

PIONEER VALLEY HAMPDEN COUNTY HEALTH COALITION

Minutes of the Hybrid Meeting Held on June 6, 2024

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Committee Members Present:

Chicopee: Katie Cyr

East Longmeadow: Tammy Spencer

Hampden, Longmeadow, Monson, Wilbraham: Heather Bissonette

Holyoke: Deb Schaier, Rachel Taylor

Ludlow: Paulina Matusik

Palmer: Nicole Gauthier

Montgomery, Southwick: Tom Hibert

West Springfield: Charles Kaniecki

Medical Reserve Corps (MRC): Olan Johnston

Other Participants:

Franklin Regional Council of Governments (FRCOG), Regional Resource Group (RRG):
Nick Licata, Alexander Sylvain

BioDefense Network (BDN): Jennifer Lixey, Glenn Johnson-Mussad

Pioneer Valley Planning Commission (PVPC): Megan Haberle

Pioneer Valley Transit Association (PVTA): Carl Jackson

1. Call to Order

The June 6, 2024, hybrid Pioneer Valley Hampden County Health Coalition meeting was called to order at 10:05 a.m.

2. Welcome, Introductions and Attendance

Everyone was welcomed, roll call was taken, and there was a quorum.

3. Financial Report

Some figures still being adjusted to reflect the last month. For example, exercise took place in May and not all expenses for that have come in yet. Equipment and supplies line asked folks to submit supply requests. If folks are able to send in equipment and supplies requests as soon as possible, there's a possibility of

fulfillment this fiscal year. The coalition had planned to purchase translator devices. Co-chairs, BioDefense Network, and PVPC to follow up. Co-chairs have not had the opportunity to sign warrants as per previous practice. Formerly happened once a month at the coalition meetings, then electronically. Co-chairs and PVPC to discuss.

4. Approval of Previous Minutes

The March 2024, April 2024, and May 2025 minutes were approved with one abstention.

5. Business at Hand

- a. EDS Tabletop Debrief: Jen Lixey summarized the EDS tabletop exercise that took place on May 30. Great partnership between towns, MRC, EMDs, medical, and law enforcement. Some next steps include updating contact information, distribution of electronic resources, site security, screening, and data collection, updating EDS plans, and addressing the need for translation services. Reminder of the demobilization process. Towns need to coordinate with each other, for example on the hours of operation for EDS's. It would be good to make a library of resources of plans. BioDefense Network is still gathering information for the After Action Review (AAR). Glenn to send information out to tabletop attendees about how to participate in the AAR. Coalition members commented positively on the event and gave BioDefense Network kudos for the execution.
- b. FY25 BP1 Update. Waiting to hear back. BDN addressed some minor concerns. Overall, the plan seems well received. Within a couple of weeks there will be more feedback, then the contracting process will start, which will take a couple of months. Regional PHEP coordinator positions are being reorganized. There will be a statewide contact. Statewide reps can come to the meeting if needed for a particular purpose. Budget for the next year was not included in the packet for today's meeting. Note to PVPC that budgets need to be approved by the coalition before they are submitted.
- c. Western Mass Equity and Emergencies Project Update. There wasn't enough time to do the equity project. But it's a good project and funds for equity are available for next year, so we could add it to the work plan for BP1.
- d. Other Public Health Concerns: Glenn reported that someone died of bird flu despite not having traceable contact with animals.

6. News and Updates

- a. WAG: No meetings in the last month.

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- b. MRC: Three active MRC units. Acting as one unit. Looking at how we can serve all communities. Real need to staff public health units. Tammy attended MRC summit in Chicago. Jealous to see how other states are doing. Rhode Island has a giant state-of-the-art MRC facility.
 - c. LSAC: At the last meeting, LSAC continued work on the FY25 Funding Opportunity.
 - d. HMCC: Busy time of year closing out fiscal year and working on contracting for the next fiscal year. Feel free to ping Xander again if he can't respond immediately. Strategic planning for the next fiscal year. Big PHEP and hospital projects that will require a regional approach. No active emergency responses. While PHEP and MRC priority areas have been received, priority areas for other disciplines are not yet available for planning FY25. There are some substantial and exciting changes. Will share news and workplans as they emerge. Kudos to the MHCC for responsiveness.
 - e. WRHSAC: Moving money around for fiscal years. Some funding for election security will be used for special events when there's a potential threat. Municipal rep stepping down. They may be looking for a selectboard member to fill that role. Jeanne represents public health well, reminding folks to stay hydrated, reminding them that flu is still with us, etc.
 - f. Upcoming Events, Trainings & Exercises: Transit planner Carl from PVTA announced that they are updating coordinated human services transportation plan. Looking at elderly people and people with special needs. Concerns about medical transportation. Event on Wednesday June 26. Flyers available. Looking for feedback that can be included in the human services plan update. Tammy noted that transportation was one of the identified needs in Hampden County. Carl to send flyers to Glenn for distribution to the Coalition.
7. Other Business: None
 8. Adjournment and Executive Session. Motion duly made and carried to adjourn the public June 6, 2024, HCHC meeting and enter executive session. The meeting was adjourned without objection at 10:46 a.m.

Documents distributed at this June 6, 2024, HCHC meeting:

- Agenda
- March 2024, April 2024, and May 2024 Minutes
- March 2024, April 2024, and May 2024 Financial Statements

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Respectfully submitted,
Glenn Johnson-Mussad

Expand local support to improve jurisdictional readiness to effectively manage public health emergencies. Ensure that each community has an emergency response framework to guide a public health response to incidents/events within their community and that it is workshopped by May 01, 2025

Priority Area 1:	Task	Responsible Party	Start Date	End Date	Notes
1.1	Ensure each Coalition municipality has an all-hazards public health response framework/plan	PHEP Planner, Coalition municipal representatives participate in the survey process and submit plans to the PHEP Planner.	10/31/2024		
	Based on the survey results, identify which communities have and do not have comprehensive all-hazards plans that include public health response.	PHEP Planner	11/13/24	11/13/24	
	Work with WAG to develop a model all-hazards response framework. This framework includes identifying roles/positions and minimum training standards for each role/position.	PHEP Planner, Coalition WAG representatives	01/01/2025 (draft)	04/01/25	
	Present draft framework to the Coalition, solicit feedback from Coalition communities, and share feedback with the WAG.	PHEP Planner, Coalition WAG representatives, Coalition meeting	01/01/25	02/01/25	Feedback collected, no formal vote needed
	Work with the WAG to incorporate feedback, finalize final framework, and obtain WAG ratification of that framework.	PHEP Planner, Coalition WAG representatives	02/01/25	03/01/25	WAG vote to ratify
1.2	Workshop and clarify concepts within framework/plan	PHEP Planner, Coalition members participate	01/01/25	05/01/25	5/14/2025

Build workforce capacity to meet jurisdictional surge management needs and support staff recruitment, retention, resilience, and mental health. Develop and administer a needs assessment to identify the public health, preparedness/response training needs of each coalition community. This assessment will be used to identify training needs across the coalition and will be used to support the development of BP2 training priorities. Due by May 1st.

Priority Area 2:	Task	Responsible Party	Start Date	End Date	Notes
2.1	Develop and administer a needs assessment to identify the public health, preparedness and response training needs for communities in Region 1D.	PHEP Planner, WAG			
	Develop standardized assessment for Coalition municipalities to determine current training status for staff and volunteers with an identified role in public health response.	PHEP Planner, WAG	1/1/2025	3/15/2025	3/14/2025
	Administer assessment and ensure all municipalities participate. Compile and evaluate responses to survey and submit completed survey to the Sponsoring Org.	PHEP Planner, Coalition municipalities	3/17/2025	5/1/2025	5/20/2025
3	Present findings to the Coalition.	PHEP Planner	5/20/2025	6/20/2025	

Prioritize a risk-based approach to all-hazards planning that addresses evolving threats and supports medical countermeasure logistics. Using the CDC's public health Response Readiness Framework and your regional HVA, select 1 risk from the Regional HVA that your coalition wants to focus on in BP1. For that risk, develop and/or update plans, SOPs, or other documents, to enhance preparedness and response support for communities experiencing differences in health status due to structural barriers.

Priority Area 3:	Task	Responsible Party	Start Date	End Date	Notes
3.1	Develop and update plans, SOPs, and other documents for HVA identified risk - Water Supply Disruption	PHEP Planner, Coalition members participate	07/01/24	10/01/24	
	Develop strategies, within Local Public Health's scope, to reduce identified inequitable impacts.	PHEP Planner, Coalition members	10/01/24	12/31/24	
	Develop templates with targeted messaging to high-risk individuals in community (e.g., those with functional needs, chronic diseases) who may suffer disproportionately during long-term utility outages.	PHEP Planner	01/01/25	04/01/25	
3.2	Identify and document existing strengths and weaknesses of member	PHEP Planner, Coalition members	07/01/24	11/30/24	

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<p>communities local public health emergency communication capabilities</p>	<p>2 Generate a baseline assessment of participating PHEP Planner municipalities for PHEP Capability 4: Emergency Public Information and Warning</p>	<p>11/30/24</p>	<p>12/31/24</p>					
<p>3</p>	<p>Develop templates and risk communication strategies to address identified jurisdictional risks and vulnerabilities. These strategies may include: fact gathering, rumor control or message testing, monitoring and publishing content across print, internet, social, and other media, addressing mis/disinformation</p>	<p>01/03/25</p>	<p>04/01/25</p>					
<p>4</p>	<p>Conduct a workshop to familiarize coalition members with these newly developed templates and strategies, to provide instructions for their use, and to provide guidance for incorporating them into existing plans.</p>	<p>04/01/25</p>	<p>06/30/25</p>					

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HCHC Draft FY25 Budget Overview

MA Public Health Emergency Preparedness Region 1D

Region: Region 1
HMCC/Coalition/Hospital or MRC: PHEP 1D

Current Annual Budget Summary

	Q1 Budget	Q2 Budget	Q3 Budget	Q4 Budget	Total Budget
PERSONNEL COSTS					
* SALARIES AND WAGES	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,535.00	\$ 14,035.00
* FRINGE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
ACTUAL PERSONNEL COSTS	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,535.00	\$ 14,035.00
NON-PERSONNEL COSTS					
* TRAVEL	\$ 100.00	\$ 2,850.00	\$ 13,540.00	\$ 100.00	\$ 16,590.00
* EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
* SUPPLIES	\$ 1,140.55	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 4,740.55
* CONTRACTUAL	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00	\$ 115,200.00
* OTHER DPH FUNDED	\$ -	\$ -	\$ -	\$ 14,845.35	\$ 14,845.35
ACTUAL NON-PERSONNEL COSTS	\$ 30,040.55	\$ 32,850.00	\$ 43,540.00	\$ 44,945.35	\$ 151,375.90
ADMINISTRATIVE FEES / INDIRECT COSTS	\$ 3,149.65	\$ 3,149.65	\$ 3,149.65	\$ 3,181.15	\$ 12,630.10
Total Costs	\$ 36,690.20	\$ 39,499.65	\$ 50,189.65	\$ 51,661.50	\$ 178,041.00

ENTER COMMENTS / VARIANCE / ACTUALS
 Variance From Total Budget (Should be 0)

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HCHC Draft FY25 Budget Overview

MA Public Health Emergency Preparedness Region 1D

Salary, Wages, and Agency Indirect:

The Coalition's Chairs and Work Planning Work Group requested that the FRCOG, the Sponsoring Organization of the Region 1 HMCC program, provide coordination services for the Coalition for Fiscal Year 25.

The projected costs for coordination services which include staff time, overhead, and administrative indirect are approximately \$27,000 for the grant year.

Contractual:

The Coalition, with the fiscal, contract management, and procurement support of the FRCOG, voted to allocate \$110,000 towards hiring a firm to provide planning services to complete the Coalitions grant year work plan. \$100,000 was allocated towards completing this years deliverables and \$10,000 was allocated towards completing the proposed and incomplete Fiscal Year 24 Health Equity Project. The Health Equity Project and the FY25 Work Plan will be combined into a single Request For Proposal that is expected to be posted early August, 2024.

Non-Personell Costs:

The Coalition budgeted \$13,400 for travel and conference costs to send 5 Coalition members to the Annual PHEP Summit which will be in San Antonio, Texas April 29 – May 2, 2025 and \$2,750 to cover registration costs for 5 attendees for the upcoming MHOA Conference in MA.

The Coalition budgeted \$15,200 towards continuing Local Public Health Worker cell phone contracts.

The Coalition budgeted \$4,740 to yet to be identified regional supply purchases for the Coalition.

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