Southern Regional Healthcare Executive Committee Minutes

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August 10, 2021

BP3

**Southern Regional Healthcare Coalition Executive Committee Meeting**

**August 10, 2021 via Zoom Meeting 1300-1500**

# Documents and materials provided for the meeting

August 10, 2021 Meeting Agenda  
Powerpoint Presentation  
Budget to Date  
Bylaws, 2019  
PPE Cache Management Policy  
PPE Cache Deployment Request  
SRHCC Meeting Minutes, April 20, 2021

# Call to Order

Chair Jen Staton called the meeting to order

# Roll Call

**Members Present:**

* Jennifer Staton, RiverStone Health
* Greg Coleman, Park County DES
* Charlie Hanson, MT DES
* Birgen Knoff, Bozeman Health
* Bill Hodges, Big Horn Hospital
* Jason Mahoney, AMR/EMSC
* Rob Farnum, Pioneer Medical Center
* Scott Rainey, Vitalant
* Paula Small-Plenty, Big Horn Senior Living
* Kevin O’Loughlin, MT DPHHS PHEP
* Don McGiboney, MT DPHHS HPP
* Cindee McKee, MHREF HCC Director
* Casey Driscoll, MHREF SRHCC Regional Coordinator
* Kitty Songer, MHREF CRHCC Regional Coordinator
* Kyrsten Brinkley, MHREF WRHCC Regional Coordinator
* Robbie Kavon, MHREF ERHCC Regional Coordinator

**Guests Present:**

* None

**Members Not Present:**

* Stephen Schmid, Life Flight Network
* Sue Woods, CMHD

# Old Business

**Review & Approve Minutes**

April 20, 2021 Meeting minutes were reviewed. No comments were made.

* Motion to approve minutes made by Greg Coleman
* Seconded by Bill Hodges
* Approved unanimously

**Amateur Radio Project and PPE Update**

Amateur Radio Project:

* + Amateur Radios and equipment purchased for 12 hospitals in region
  + Equipment purchased for 5 Repeaters
  + Fires have slowed progress due to competing priorities. A frequency is needed to set the duplexers

PAPR Project:

* + 4 PAPRs, Filters and Batteries purchased
  + Delivered to 15 hospitals in region

Remainder of money used to purchase supplies for HCC PPE Cache

**Treasurer’s Report**

Casey presented and reviewed the budget to the Committee

* Peach color highlight depicts the traditional expenses from past years
* Green color highlight depicts the workplan required items
* Blue color highlight depicts the items that will not require funds
* Gray color highlight depicts wish-list items

Cindee reviewed

* The Budget has been difficult during the COVID-19 pandemic due to continued cancellations
* July thru September budget items will likely all be cancelled
* We do need a Marketing budget to pay for vendor booth costs
* The National Healthcare Coalition Preparedness Conference appears to still be scheduled for in-person. It is reasonable to assume that 5 Executive Committee members could go. Email Cindee if interested
  + Motion to approve budgeting all costs for 5 people to attend by Birgen Knoff
  + Second by Rob Farnum
  + Approved unanimously
* FY2021 Budget
  + $66,448.00
* FY2020 Carry Over
  + $10,698.20
* Current Anticipated Costs
  + $79,508.75
  + Excess of $2,362.55 however $2000 budgeted for Summer Institute that was not used
* Topics for Consideration/Discussion
  + Budgeted Trainings and Meetings
  + Surge Test/Exercise
  + Allocation for National Healthcare Coalition Convention (# of representatives to send)
  + Funds for Marketing Coalitions at Conferences/Meetings
* Motion to allocate $1000 for marketing by Rob Farnum
* Second by Birgen Knoff
* Approved unanimously
* Motion to approve the Budget as specified above by Bill Hodges
* Second by Birgen Knoff
* Approved unanimously

# New Business

**SRHCC By-Laws**

* Casey presented and reviewed the 2019 SRHCC By-Laws for updating.
* Final approval will occur after all proposed changes are incorporated

**SRHCC PPE Management Policy**

* Casey presented and reviewed the Draft of the SRHCC PPE Management Policy and Request Process. These documents are required by ASPR if PPE is obtained utilizing ASPR funds.
* Casey requested any volunteers to serve as the panel to review any PPE requests. Birgen Knoff, Bill Hodges, Jason Mahoney, and Rob Farnum all volunteered.
* It was recommended to remove the language regarding the requestor has exhausted other means.
* Motion to approve the documents with changes recommended by Birgen Knoff
* Second by Bill Hodges
* Approved unanimously

**National Healthcare Coalition Preparedness Conference**

Casey presented

* + Occurring Nov 30 to Dec 2
  + In Orlando, FL
  + Ability to send 5 Executive Committee Members
  + Early Bird pricing until October 1
  + Conference Registration, Lodging, Travel and Meals reimbursed
  + Email Cindee by mid-September if interested in attending

**Clinical Advisor position**

Casey presented an option that the Staff is considering

* + One or 2 clinical staff to serve as the Clinical Advisor for all 4 RHCCs; either a physician or a registered nurse from MHA
  + Reviewing the roles and responsibilities provided by ASPR on the position
  + The question of whether they would want to receive a stipend or volunteer their time is still unanswered

**HPP Grant Soft-Match**

* Don presented that Montana DPHHS must provide a soft-match for the US HHS Federal funding received for the preparedness program
* Must account for and provide $109,088 in soft-match for July 1, 2020 to June 30, 2021
* Coalition members can help by advising us of the non-federal funding that the facility or agency provides for Healthcare Emergency Preparedness
  + Salary/wages/stipend
  + Donated meeting space for trainings and/or meetings
  + Other resources your facility purchased to provide for disaster response
  + COVID-19 time can be counted
  + [FY21 HCC In-Kind Match Reporting-Formstack](https://phep.formstack.com/forms/hcc_donation_reporting_copy_copy_1)

**Coordinator Update**

Casey reviewed the recent projects that staff been addressing

* Completed PAPR Delivery
* Reviewed and updated Bylaws
* Completed the HID AAR/IP
* Completed the RedCom AAR/IP
* Drafted HCC PPE Policy and Procedure
* Completed CAT on behalf of Coalition
* Updated EP Tag Binder for Coordinators
* EEI Pre-Event Baseline data
* Weekly Newsletter Publication
* Continued outreach to hospitals on reporting compliance
* Participated in Summer Institute

**Upcoming Training & Education**

* PPE/PAPR Training
  + Tuesday, August 31
  + 8:30 am – 4:30 pm
  + Virtual
  + [REGISTER](https://phep.formstack.com/forms/ppe_training_registration)
* Pediatric Disaster Response and Emergency Preparedness
  + Wednesday and Thursday, September 1 and 2
  + 8:00 am – 5:00 pm each day
  + Helena, MT
  + [REGISTER](https://my.teex.org/teexportal/default.aspx?mo=mcoursecatalog&d=FP&C=MRG439&S=369)
* MOAB Training
  + 2 day training, tentatively scheduled for November 11 in-person or virtual

**Administrative**

* + Jen Staton has completed her term as Chair. As such, the Co-Chair, Birgen Knoff, is to move to Chair. A new co-chair is required.
  + Bill Hodges nominates Greg Coleman.
    - Motion to approve by Bill Hodges
    - Second by Rob Farnum
    - Approved unanimously

**Roundtable**

Bill Hodges – Ramping up due to an up-tick in COVID19 cases. The Crow Tribal fair is still going to occur. Proof of vaccination will be required to attend.

Birgen Knoff – Bozeman Health IMT is active again. 20% of hospital population is COVID19-positive. Half are in the ICU and half are in the remainder. ER visits are up. Wildfires and shootings are up. They will be updating their HVA. There are a lot of people in the area now.

Greg Coleman – The are no longer in Unified Command structure. Public Health is managing COVID19. They are seeking state funding assistance for the Fires and COVID19. What does COVID19 Recovery look like?

Rob Farnum – Same as Greg. They have also been dealing with fires and just watching COVID19 for now. They are having some repeat-customers in the ER.

Kyrsten Brinkley – Same Coordinator update as Casey already mentioned. The WRHCC funded e-misters for EMS and LTC. There has been an uptick in COVID19 and fires.

Kitty Songer – Same as the other Coordinators have mentioned. CRHCC funded some pediatric equipment and PPE cache. Back on the regular scheduled CMO calls due to COVID19 uptick. Also have fires in the area.

Scott Rainey – He has bored without much to work on.

Charlie Hanson – Dealing with fires.

Paula Small-Plenty – They are okay for now.

Jason Mahoney – Carbon County Fires and COVID19. The Board of Health put out an RFP for Public Health Services and BBC that has done it for a long time and chose not to bid on the RFP so it looks like the County will take over Public Health Services. The transition should happen quickly but unsure of what it will look like at this point.

Kevin O’Loughlin – Requests for Volunteers continue. A new format for DES requests of resources to included testing supplies. Abbott Now test boxes are coming in. There is plenty of BINAX tests.

Don McGiboney and Cindee McKee - COVID Data reporting continues. PPS Hospital CMO conference calls have began again. Bed availability is decreasing again due to a new surge in COVID19. We are in the process of compiling our End-of- Year report for HCCs to HHS ASPR

**Public Comment**

No public comment

**Next Meeting**

Next meeting will take place October 12, 2021 at 1300 as a Zoom meeting

**Adjourn at 1541**

* Motion to adjourn made by Birgen Knoff
* Seconded by Bill Hodges
* All approve unanimously