



Steering Committee Meeting	
Date and Time	Location
Mon., 04/06/20 01:00 – 2:00 p.m.	Conference Call

Present	Absent
Jeanne Galloway, City of West Springfield (<i>call-in</i>) Heather Barbieri, Fairview Hospital (<i>call-in</i>) Allison Egan, Berkshire Regional Planning Commission (<i>call-in</i>) Patricia Haner, Kimball Farms Retirement Community (<i>call-in</i>) Jacqueline Johnson, Caring Health Center (<i>call-in</i>) Ron Riethle – Holyoke Medical Center (<i>call-in</i>)	Brian Andrews, County Ambulance Bonnie Roy, MEMA Bob Barry, MEMA Jeremiah LaPlante, Soldier’s Home of Holyoke Lucy Ann Britton, Berkshire Medical Center Carrie Matusko, Holyoke Health Center John Meaney, Northern Berkshire EMS
Staff and Guests in Attendance	
Tracy Rogers, Dan Nietzsche, Xander Sylvain – HMCC Staff Michael Nelson – DPH OPEM	

Agenda/Notes	
Item	Notes
1. Roll Call/Review Agenda	Tracy called the meeting to order at 1:00 p.m.
2. HMCC Update	<ul style="list-style-type: none"> ○ HMCC has processed 200+ PPE requests over the past 4 weeks. ○ Additional FRCOG staff moved to assist the HMCC in processing resource requests. ○ HMCC receiving daily briefings on PPE deliveries from OPEM. ○ All N95 masks from Patriots donation distributed by OPEM to agencies with need within 24 hours.
3. Approve minutes from 03/26/20 SC conference call.	Tabled.
4. Old Business	Tabled.
5. New Business a. Covid-19 Check-in b. Meeting Schedule	a. Disciplines reported out what they were seeing within their setting and what operational changes have taken place. i. Public Health – Jeanne - working on case investigation, case contact tracing, seeing a steady stream of emerging cases. Alison – supporting regional PH nurses in contact tracing, quarantine, and iso. Berkshire County implemented virtual volunteer center to match volunteers with PH entities. The Spontaneous Uninitiated Volunteer Plan has been an excellent resource is helping support volunteer management. Continued work-supporting boards of health around implementing the

expanded requirements for businesses in social distancing and other COVID19 health safety measures.

- ii. **Hospitals** – Heather – planning for surge but it hasn't hit yet. Ron – received some of the N95 masks from the Patriots plane and they are being evaluated before use. 40 patients from Soldiers home moved to Holyoke Medical Center. Birthing center and cardiology have been converted into alternative care sites for patients. Only one floor left for general inpatient care.
- iii. **LTC** – Pat - New testing protocols have allowed the National Guard to come in and perform tests for LTC patients. Several facilities in MA have been tested by the Guard so far including the Holyoke Soldiers Home. The Guard is only testing patients and yet to test LTC staff, the process for requesting the Guard remains unclear and some follow up on this process is needed.
- iv. **Community Health Centers** – Jackie - Caring Health has implemented COOP and switched to tele-health as much as possible. Any inpatient visits are screened in a hazmat tent outside the building prior to appointments. Caring Health Center has a hired government consultant working to find supplies from different government sources. This has been a successful move and Jackie willing to share this information with other CHCs who have been struggling to find supplies. Heather – Community Health Programs of Berkshire County has continue to request supplies from Fairview, Berkshire Medical, and through HMCC. Does not appear to have been successful in securing supplies through the supply chain or other sources.

b. **Steering Committee will convene a bi-weekly call to provide chance for disciplines to provide overall situational awareness and for HMCC staff to brief leadership in HMCC priorities and activities.**

- i. **Every other Monday, 1-2 p.m., won't take full hour if not needed.**
- ii. **We recognize everyone will not be able to make each call.**
- iii. **Email Mark with a heads-up for:**
 - 1) Things you might wish to discuss/ask other disciplines about (not required, but will help us to manage time and conference call workflow more efficiently).
 - 2) Updates you'd like to offer even if you can't make the call.

<p>6. Duty Officer Activations.</p>	<p>On-call duty officer and back up duty officer working long hours each day of the week. Additional sponsoring org staff pulled in to assist with resource requests.</p>
<p>a. Business not anticipated 48 hours prior to meeting</p>	<p>a. No new business.</p>
<p>b. Wrap-up and Adjourn</p>	<p>Tracy moved to adjourn meeting. Second by Jackie. Adjourned at 1:30 p.m.</p> <p>Next meeting: Monday April 20th at 01:00 p.m.*</p> <p>*April 20th is a holiday. We understand that not everyone will be able to attend. Minutes will be taken and distributed for any members who are unable to call in.</p>