



| Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee | | | | |
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| Date | July 17th, 2023 | Location | Zoom Call | Facilitators |
| Time | 4:30-6:00 PM | | | Norene Pease, Michael Archbald, Co-Chairs |

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| <p>VOTING ATTENDEES: Norene Pease, Shutesbury EDS Meg Tudryn, Greenfield EDS Donna Gibson, Williamsburg EDS Randy Crochier, Montague EDS Ryan Paxton, Montague EDS Mae Tanner, Hawlemont EDS Carmela Lanza-Weil, Mohawk EDS John Hillman, Leverett EDS (Absent) Mike Archbald, Frontier EDS (Absent)</p> <p>NONVOTING MEMBERS: Sheila Litchfield Susan Gruen Doug Telling Beth Kuzdeba</p> | <p>GUESTS: Felicia Balbi, MA DPH OPEM Donna Quinn, MA DPH OPEM</p> <p>STAFF: Linda Dunlavy Xander Sylvain Mark Maloni</p> |
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| Agenda Items | |
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| 1. Welcoming Remarks/ Introductions/Agenda | Called to order by Norene Pease at 4:35 P.M. |
| 2. Draft Scope of Work, Planner/Coordinator | <p>Felicia Balbi presented a proposed scope of work developed by MA DPH OPEM.</p> <p>DPH's draft scope is based off a document from the Region 3 PHEP Coalition; along with boilerplate introductory language, Felicia incorporated the bulleted elements of the PHEP 1 workplan for BP5 (workplan already approved by DPH in spring 2023).</p> <p><u>Feedback/Questions:</u></p> <ul style="list-style-type: none"> • Many people thanked DPH for their work building this document out. • Carmela: <ul style="list-style-type: none"> ○ Page 2, bullet regarding meetings – who can call for a meeting? Steering Committee, DPH, and HMCC? DPH answer – yes. ○ Bullet addressing concurrence process – clarity needed as to what concurrence is - DPH staff explained the concurrence process. |

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| | <ul style="list-style-type: none"> ○ “Review EDS plans and develop presentation for communities not affiliated” – what does that mean? <ul style="list-style-type: none"> ▪ Mark noted Pioneer EDS is not active and has no current plan – this includes Bernardston, Leyden, Northfield, and Warwick. ● Sheila: <ul style="list-style-type: none"> ○ 2nd page, under specific tasks 3rd bullet, second sub-bullet, re: budget modifications – add in “coordination with the Coalition and within the grant limits” ○ 3rd page: target dates imply required date, if there’s flexibility there should there be language demonstrating that? DPH will change language to adjust and show some flexibility ○ File system maintenance – instead of listing who can access files, say “in accordance with Open Meeting Law?” DPH notes there are still specific bodies that should not have to through a public records request; DPH will add Open Meeting Law as well as specific bodies with whom information will need to be shared. ● Mark: <ul style="list-style-type: none"> ○ Document refers to HMCC posting meeting notices to meet Open Meeting Law – this sets a new precedent and creates a new ask for the HMCC. ○ DPH response: This language can be changed to reflect upon who is ultimately responsible for OML compliance. ● Can this document be approved with these edits, and then be amended? <ul style="list-style-type: none"> ○ Norene asked if people were prepared to vote to approve and would entertain a motion if so. ○ Ryan Paxton moved to release the Scope of Work for forward movement into a larger procurement process. Mike Archbald seconded. No further discussion. ○ Roll call – Ryan, Donna, Carmela, Megan, Norene, and Mike. |
| <p>3. Vote on: Contractor v. Sponsoring Organization Employee</p> | <ul style="list-style-type: none"> a. FRCOG has elected to withdraw from holding the PHEB 1B subcontract. Notice of intent to withdraw was issued to the full Coalition on Friday July 14th. b. This work will go out to bid. Felicia outlined the process of issuing a request for proposals (FRCOG will collect responses, and Steering Committee will then review who they wish to execute a contract with.) FRCOG noted there are some things for the Steering Committee to consider, e.g., lump sum payment for deliverable completion? Best deal for the dollar? Another meeting with the Steering Committee will be needed soon to review procurement. c. Procurement process review meeting – meet next Monday, 7/24? |
| <p>4. Next Steps</p> | <ul style="list-style-type: none"> 1. FRCOG will initiate draft procurement considerations for Thursday 7/20 and get out in a meeting notice for next week. |
| <p>5. Business not reasonably anticipated 48 hours prior to the meeting</p> | <p>None.</p> |

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| 6. Wrap up and adjourn | Moved by Ryan, 2 nd by Mike. Passed unanimously. Adjourned at 6:10 p.m. The next MAPHCO Steering Committee meeting will be via Zoom on Monday, 7/24/23, at 4:30 p.m. |
| Documents Distributed / Presentations Viewed: | Meeting Agenda Draft Scope of Work |