

**Meeting Agenda: Region 1 HMCC Steering Committee**

<b>Date</b> 11/14/17	<b>Location</b> Caring Health Ctr. 1049 Main St. Springfield MA	<b>Facilitator:</b> Jeanne Galloway, Chair
<b>Time</b> 2 p.m. – 4 p.m.	<b>Duration</b> 2 Hours	<b>Cancellation Notice</b> 413-774-3167 x155

**Conference Call dial-in:** 1-712-770-4700  
**Access Code:** 978678

<b>Agenda Items</b>	<b>Point Person(s)</b>	<b>Time</b>	<b>We'll Know We're Done When...</b>
1. Review Agenda/ Introductions/Ice Breaker	Jeanne	10 minutes	Everyone in the room knows who else is in the room
2. Approve minutes from May 2017 Steering Committee Meeting	Jeanne	5 minutes	A vote is taken to approve the minutes
3. Officer Elections	Jeanne/Tracy	10 minutes	A vote is taken to elect a Steering Committee Chair and Vice Chair.
4. Ratify Operating Principles a. Steering Committee Role, responsibility, meeting frequency.	Jeanne/Tracy	30 minutes	Committee confirms the Operating Principles are acceptable as written, or amendments are recommended and voted upon a. Steering Committee affirms or modifies current SC commitments, roles, and responsibilities.
5. Updates. a. Closed POD Planning b. Behavioral Health Resources in Region c. Membership/CMS.	a. Jeanne b. Mark c. Mark	10 minutes	a. Committee is aware of WAG/PHEP thinking regarding future closed POD planning, and has offered any feedback they have b. Committee offers feedback around what would add value c. Committee is aware of membership updates
6. NIMS and ICS data collection	Mark	5 minutes	Everyone knows how to access transcripts or online courses
7. WebEOC Resource module	Tracy	15 minutes	Committee weighs in on what could/should be included in DPH Web EOC inventory beyond what's mandated (OPEM-funded)
8. Regional Health and Medical JIS Interest level	Tracy	10 minutes	Committee weighs in on the role of the HMCC in regional communications and potential for JIS
9. Tracy on Puerto Rico Deployment	Tracy	15 minutes	
10. Business not reasonably anticipated 48 hours prior to the meeting	Tracy/Mark	5 minutes	

11. Wrap up and adjourn a. Next Meeting: March 2018			Vote
<p><b>Location Notes:</b>  Please pull up directly to the front door at Caring Health Center, and a valet will assist with parking your car. It may take 1-2 minutes for the valet to return from parking a car, so please be patient!</p> <p><b>Meeting Handouts:</b>  November Meeting agenda  May Minutes  Principles of Operation  Exercise Objectives Sheet  Accessing NIMS/ICS online courses and or transcripts</p>			