



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

ATTENDEES: Ashfield BOH: Duncan Colter Deerfield BOH: Carolyn Shores Ness Erving Fire Dept.: Phillip Wonkka Leverett BOH: John Hillman Montague BOH: Michael Nelson, Shutesbury BOH: Norene Pease Williamsburg BOH: Donna Gibson	GUESTS: Gail Bienvenue, MA DPH OPEM, Region 1 Donna Quinn, MA DPH
	STAFF: Dan Nietsche; Phoebe Walker; Mark Maloni; Linda Dunlavy

Agenda Items	
1. Welcoming remarks/ introductions/agenda	Called to order by Carolyn Shores Ness at 4:30 PM
2. Review/approval of past meeting minutes	<p><u>August 8, 2022:</u></p> <ul style="list-style-type: none"> a) Moved by Donna, 2nd by Norene b) Correction 3A, 2nd paragraph, date referencing June 30, 2022, should be 2023? c) Passed unanimously with a correction to the date <p><u>November 14, 2022:</u></p> <ul style="list-style-type: none"> d) Moved by Donna, 2nd by Norene e) Passed with one abstention from John Hillman <p><u>March 13, 2023:</u></p> <ul style="list-style-type: none"> f) Moved by Norene, 2nd by Phil g) Passed with 5 positive votes, 1 abstention h) Moved by Norene to revote on concurrence; 2nd by Phil <ul style="list-style-type: none"> i. Passed unanimously with 6 positive votes ii. Conducted a revote of concurrence to address any confusion by prior vote which did not have the correct reps

<p>3. Review AAR past processes and the proposed process forward</p> <ul style="list-style-type: none"> a. Brief review of the AAR history and process b. Notice of FRCOG's plan to meet with PHEs and every LBOH c. Clarification of AAR recommendations and actions related to Williamsburg, New Salem and Orange d. Development of questions for OPEM to ensure we have DPH clarification on FY24 funding before the Annual Meeting 	<ul style="list-style-type: none"> • Norene expressed concern that the AAR findings have not been sufficiently expressed to the Steering Committee • Linda D. provided another review of the AAR process <ul style="list-style-type: none"> ○ 2019 FRCOG produced, State of Preparedness findings <ul style="list-style-type: none"> ▪ Findings were generally realized to be true in COVID-19 response ○ MAPHCO staff wrote an AAR in late 2021; FRCOG did its own AAR in 2021; MAPHCO then contributed funds to diver deeper into the findings of their AAR within the FRCOG AAR <ul style="list-style-type: none"> ▪ Both of the above AARs present a vision of the future, but presenting findings of the two has perhaps caused problems <ul style="list-style-type: none"> • We will now present the findings re: MAPHCO separately from the FRCOG organizational AAR findings • Randy and Dan are presenting the AAR to LBOH for each town, with the understanding that there is a significant number of new LBOH members who were not in that role during COVID-19 response <ul style="list-style-type: none"> ○ Staff outreach to PHE staff will not come from PHEP funds ○ <u>Williamsburg, Orange, New Salem</u> <ul style="list-style-type: none"> ▪ One key finding was that geographic differences amongst various preparedness and response groups have caused confusion and reduced efficacy ○ <u>Questions for OPEM</u> <ul style="list-style-type: none"> ▪ Can funding move through PHE and professional staff to achieve preparedness deliverables and enhance capacity? <ul style="list-style-type: none"> • Yes
<p>4. FY23 PHEP Budget review</p>	<ul style="list-style-type: none"> • Dan reviewed the budget <ul style="list-style-type: none"> ○ Excess money from contractual, as FRCOG paid for some funds that MAPHCO anticipated paying Ardent ○ Supplies and equipment needs to be spent down - \$21k A request for supply and equipment ideas will be sent out with a deadline so these funds can be spent down. ○ Questions on indirect – yes, still at negotiated rate ○ Questions on the status of deliverables <ul style="list-style-type: none"> ▪ Dan will start to provide written updates to apprise SC of progress
<p>5. June Annual Meeting planning</p>	<ul style="list-style-type: none"> • Dan proposed date: 6/21/23 – group agreed • Proposed venue: JWOTC, or Terrazza – Dan will check availability at Terrazza for 6/21 • Proposed program:

	<ul style="list-style-type: none"> ○ Panel? Have other PHEP coalitions talk about their processes, plans, governing structures, etc. ○ Conduct a PHEP 101 presentation to bring new LBOH members up to speed ○ Organizational meeting: leadership, principles, etc.
6. Wrap up and adjourn	<p>Moved by Donna Gibson, 2nd by Norene. Passed unanimously. Adjourned 6:20 p.m.</p> <p>The next MAPHCO Steering Committee meetings will be on April 12, 2023 and May 8, 2023.</p>
Documents Distributed / Presentations Viewed:	<ul style="list-style-type: none"> ● Agenda ● DRAFT Minutes of August 8, 2022, November 14, 2022, and March 13, 2023 Meetings ● MAPHCO Principles of Operations ● MAPHCO Steering Committee List