



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee

Date	June 13, 2022	Location	Video/conf. call	Facilitator:	Carolyn Shores Ness & Norene Pease, Co-Chairs
Time	4:30-5:30 PM	Meeting ID	814 0399 8290		
		Passcode	209449		

ATTENDEES:

*Ashfield BOH: Duncan Colter
Deerfield BOH: Carolyn Shores Ness
Leverett BOH: John Hillman
Shutesbury BOH: Norene Pease
Williamsburg BOH: Donna Gibson*

GUESTS:

Gail Bienvenue, MA DPH OPEM

ABSENT:

*Charlemont BOH: Mae Tanner
Colrain BOH: Nina Martin-Anzuoni
Erving EMD: Phil Wonkka
Greenfield Health Dir: Jennifer Hoffman
Heath BOH: Gene Garland
Montague Health Director: Dan Wasiuk
Montague BOH: Melanie Zamojski
Shelburne BOH: Jody Stetson
Shelburne BOH: Ron Kelter*

FRCOG STAFF:

*Mark Maloni, Communications Mgr., Interim EPP Mgr.
Liz Jacobson-Carroll, Admin. Services Asst.*

Agenda Items	
1. Welcoming remarks/ introductions/agenda	Called to order by Pease at 4:37 PM
2. Review/approval of past meeting minutes	Pease moved to accept the May 16, 2022 minutes, as amended, Gibson seconded the motion, and the motion passed unanimously by roll call. Pease's 5/16 request to have a member of the MAPHCO steering committee included in the EPP Manager hiring committee was added, and minor corrections were made to the minutes. (Later in the meeting, Maloni noted that few resumes have been received, and that the hiring committee has not yet convened.)
3. Old business a) BP4 workplan and budget	a.) Maloni reviewed the BP4 workplan that he submitted to DPH last week. While in the new format requested by DPH, its content is similar to that of recent years, and the "deliverables" remain

<p>b) AAR/IP Focus Groups with Ardent</p>	<p>essentially the same, he said. It broadly covers three concerns that MAPHCO will address in the coming year.</p> <ul style="list-style-type: none"> • Focus Area 1: Emergency Dispensing Plans. • Focus Area 2: Communications • Focus Area 3: Continuing Education and Professional Dev. <p>Maloni described each of these, and mentioned the related deliverables, activities and budget items. He will revise the workplan based on anticipated feedback from DPH, and can expand upon it if additional concerns arise for MAPHCO, he emphasized.</p> <p>Maloni noted that work to assess and potentially re-align the group of 15 Emergency Dispensing Sites (EDSs) is underway. Independent consultants may be needed if EPP remains understaffed into the fall, he said, but MAPHCO Steering Committee members will be inherently involved regardless. Maloni will continue to monitor and encourage registration for the focus group meetings. The focus on improving communications will be on testing systems and procedures to make sure that everyone is “on the same page”. The focus on continuing education and professional development will include health equity work, numerous training opportunities, and attendance at the PHEP summit by new staff members or steering committee members.</p> <p>The proposed budget represents a slight increase from last year, and is based on the budgeting practices of former EPP Manager Tracy Rogers.</p> <p>b.) Maloni noted that while the AAR/IP focus groups conducted by Ardent consultants have thus far been sparsely attended, the conversations have been robust. He indicated that while Ardent’s report will likely contain a series of recommendations, it will be up to the large group of Franklin County stakeholders to decide how to proceed. He expects to receive and distribute the report in July.</p>
<p>4. New business</p> <ul style="list-style-type: none"> a) Update BOH contact info b) PHEP Summit report c) Nepal Project d) MAPHCO Officers BP4/FY23 e) Summer 2022 meeting schedule 	<ul style="list-style-type: none"> a.) Attendees were encouraged prompt their BOH peers to send updated contact information to Maloni. b.) Tabled. c.) Tabled. d.) Maloni encouraged the co-chairs to actively consider whether or not they want to continue in the role, and he welcomes nominations from steering committee members. e.) The MAPHCO Steering Committee meeting will not meet in July. The next meeting will be on August 8th. Agenda items will include Ardent’s AAR/IP report, DPH’s response to the workplan, and the FY 23 MAPHCO steering committee membership and leadership. Maloni will email the committee.

f.) Business not reasonably anticipated 48 hours prior to the meeting	a. None.
g.) Wrap up and adjourn	a. Gibson moved to adjourn the meeting, Pease seconded the motion, and the meeting adjourned at 5:51 PM
Documents Distributed / Presentations Viewed:	<ul style="list-style-type: none"> • Agenda • DRAFT Minutes of May 16, 2022 Meeting • MAPHCO Work Plan and Budget Development