



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee				
Date	May 8, 2023	Location	Zoom Call	Facilitators
Time	4:30-6:00 PM			Carolyn Shores Ness & Norene Pease, Co-Chairs

<p><b>ATTENDEES:</b>            Ashfield BOH: Duncan Colter            Deerfield BOH: Carolyn Shores Ness            Leverett BOH: John Hillman            Shutesbury BOH: Norene Pease            Erving BOH: Phil Wonkka            Williamsburg BOH: Donna Gibson            Michael Nelson: Montague            Gene Garland: Heath</p>	<p><b>GUESTS:</b>            Gail Bienvenue, MA DPH OPEM, Region 1            Donna Quinn, MA DPH OPEM, Region 1</p>
	<p><b>STAFF:</b>            Dan Nietzsche; Linda Dunlavy; Xander Sylvain; Randy Cro;            Nick Licata</p>

Agenda Items	
1. Welcoming remarks/ introductions/agenda	Called to order by Carolyn Shores Ness at 4:30 PM
2. Approval of Meeting Minutes from April 6, 2023, and April 12, 2023	<p>Donna Gibson motioned to accept the minutes from April 6, 2023, with amendments.</p> <p>The following are the amendments/explanations:</p> <ul style="list-style-type: none"> <li>On Page 4 Item 3, “Noreen expressed concern that the AAR finding have not been sufficiently expressed to the Steering Committee.” Noreen would like the wording changed to <u>Noreen expressed concern that the AAR finding have not been thoroughly discussed to the Steering Committee.</u></li> <li>Under budget review: Dan reviewed the budget - “Excess money from contractual, as FRCOG paid for some funds that MAPHCO anticipated paying Ardent” Norene asked for the meaning of this note and to clarify what fiscal year the funds were allotted from. Norene suggested that the wording be the following: <u>Excess money from FY 2023 within the MAPHCO contractual line item paid for some of the Ardent AAR.</u></li> </ul> <p>Phil Wonkka Seconded the motion. The motion passed by unanimous vote.</p>

	<p>Donna Gibson motioned to accept the minutes from April 12, 2023, with amendments.</p> <p>The following are the amendments/explanations:</p> <ul style="list-style-type: none"> <li>• Page 2 Paragraph 2 – “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.” Norene asked who the Coalition is and who was going to rewrite the Principles of Operation? Dan answered the question for who is the Coalition with the answer that the Coalition is made up by every town in MAPHCO. Donna Quinn interjected that it might be the Coalition who sends up the ideas for the Principles and then the Steering Committee works with those ideas. Dan then brought up a point of order where the point of approving the minutes is to vote on if the minutes factually represented what was said. Norene is concerned that it leads people to believe that we would be approving the fact that the Coalition would be approving the task. <i>This conversation was tabled to later in the meeting.</i></li> <li>• “Norene Pease made a motion to accept the PHEP speakers and PHEP 101 presentations as described.” Make the change to <u>Made the motion to accept PHEP coalitions talking about their processes, plans, governing structures for FY24 and 25.</u></li> </ul> <p>Phil Wonkka Seconded the motion.  Voting Record: Norene Pease – Abstained, Carolyn Shores-Ness – Abstained, Duncan Colter – Yes, Phil Wonkka – Yes, Donna Gibson - Abstained</p>
<p>3. MAPHCO Business</p> <ul style="list-style-type: none"> <li>a. Budget Update</li> <li>b. Equipment Request Update</li> </ul>	<ul style="list-style-type: none"> <li>a. Xander Sylvain discussed the budget as included in the meeting documents. Xander explained that the included budget was the last one approved by DPH. He stated we are on target to meet budget goals for personnel. He then went on to discuss the line items and how the savings from these line items resulted in an available equipment budget of between \$30,000 to \$35,000. Carolyn questioned the fringe rate with the FRCOG shown on the budget. Xander responded by saying that the agreement was that no more than 15% of the total budget would go toward the FRCOG administration line.  Norene Asked Xander who has been paid out of the MAPHCO personnel line item. Norene questioned Dan Nietzsche being included in the personnel line item prior to April as that was when he was designated as the MAPHCO point of contact. Xander explained that Dan has been working on deliverables since August 2022.</li> <li>b. Dan Nietzsche asked the group how they would like to handle the equipment request approval process. Carolyn responded by saying that in the past it has been handled where emergency dispensing sites who did not take part in MAPHCO did not normally receive funding. Phil Wonkka asked how the boards of health were notified of the request</li> </ul>

	<p>process. Dan responded that FRCOG used our contact database to send out the notification. Donna asked if all of the communities that are part of MAPHCO were notified. Dan responded that to the best of his knowledge they were all notified. Norene asked Donna if she was notified and Donna replied yes. Gail asked Dan to include her on all local public health or MAPHCO related emails. Dan responded yes. Gail said that she has heard of some local boards of health did not receive the notification. Gail asked that future email recipients not be BCC'd or to send Gail a list of those who were on the email so she could check on who was notified. Dan asked that if Gail hears of a group not receiving information to actually tell him.</p> <p>Norene asked to clarify the total dollar amount of the requests and how much remains in that MAPHCO line item budget. She recommended that we look at all of the requests and fulfill all of the requests except the trailer. She noted that all of the requests came from participants of MAPHCO. She recommended that a motion is made to approve all but the trailer.</p> <p>At the request of the group Dan then went through each item and participants from DPH noted where changes or updates to the spreadsheet are needed. It was decided that Dan, Carolyn, Donna, and Gail would work on the spreadsheet to get it into a format that would make the equipment request appropriate for DPH to approve.</p> <p>Carolyn made a motion to conditionally approve the equipment requests, except the trailer, with the note that the designated group will refine the request. Donna Gibson seconded the motion. The motion passed by unanimous vote.</p>
<p>4. Annual Meeting Planning Update</p> <ol style="list-style-type: none"> <li>a. Logistics</li> <li>b. Meeting Agenda</li> </ol>	<p>Dan explained that the meeting would start at 5:30 p.m. at Terrazza Resturant in Greenfield.</p> <ul style="list-style-type: none"> <li>• The agenda will include the following:</li> <li>• PHEP 101</li> <li>• Presentations from other PHEP Coalitions</li> <li>• Discussion on the AAR Recommendations</li> <li>• Normal business such as elections</li> </ul>
<p>5. FRCOG and MAPCHO AAR Recommendations</p> <ol style="list-style-type: none"> <li>a. Discussion of MAPHCO AAR recommendations</li> <li>b. Vote to endorse the concepts of the MAPHCO AAR recommendations and proceed to explore how they might best improve</li> </ol>	<p>This agenda items were tabled to the May 15, 2023 meeting.</p>

<p>emergency preparedness in Franklin County</p>	
<p>6. Business not reasonably anticipated 48 hours prior to the meeting</p>	<p>None</p>
<p>7. Wrap up and adjourn</p>	<p>Moved by Donna Gibson, 2<sup>nd</sup> by Norene Pease. Passed unanimously. Adjourned at 6:10 p.m.</p> <p>The next MAPHCO Steering Committee meeting will be via Zoom on May 15, 2023, at 4:30 p.m.</p>
<p>Documents Distributed / Presentations Viewed:</p>	<p>Meeting Agenda  Draft Minutes From April 6, 2023  Draft Minutes From April 12, 2023  Current MAPHCO Budget  FRCOG-PHEP AAR Recommendation Table  MAPHCO Region Equipment &amp; Supply Grant Funding Requests</p>