Meeting Minutes: Mohawk Area Public Health Coalition Meeting (MAPHCO)				
Date: Sept. 9th, 2025 **Time:** 5:00 – 6:30 PM		**Location:** Zoom Meeting		**Facilitators:** Co-Chairs Michael Archbald Garrett Simonsen

Attendance:

Steering Committee Members		
Mike Archbald – Co Chair	Whately BOH	Present
Garrett Simonsen – Co Chair	Shutesbury BOH	Present
Megan Tudryn	Greenfield PHD	Present
Ryan Paxton	Montague PHD	Present
John Hillman	Leveret BOH	Present
Kathy Llamas	Conway BOH	Absent
Nina Martin-Amuzouni	Mohawk	Absent
Other Members		
Gene Garland	Heath BOH	Present
FRCOG/HMCC		
Alexander Sylvain	FRCOG/HMCC	Present
DPH/OPEM		
Felicia Balbi	MDPH - OPEM	Absent
Guests		

Agenda Item	Actions
Start Meeting	05: 07p.m.
Approval of Previous Meeting Minutes	Motion to approve minutes: Megan to accept the minutes, seconded by Gene. Micheal lead a roll call vote to approve minutes, vote passed with all in favor.
MDPH – OPEM Updates	Micheal provided a PHEP update from Monday, 9/9/25, Local State Advisory Committee Meeting.

HMCC Updates	Discussed BP1 reversions and BP2 budget. Coordinator and Exercise Consultant RFP proposals due on Thursday, Sept. 11, 2025.
New Business: a. Discuss RFP Evaluation Committee; vote to form if necessary b. Letter of Appreciation, from SC to RSI & Randy Cardonell	A) Gene, Micheal, Ryan and Garret volunteered as FRCOG/HMCC MAPHCO RFP evaluation advisors. No motion made. B) Micheal will draft letter and share at a future Coalition meeting.
Old Business a. Principle of Operations Final Revision – Review and vote to approve b. Form Exercise Planning Team (whom will support contractor(s) and the HMCC staff in developing this year's trainings and exercises) c. Meeting schedule – any additions or subtractions?	a) POO presented. Prior to a motion being made, John asked to discuss several additions: to include in the introduction that "herein MAPHCO will be referred to as the Coalition", asked that Coalition Coordinator be defined somewhere in the document, noted that there were a few minor misspellings and formatting issues. Megan made a motion to accept the Principles of Operations, with the additional recommendations identified by John Hillman to be made by Garret and Ryan after the meeting. Seconded by Micheal. Micheal lead a vote, motion passed all-in favor. b) Discussion – members present and HMCC staff will work between meetings to perform outreach to build this team. c) Reviewed – no changes suggested.
Business not reasonably anticipated 48 hours prior to the meeting	No unanticipated business.
Wrap up and adjourn	Motion to adjourn the meeting: made by Megan, sec. by John. Micheal lead a roll call vote to adjourn. Passed all-in-favor. Meeting adjourned at 6:10 p.m.