Southern Regional Healthcare Executive Committee Minutes

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April 28, 2022

BP3

**Southern Regional Healthcare Coalition Executive Committee Meeting**

**April 28, 2022 via Zoom Meeting 1300-1500**

# Documents and materials provided for the meeting

SRHCC April 28, 2022 Meeting Agenda
SRHCC EC Meeting Minutes February 3, 2022
SRHCC Budget to Date
Updated 2022 HVA
SRHCC Burn Annex
SRHCC COOP
SRHCC Supply Chain Integrity Assessment

# Call to Order

Chair Birgen Knoff called the meeting to order

# Roll Call

**Members Present:**

* Birgen Knoff, Bozeman Health, CHAIR
* Ray Ezell, RiverStone Health
* Bill Hodges, Big Horn Hospital
* Jason Mahoney, Carbon County Public Health and MT EMSC Pediatric Liaison
* Joe Marcotte, Billings Clinic
* Scott Rainey, Vitalant Blood Services
* Stephen Schmid, Life Flight Network
* Paula Small-Plenty, Big Horn Senior Living
* Jennifer Staton, SCL Health
* Sue Woods, Central MT Health District Public Health
* Kyrsten Brinkley, MHREF WRHCC Regional Coordinator
* Casey Driscoll, MHREF SRHCC Regional Coordinator
* Cindee McKee, MHREF HCC Director
* Kitty Songer, MHREF CRHCC Regional Coordinator
* Taylor Curry, MT DPHHS PHEP

**Guests Present:**

* Heather Thom, Fergus County PHEP Coordinator

**Members Not Present:**

* Greg Coleman, Park County DES, CO-CHAIR
* Rob Farnum, Pioneer Medical Center
* Charlie Hanson, MT DES
* Robbie Kavon, MHREF ERHCC Regional Coordinator
* Don McGiboney, MT DPHHS HPP

# Old Business

**Review & Approve Minutes**

February 3, 2022 Meeting minutes were reviewed. No comments were made.

* Motion to approve minutes made by Bill Hodges
* Seconded by Jason Mahoney
* Approved unanimously

**Treasury Report**

Casey Driscoll presented the budget

* FY2021 Budget
* Allocated $66,448.00
	+ Spent $18,358.85
	+ Allocated $25,508.75
	+ Remaining $22,580.40
* Carryover Funds
	+ Remaining $22,386.10
	+ $8,500 Allocated to Family Reunification Training
		- Additional information was received on the training that was proposed at the February meeting. In speaking to the instructors, this training is very focused on the K-12 audience. Staff did not feel it is the most appropriate training for the Coalitions.
		- Members of the Committee expressed their understanding but encouraged staff to pursue other Family Reunification Trainings to be brought in for Coalition members.
* Staff has been in conversation with Simulation in Motion – Montana (SIM-MT) about the possibility of utilizing the simulation trucks to bring exercises into communities.
	+ These exercises would likely be focused on infectious disease and will be applicable to multiple Coalition partners.
	+ The proposal has not yet been received but the information will be distributed to Executive Committee members as it is available.
* Motion to rescind the funds for the Family Reunification Training but encouraging staff to continue to explore other options to be brought before the committee as soon as possible by Jen Staton
* Second by Joe Marcotte
* Approved unanimously
* Motion to approve the remaining approximately $44,000 for SIM-MT Training made by Bill Hodges
* Second by Stephen Schmid
* Approved unanimously

**Review Updated HVA**

Casey Driscoll presented an updated HVA based on discussion during the February meeting to the Committee.

* Motion to approve the updated HVA made by Paula Small-Plenty
* Second by Scott Rainey
* Approved unanimously

# New Business

**SRHCC Burn Annex**

Casey Driscoll presented the SRHCC Burn Annex and opened the floor for discussion. No discussion.

* Motion made to approve the Burn Annex made by Stephen Schmid
* Second by Joe Marcotte
* Approved unanimously

**SRHCC Continuity of Operations Plan**

Casey presented the SRHCC COOP and opened the floor for discussion. No discussion.

* Motion made to approve the COOP as presented made by Joe Marcotte
* Second by Bill Hodges
* Approved unanimously

**SRHCC Supply Chain Integrity Assessment**

Casey presented the Supply Chain Integrity Assessment to the group. This assessment is based on the current capabilities of the Coalition. Plans will be developed to address any gaps identified in the assessment.

* Motion made to approve the Supply Chain Integrity Assessment made by Joe Marcotte
* Second by Jason Mahoney
* Approved unanimously

# Wrap Up

**Coordinator Update**

Casey Driscoll reviewed the recent projects that staff have been addressing

* Updated Coalition HVA and Burn Annex
* Finalized Coalition COOP and Supply Chain Integrity Assessment
* Attended Preparedness Summit in Atlanta
* Participated in Burn Tabletop Exercises
* Attended State DES Orientation and Lewis & Clark County Earthquake Tabletop Exercise
* Preparation for HPP Regional Meetings
* Prepared draft budget and work plan for 2022-2023 grant period
* Distributed PPE
* Attended LEPC meetings as able

**Upcoming Training & Education**

* Joint HPP/PHEP Regional Meeting
	+ May 2 – 3, Billings Northern Hotel
* Advanced Disaster Life Support
	+ May 26 – 28, Fairmont

**Roundtable**

Kyrsten Brinkley – worked on all coordinator items that Casey presented. Also attended the regional DFO meeting and got a lot of good information.

Kitty Songer – also worked on all coordinator items. She will keep the group up to date on all items regarding the Simulation training.

Cindee McKee – She and Don are working on getting the ESF-8 Committee up and running again and are continuing to work on deliverables with PHEP. The new grant has come out so planning is taking place to get that submitted.

Birgen Knoff – Bozeman Health is continuing with recovery efforts and establishing normal practices based on lessons learned. There is a lot of focus on resiliency and retention.

Bill Hodges – Big Horn County is seeing a reduction in COVID cases. They are working with multiple partners to complete the Community Health Needs Assessment for the county.

Jason Mahoney – Carbon County Public Health is now well staffed and has strong capabilities. They are working on strengthening contacts throughout the county and region.

Jen Staton – St. Vincent Healthcare has merged with Intermountain Healthcare, more information to come on what that merger looks like. The system has pushed out EOP templates and information to all partners so they are working on those documents. An LEPC group is working on their county plans as well.

Joe Marcotte – Billings Clinic is working to resume a post-COVID life. They are still facing staffing issues. He has recently been doing a lot of regional work with Billings Clinic partners and participated in a FEMA tabletop exercise on family assistance centers.

Paula Small-Plenty – Paula thanked Joe for his work with them on life-safety and EP reviews. No other update.

Stephen Schmid – no update.

Scott Rainey – settling back into a new normal. Scott expressed appreciation to Billings Clinic and St. Vincent for hosting virtual blood drives.

Ray Ezell – Yellowstone County is also figuring out the new normal. They are now seeing less than 10 COVID cases per day in the county.

**Public Comment**

No public comment

**Next Meeting**

Next meeting will take place June 13 from 11:00 am to 1:00 pm via Zoom.

**Adjourn**

* Motion to adjourn made by Jason Mahoney
* Seconded by Bill Hodges
* All approve unanimously