaps a method of risk messaging didn’t work for COVID so the EDS wouldn’t want to use that method in the future for COVID and perhaps not for risk messaging on any other topic area such as flu clinics.
- Hillman asked how Solomon will assess the effectiveness of risk messaging.
- Solomon explained each EDS will self-assess in a qualitative way rather than a quantitative measure. The EDS can decide if they would like to measure effectiveness differently in the future.
- Rogers suggested it could be the EDS’ reflection on how the EDS team experienced risk messaging such as, whether the messaging from the COG, state or other sources was confusing.
- Pease reminded the group that it’s important to reflect on the inter- and intra-EDS communication as well as how EDS and MAPHCO interfaces with the county, FRCOG, and state. She also asked that EDSs encourage neighboring EDSs to schedule their focus group.

	<ul style="list-style-type: none"> • Kovacs request that the Hawlemont EDS be forwarded to Sheila Litchfield. • Zamojski asked if Solomon had been in contact with Wasiuk. • Solomon explained that Wasiuk is not the point of contact for the Greater Montague EDS. • Rogers said that the EDS had identified fire chief Zellmann as the point of contact. • Solomon will be in contact with Zellmann as will Zamojski.
<p>4. New business</p> <p>a) Deliverables update</p>	<p>Deliverables for the present quarter</p> <ul style="list-style-type: none"> • Solomon introduced a deliverables summary and drew people’s attention to the After Action Report deliverable as the one of greatest import to the steering committee. Highlights included that there is a plan in place to conduct the AAR, several versions of Hotwash Focus Group questions, there’s a plan for how to get EDSs scheduled for their focus group, and scheduling is beginning to happen. • Pease appreciated that the deliverables have been condensed to what Solomon thinks is most important i.e. the AAR process. She asked if the steering committee can do anything to help with logistics. • Solomon reflected that the steering committee set the deadline for the AAR process and she needs EDSs to do their part to schedule their focus groups in order for her to stay on schedule. <p>Deliverables for the budget period ending //30/21</p> <ul style="list-style-type: none"> • Rogers reported that all DPH deliverables were met.
<p>5. Business not reasonably anticipated 48 hours prior to the meeting</p>	<p>There was an informal sharing of the impact of recent heavy rains and flooding on individual communities – roads washed out, basements flooded/people displaced, and electrical outages. Pease voiced concern regarding four earthen dams/ponds above Lake Wyola, which is already high.</p>
<p>6. Wrap up and adjourn</p>	<p>Hillman moved to adjourn the meeting, Kovaks seconded the motion, and the meeting adjourned at 5:11 PM. The next meeting will be held August 16th, 2021.</p>
<p>Documents Distributed / Presentations Viewed:</p>	<ul style="list-style-type: none"> • Agenda • DRAFT Minutes of June 14, 2021 Meeting • Hotwash Focus Group Questions • Deliverables Summary • Budget Period 2 (FY21) Final Report