



Meeting Minutes: Mohawk Area Public Health Coalition Steering Committee					
Date	August 14, 2023	Location	Zoom Call	Facilitators	Norene Pease, Michael Archbald, Co-Chairs
Time	4:30-6:00 PM				

<p>VOTING ATTENDEES: Norene Pease, Shutesbury EDS Donna Gibson, Williamsburg EDS Randy Crochier, Pioneer EDS (Absent) Ryan Paxton, Montague EDS Mike Archbald, Frontier EDS Megan Tudryn, Greenfield EDS John Hillman, Leverett EDS Carmela Lanza-Weil, Mohawk EDS Mae Tanner, Hawlemont EDS (Absent)</p> <p>NONVOTING MEMBERS: Carolyn Shores-Ness Doug Telling Jeff McAndrews Jerry Lund Charles</p>	<p>GUESTS: Donna Quinn, MA DPH OPEM Diana Chidsey, MA DPH OPEM Felicia Balbi, MA DPH OPEM</p> <p>FRCOG STAFF: Linda Dunlavy Andrea Woods Dan Nietzsche Alexander Sylvain Ellen Batchelder Nick Licata</p>
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Agenda Items	
1. Welcome/Introductions.	Mike Archbald opened the meeting at 4:32 and welcomed everyone to the meeting.
2. Review/approve draft meeting minutes from July 10 and July 24, 2023.	<p>Norene Pease made a motion to accept the July 10, 2023 minutes with noted changes. It was asked that those Steering Committee members who are not in attendance be recorded as absent in the meeting minutes. Donna Gibson seconded the motion. The motion passed with John Hillman abstaining.</p> <p>Norene Pease made a motion to accept the July 24, 2023 minutes. Donna Gibson seconded the motion. The motion passed with both Carmela Lanza-Weil and John Hillman abstaining.</p>
3. New Business	<p>a.</p> <p>Request for Proposals/Request for Response Discussion:</p>

<ul style="list-style-type: none"> a) Planner/Coordinator procurement process update. b) FY23 Budget Wrap-Up <ul style="list-style-type: none"> a. Scope of Services for FRCOG work in Q1 FY24 and FY24 updated budget 	<p>Andrea Woods and Ellen Batchelder, both from FROCG presented the procurement documents for the Coordinator/ Planner positions. They outlined the following schedule that would allow award of contract in the least amount of time.</p> <ul style="list-style-type: none"> RFP/RFR due on September 19 Select Finalist(s) by September 26 Conduct Interviews (if Needed) no later than September 29 Select to Award by September 29 Award Contract on October 2 Execute Contract by October 6 <p>Donna Gibson made a motion to accept the RFP and RFR as written and with the stated schedule. Ryan Paxton seconded the motion. The motion passed by unanimous vote.</p> <p>Evaluation Committee Discussion: The Committee discussed who should be on the RFP/RFR evaluation subcommittee. Norene Pease made a motion that the following people will be included on the subcommittee.</p> <p>Voting Members: Norene Pease, Mike Archbald, Ryan Paxton, Donna Gibson, Mae Tanner Non-voting Members: Xander Sylvain, Gail Bienvenue</p> <p>Mike Archbald seconded the motion. The motion passed by unanimous vote.</p> <ul style="list-style-type: none"> b. Xander Sylvain reported the final budget report has not yet been approved so he is unable to report on this topic at this time. c. The Committee reviewed the interim Quarter 1 scope of services which FRCOG would be required to complete until October 1, 2023. Donna Gibson made a motion to accept the interim Scope of Services as presented. Ryan Paxton seconded the motion. The motion passed by unanimous vote. <p>The Committee discussed the first quarter budget during which time the FRCOG would still be actively working on the approved MAPHCO scope of services. Carmela Lanza-Weil made a motion to allocate 136.5 hours to the FRCOG to complete the approved interim scope of work through October 1, 2023. Donna Gibson seconded the motion. The motion passed by unanimous vote.</p>
<ul style="list-style-type: none"> 4. Old Business <ul style="list-style-type: none"> a. None 	<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. Ryan seconded the motion. The motion passed by unanimous vote.</p> <p>A date for the next meeting was not decided on during this meeting.</p>
Documents Distributed / Presentations Viewed:	<ul style="list-style-type: none"> • Agenda • July 10 and July 24, 2023 meeting minutes • Draft Budget for FRCOG MAPHCO work in FY24 • Draft RFR and Draft RFP

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