Central Regional Healthcare Executive Committee Minutes

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Central Regional Healthcare Executive Committee Minutes

November 18, 2021

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**Central Regional Healthcare Coalition Executive Committee Meeting**

**November 18, 2021 via Zoom Meeting 0900 - 1100**

# Documents and materials provided for the meeting

November 18, 2021 Meeting Agenda  
PowerPoint Presentation November 18, 2021  
Budget to Date  
CRHCC Meeting Minutes, Aug 18, 2021  
CRHCC Preparedness and Response Plan, August draft  
CRHCC Preparedness and Response Plan, November draft

**Call to Order**

Bridget Kallenberger, Chair, and Kitty Songer, Regional Coordinator, called the meeting to order.

**Roll Call**

**Members Present:**

* Alice Luehr, St Peter’s Health Dialysis
* Brett Lloyd, Lewis & Clark County Public Health/DES
* Bridget Kallenberger, Hill County Public Health
* Debbie Gessaman, Chouteau County DES
* Doug Dodge, Jefferson County DES
* Louis D’Antuono, Alluvion Health
* Ryndee Hamilton, Northern Rockies Medical Center Pharmacy
* Cynthia Grubb, Pondera Medical Center
* Don McGiboney, MT DPHHS HPP
* Cindee McKee, MHREF HCC Director
* Kitty Songer, MHREF CRHCC Coordinator
* Kyrsten Brinkley, MHREF WHRCC Coordinator
* Robbie Kavon, MHREF ERHCC Coordinator
* Casey Driscoll, MHREF SRHCC Coordinator

**Guests Present:**

* + Amber Hurt, Chouteau County Public Health
  + Amy Shaw, Pondera County Public Health
  + Blair T, Toole County Public Health
  + Kellie Waldbillig, Chouteau County Public Health
  + Shannon Elings, Pondera County Public Health
  + Lora Wier, MPHA, Teton County
  + Ed Greiberis, MT DES Central Region
  + Erik Haivala, Cascade County Public Health

**Members Not Present:**

* Chris Lee, Great Falls Clinic
* Molly Carey, Jefferson County EMS
* Melissa Kantorowicz, Liberty County Public Health
* Justin Grohs, Great Falls Emergency Services

**Membership Participation Review**

* Hospitals 4
* Public Health 4
* EMS 1
* Emergency Management (DES) 2
* FQHC 1

J Lee Okeson (MT DES) has resigned from the Executive Committee. We currently have the minimum required representation.

# Old Business

# Meeting Minutes

**August 18, 2021**

* Motion to Approve as-written by Debbie Gessaman
* Seconded by Cynthia Grubb
* Approved unanimously

Treasurer’s Report

**Kitty reviewed the current budget to date**

Cancellations are still occurring for many training events and travel

FY2021 Budget - $66,448.00

FY 2020 COVID Carry Over – $11,617.70 (must be spent on Infectious Disease)

FY 2020 COVID Carry Over – 54,286.59 (must be spent on Infectious Disease)

FY 2020 HPP Carry Over – 21,632.49 (Regional Project, HVA, CAT)

FY 2021-2022 Excess of approximately $40,500.00

BUDGET CONSIDERATIONS:

Infectious Disease Equipment

Isolation Tents AI-07 & AI-77 <https://www.isosysinc.com/filtration/individual-medical-isolation/>

Oxygen Concentrators

Trainings (AMTRAK Derailment Hot Wash)

ICS Training

PIO

Patient Tracking

Patient Reunification

ABLS – $10,500.00 (class cost), member reimbursement (reimburse mileage and lodging)

Plus travel expenses for attendees

Cynthia Grubb expressed interest for Pondera Medical Center to host a class, perhaps even 2 classes. GF Clinic had also expressed interest. Kitty Songer will coordinate with both hospitals as well as Benefis for final decisions if interested and the training venue requirements

Motion to approve funding up to 2 classes by Cynthia Grubb

Seconded by Doug Dodge

Approved unanimously

Anyone interested in being on budget sub-committee will work out options that will benefit all appropriate stakeholders:

Cindee McKee

Bridget Kallenberger  
Cynthia Grubb  
Lora Weir  
Kitty Songer will advise on the budget sub-committee meeting date

Clinical Advisor - Represent all 4 Coalitions

80 hours a year

Approximately $6,200.00 per year

Central Coalition’s cost/responsibility $1,550.00/year…needs approved

Cynthia Grubb supports a person who is qualified and follow the hiring process established by MHREF

Cindee McKee reviewed the history and will send out a list of qualifications and responsibilities

Motion to approve by Doug Dodge

Seconded by Debbie Gessaman

One Nay vote by Cynthia Grubb

Approved by majority

Burn Table-Top Exercise – funds for the contractors approximately $5,000.00…needs approved

Motion to approve expenses paid by Doug Dodge

Seconded by Louis D’Antuono

Approved unanimously

**Motion to approve final budget, as discussed, by Louis D’Antuono**

**Seconded by Brett Lloyd**

**Approved unanimously**

# Old Business

* **HPP CACHE Update:**
  + No supplies purchased recently
  + PPE Cache issue with Concordance in Billings due to rotation and maintenance
* **COVID FUNDS Update:** 
  + No supplies purchased recently
* National Healthcare Coalition Preparedness Conference
  + Nobody attending from CRHCC
* New Business

**CRHCC Preparedness and Response Plan**

* Kitty briefed on the CRHCC Preparedness and Response Plan, current version and the draft proposed revision, that had been sent out previously, and did include data resulting from the Multi-Year Training and Exercise plan
* All Executive Committees need to sign
* Doug Dodge motioned to approve as written
* Debbie Gessaman seconded
* Approved unanimously

**Upcoming Training & Education**

* Kitty Songer reviewed the upcoming and asked for any other events that can be shared to the membership
* Cynthia Grubb asked if members can apply for HPP HCC Grants. This topic should be added to the Budget Sub-Committee agenda. Cindee McKee mentioned that the Executive Committee will need to decide and announce to the membership if this is decided on
* Coalition Surge Test – January 2022…Dates to be determined
* Surge Estimator Tool – March 31st
* Advanced Disaster Life Support – May 26-28, 2022 at Fairmont Hot Springs

**Coordinator Update:**

**Workplan Update**

* Finalized packaging for delivery (UPS/Fedex)Pediatric Equipment – 19 facilities/services
* Coordinator’s workshop Nov. 1 – Nov 5th in Helena
* Reviewed Deliverables for the grant
* Reviewed and updated Preparedness and Response Plan
* Reviewed HID Annex AAR/IP – (Based of COVID 19)
* Reviewed PEDs Annex AAR/IP
* Reviewed the RedCom AAR/IP (The Great Montana Shakeout)
* Distributed Weekly Newsletter Publication
* Continued outreach to hospitals on reporting compliance
* Join the 3X weekly CNO calls
* Join the weekly Pediatric call
* Weekly situational awareness calls with regional CAH
* Began working on the Burn Annex
* Attended the AMTRAK Derailment Hot Wash on November 9th
* Attended 2 EMS meetings held in Yellowstone County (representatives for EMS from numerous counties – Private and Volunteer
* State PPE Distribution based on determined tiers
* Updates to the Coalition website
* MRSE also known as the Coalition Surge Test
* Surge Estimator Tool-March 31st
* Healthcare Coalition COOP Plan
* Supply Chain Integrity Assessment
* Please send any information pertaining to training and exercises in your area to me at [kitty.songer@mtha.org](mailto:kitty.songer@mtha.org)
* 406-457-8025

# Closing

**Roundtable**

* Alice Luehr – Nothing to report
* Brett Lloyd – Nothing to report
* Bridget Kallenberger – Departed early
* Chris Lee – No Mic
* Cynthia Grubb – Asked about ADLS
* Deb Gessaman – nothing to share
* Doug Dodge – nothing to share
* Louis D’Antuano – Departed early
* Ryndee Hamilton – nothing to share
* Don McGiboney – Reviewing Grant Deliverable status with Cindee McKee
* Cindee McKee – Adding to the Grant Deliverable review, working with the Regional Coordinators on the Burn Annexes, COOP, Supply Chain Integrity Assessment and Medical Response and Surge Exercise
* Casey Driscoll, - Amateur Radio project update and there have been great collaborations going on with the other Regional Coordinators
* Kyrsten Brinkley – Same as Kitty, as well as aligning some ideas with all Regions for consistency
* Robbie Kavon, Amateur Radio project with Casey and thanks to the other Regional Coordinators while out for medical reasons.

**Public Comment**

No public comment.

**Next Meeting**

Next meeting will take place on February 17th @0900 hours via Zoom

**Adjourn**

* Motion to adjourn made by Doug Dodge
* Seconded by Debbie Gessaman
* Approved unanimously