



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee			
Date	July 24, 2023	Location	Zoom Call
Time	4:30-6:00 PM	Facilitators	Norene Pease, Michael Archbald, Co-Chairs

<p><b>VOTING ATTENDEES:</b>          Norene Pease, Shutesbury EDS          Donna Gibson, Williamsburg EDS          Randy Crochier, Pioneer EDS          Ryan Paxton, Montague EDS          Mike Archbald, Frontier EDS          Megan Tudryn, Greenfield EDS (Absent)          John Hillman, Leverett EDS (Absent)          Carmela Lanza-Weil, Mohawk EDS (Absent)          Mae Tanner, Hawlemont EDS (Absent)</p> <p><b>NONVOTING MEMBERS:</b>          Carolyn Shores-Ness</p>	<p><b>GUESTS:</b>          Karen Milesky, MA DPH OPEM          Diana Chidsey, MA DPH OPEM          Felicia Balbi, MA DPH OPEM</p> <p><b>FRCOG STAFF:</b>          Linda Dunlavy          Andrea Woods          Dan Nietzsche          Alexander Sylvain</p>
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Agenda Items	
1. Welcome/Introductions.	
2. Review/approve draft meeting minutes from July 17, 2023.	<p>Donna asked about the roll call on the second page under draft scope of work. It does not say who voted and how. Norene stated that the vote was unanimous.</p> <p>Donna made a motion to accept the minutes with the correction. Norene seconded the motion. All voted in the affirmative except Randy who abstained. The motion passed.</p>
3. New Business a. Planner/Coordinator procurement process.	<p>Xander Sylvain reviewed the procurement process via a presentation. The group needed to decide if the procurement will be:</p> <ul style="list-style-type: none"> <li>• A Request for Information (RFI) in the case the Committee wishes to have a governmental entity perform the work.</li> <li>• A Request for Proposals (RFP) in the case the Committee wishes to have a vendor perform the work.</li> <li>• The Committee can split up the procurement between the Planner and Coordinator.</li> <li>• The Committee can also procure the focus areas individually.</li> </ul>

	<p>It was reported that it would take two months to complete the procurement process. The expected date for the new coordinator and planner to begin is October 1.</p> <p>Linda talked about the perils of hiring a sole proprietor for any of this work. The FRCOG would need to be very careful to ensure no IRS rules were broken by hiring a sole proprietor.</p> <p><i>Donna Gibson made a motion that the FRCOG should move forward with an RFP and RFI. Ryan Paxton seconded the motion. The motion passed with Norene, Donna, Ryan, and Mike in the affirmative. Randy abstained.</i></p> <p>The discussion continued about the pros and cons of vendor versus governmental entities in terms of cost and expertise.</p> <p><i>Donna Gibson made a motion that the FRCOG should move forward with the coordinator and planner be procured from the same vendor in the RFI and RFP as described in the approved scope of work. The motion passed with Norene, Donna, Ryan, and Mike in the affirmative. Randy abstained.</i></p> <p>Andrea asked that an evaluation committee be selected in the interest of time. Mike Archbald volunteered. Norene volunteered Mae Tanner and/or Carmela Lanza-Weil be included. Norene volunteered herself. It was stated that someone from the FRCOG should be included. Xander was selected from the FRCOG. Gail Bienvenue was asked to be on the committee as a non-voting member. Ryan Paxton volunteered.</p> <p><i>Donna made a motion to establish an evaluation committee with the members are to be selected before the next meeting. Norene seconded the motion. The motion passed by unanimous vote.</i></p> <p>Xander discussed the need for FRCOG to continue MAPHCO coordinator work through the end of the first quarter. Karen Milesky asked that we provide an hourly cost and then submit a budget modification to DPH. Linda asked the Committee if the Principle of Operations be pushed off until the procurement process has been completed. The Committee agreed to wait until quarter two to start the review of the Principle of Operations.</p> <p><i>Norene made a motion to continue using the FROCG coordinator until the contract for the new vendor has been executed. That the FRCOG will provide a cost estimate for the coordinator's work during the first quarter. Donna Gibson seconded the motion. The motion passed with Norene, Donna, Ryan, and Mike in the affirmative. Randy abstained.</i></p>
<p>4. Old Business a. None</p>	<p>None</p>

5. Business not reasonably anticipated 48 hours prior to the meeting	None.
6. Wrap up and adjourn	<p>Donna motioned to adjourn. Norene seconded the motion. The motion passed by unanimous vote.</p> <p>The next meeting will take place on August 14, 2023.</p>
Documents Distributed / Presentations Viewed:	<ul style="list-style-type: none"> <li>• Agenda</li> <li>• 7/17/23 meeting minutes</li> <li>• Draft RFP notes/considerations for Planner/Coordinator of Region 1B PHEP deliverables.</li> </ul>