



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee			
Date	July 10th, 2023	Location	Zoom Call
Time	4:30-6:00 PM	Facilitators	Norene Pease, Michael Archbald, Co-Chairs

<p>VOTING ATTENDEES: Norene Pease, Shutesbury EDS Meg Tudryn, Greenfield EDS Donna Gibson, Williamsburg EDS Randy Crochier, Pioneer EDS Ryan Paxton, Montague EDS Mae Tanner, Hawlemont EDS Carmela Weil, Mohawk EDS Mike Archbald, Frontier EDS</p> <p>NONVOTING MEMBERS: Claudia Sarti Francis Fortino Michael Nelson Carolyn Shores-Ness</p>	<p>GUESTS: Felicia Balbi, MA DPH OPEM Diana Chi, MA DPH OPEM Gail Bienvenue, MA DPH OPEM</p> <p>STAFF: Linda Dunlavy Xander Sylvain Dan Nietsche Nick Licata</p>
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Agenda Items	
1. Welcome	
2. Introduction of the Steering Committee for FY23	This item was not completed.
3. New Business <ul style="list-style-type: none"> a. Nomination and Vote for Co-Chairs b. Principles of Operation Discussion 	<p>Dan Nietsche reviewed the agenda for this meeting.</p> <p>Linda Dunlavy announced that there are some people of the Steering Committee who are concerned about Randy, who is a FRCOG employee, being elected to the Committee. Linda asked Randy to not vote for the co-chairs. Randy agreed to Linda's ask.</p> <p>Co-Chair Vote: Nominations: Donna Gibson nominated the following: Norene Pease Seconded by Megan Tudryn Mike Archbald Seconded by Megan Tudryn</p>

Carmela Nominated the following:
Carmela Lanza-Weil | Seconded by Mae Tanner
Mae Tanner Nominated the following:
Mae Tanner | Seconded by Carmela Lanza-Weil

Role Call Vote:

Votes for Norene:

Yes: Donna Gibson, Megan Tudryn, Mike Archbald, Ryan Paxton, Norene Pease

No: Carmela Lanza, Mae Tanner

Abstain: Randy

Votes for Mike Archbald:

Yes: Donna Gibson, Megan Tudryn, Mike Archbald, Ryan Paxton, Norene Pease

No: Carmela Lanza, Mae Tanner

Abstain: Randy

Votes for Carmela Lanza-Weil:

Yes Carmela Lanza, Mae Tanner,

No: Donna Gibson, Megan Tudryn, Ryan Paxton, Mike Archbald, Norene Pease

Abstain: Randy

Votes for Mae:

Yes Carmela Lanza-Weil, Mae Tanner,

No: Donna Gibson, Megan Tudryn, Ryan Paxton, Mike Archbald, Norene Pease

Abstain: Randy

The Co-Chairs elected by popular vote are Norene Pease and Mike Archbald

Principles of Operation Discussion:

Donna Gibson made a motion to set up a sub-committee to review and update the principles of operations. Mae Tanner seconded the motion.

Discussion:

The group decided on an odd number of members and the groups represented. The sub-committee should be made up of members of the Steering Committee, OPEM (in advisory role), and the Sponsoring Organization (in advisory role). The group to be voted on is Carmela, Mae, Mike, Donna, Megan, Dan Nietzsche, and Gail Bienvenue will be on the sub-committee.

Vote:

Yes: Donna, Megan, Carmela, Mike, Ryan, Mae, Norene – The motion passed by unanimous vote.

	<p>Discussion of Contract between Department of Public Health, MAPHCO, and the FRCOG:</p> <p>Dan reviewed the requirements that need to take place in order to finalize the Public Health Emergency Preparedness contract. Those include a letter, signed by the Steering Committee’s Co-Chairs designating a person, position description, and task list. It was decided that Gail and Dan would work on the required documents and send the documents to the Co-Chairs and Committee for review so they can be voted on at the next meeting.</p>
<p>4. Old Business</p> <p>a. PHEP Funded Equipment Request Submission Update</p>	<p>Dan reported that all items, except the Motorola radios, were purchased. He is currently working on the distribution of the items that were acquired. The radios were not purchased because the items would not have arrived by June 30th.</p>
<p>5. Business not reasonably anticipated 48 hours prior to the meeting</p>	<p>None.</p>
<p>6. Wrap up and adjourn</p>	<p>Donna motioned to adjourn. Carmela seconded the motion. The motion passed by unanimous vote.</p>
<p>Documents Distributed / Presentations Viewed:</p>	<p>Agenda MAPHCO Principles of Operation</p>