



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee				
Date	April 12, 2023	Location	Zoom Call	Facilitators
Time	4:30-6:00 PM			Carolyn Shores Ness & Norene Pease, Co-Chairs

<b>ATTENDEES:</b> Ashfield BOH: Duncan Colter Deerfield BOH: Carolyn Shores Ness Leverett BOH: John Hillman Shutesbury BOH: Norene Pease Elissa Viarengo	<b>GUESTS:</b> Gail Bienvenue, MA DPH OPEM, Region 1
	<b>STAFF:</b> Dan Nietsche; Phoebe Walker; Linda Dunlavy; Randy Crochier

Agenda Items	
1. Welcoming remarks/ introductions/agenda	<p>Called to order by Carolyn Shores Ness at 4:30 PM</p> <p>No review and vote of minutes were taken.</p>
2. FRCOG and MAPHCO AAR Recommendations <ul style="list-style-type: none"> <li>a. Discussion of recommendations</li> <li>b. Discussion of the FRCOG talking points to LBOH regarding annual meeting outreach</li> </ul>	<p>Linda Dunlavy began the discussion by describing the strained relationship between the MAPHCO Steering Committee and the FRCOG as Host Agency. The members of the Steering Committee who spoke agreed with Linda's assessment. Both sides would like to see the relationship improve via increased coordination and communication. The first step FRCOG made in the this process was to designate a single point of contact for MAPHCO, which has been missing. Linda designated Dan Nietsche as the new point of contact.</p> <p>The discussion then went to the AAR documents that were included in the meeting package. Dan went on to describe the spreadsheets and review them. At the conclusion, Dan asked if anyone had comments or questions.</p> <p>The Steering Committee noted that this format made the AAR recommendations much more efficient to read.</p> <p>There were many questions from the Steering Committee about how the recommendations would be implemented and by whom. Linda replied that the FRCOG's hope is that the Coalition will vote to be a part of the FRCOG's effort to evaluate, assess and improve emergency preparedness and response in the county. Evaluation of whether any or all of the specific recommendations get implemented will be the process over the next year. Linda reminded the</p>

	<p>Committee that the FRCOG has received separate funding to examine regional emergency preparedness improvements over the next year.</p> <p>Norene asked about the recommendation to rewrite the Principles of Operations. Who would complete this task? The answer from both Linda and Dan was that it was up to the Coalition to decide the process, including who would be in the group. Norene stated that she would want the group and process to be equitable.</p> <p>The Steering Committee asked that the same documents enclosed in this meeting packet be sent out again for the May 8<sup>th</sup> meeting. They cited a need to continue the discussion due to the following:</p> <ul style="list-style-type: none"> <li>• A lack of Steering Committee members at this meeting</li> <li>• Continued confusion on the recommendations and how they were determined</li> <li>• A feeling that there has not been enough opportunity to ask questions about the AAR and the recommendations</li> </ul> <p>Carolyn spoke about the integration of a single, flexible, MAPHCO EDS plan with the Valley Health Collaborative plan. She is concerned that the MAPHCO plan might not mesh well with the Valley Health Collaborative plan.</p> <p>Norene asked how the recommendation of moving Williamsburg to the Hampshire County PHEP will be assessed. Linda said that we should follow what Donna Gibson of Williamsburg suggested at the Steering Committee meeting the week before – gather data and speak with all decision-makers (BoS, BoH, EMD, etc.) in Williamsburg to ensure consensus within the town.</p>
<p>3. Annual Meeting Planning</p> <p>a. Logistics</p> <p>b. Meeting Agenda</p>	<p>a. Terrazza at the Greenfield Country Club has June 21<sup>st</sup> open. That is the preferred site for the annual meeting.</p> <p>b. Have other PHEP coalitions talk about their processes, plans, governing structures, etc.</p> <p>c. Conduct a PHEP 101 presentation to bring new LBOH members up to speed</p> <p><i>Norene Pease made a motion to accept the PHEP speakers and PHEP 101 presentations as described. John Hillman seconded the motion. The motion passed by unanimous roll call vote.</i></p> <p>The remainder of the meeting will be a discussion/vote about: The MAPHCO organizational structure including: leadership, principles, etc. and whether the full Coalition supports focusing its effort on assessing and implementing the concepts and recommendations of the AARs</p>
<p>c. Wrap up and adjourn</p>	<p>Moved by Norene Pease, 2<sup>nd</sup> by John Hillman. Passed unanimously. Adjourned 6:20 p.m.</p> <p>The next MAPHCO Steering Committee meeting will be via Zoom on May 8, 2023, at 4:00 p.m.</p>

Documents Distributed /  
Presentations Viewed:

Agenda - p. 1  
Brief Synopsys of AAR Recommendations - p. 2  
Expanded Explanation of AAR Recommendations - p. 3  
FRCOG talking points to LBOH for annual meeting outreach - p. 12