Western Regional Healthcare Executive Committee Minutes

Providence St. Patrick’s Hospital

April 23, 2018

2018

**Western Regional Healthcare Coalition Meeting**

**April 23, 2018 0800-1200**

**Members Present:**

* Don McGiboney, DPHHS HPP
* Cindee McKee, MHA HPP
* Bryan Tavary, DPHHS HPP
* Michelle Kimball, Kalispell Regional Medical
* Luke Fortune, DPHHS PHEP
* Jennifer Phillips, St. James Healthcare
* Shawn Paul, Providence St. Patrick Hospital
* Jan Egli, Partners in Home Care
* Neoma Greenfield, Ravalli County Public Health
* John Thomson, Three River EMS
* Kyrsten Brinkley, Mt Tech

**Members not present:**

* Don Whalen, Missoula Emergency Services
* Tom Winter, Interim Healthcare of Western Montana
* Katherine Basirico, Deer Lodge County Public Health
* Tammy Matt, CSKT Tribal Health
* Gary Zimmerman, DPHHS PHEP
* Nancy Shooshtari, Providence Surgery Center

Non- Members Present:

* Tammy Zunski, Providence St. Patrick Hospital
* Monte Turner, Mineral Community Hospital
* Barry Fowler, Clark Fork Valley Hospital

**Approval of Previous Meeting Minutes:**

* + Motion to approve previous coalition minutes, seconded and approved.

**Treasury Report:**

* + ***Grants***- ($ 8,417.00)
	+ ***Training***-$29,140.00
	+ ***Exercises***-$9,000.00
	+ ***Travel Reimbursement***-$11,798.44
	+ ***Executive Committee Admin Costs*- (**$3,193.10)
	+ ***Regional Coalition Reimbursements***-($1,143.05)
	+ ***Remaining Budget***- $37,185.29
	+ ***Intermedix*- $25,600.83 (Will be taken out once invoice is received)**
	+ Treasurer’s report was reviewed, motion received to approve report, seconded and approved.

**Grant Application:**

* Kalispell Regional Healthcare:
	+ Discussion held in regards to this grant application. Committee will table this application until the next fiscal year.
	+ Motion received, seconded and approved.

**Old Business:**

* Review of the Coalition Assessment Tool with the committee.
	+ Discussion and review held in regards to the new “On-Line Grant Application” for the upcoming fiscal year.
		- Bryan and Luke will work on combining “physical and training costs”.
		- Add capability to upload documents into the “physical item” section.
		- Provide a “sample” list of items that can be purchased the will provide a “regional benefit” to the general membership.
	+ Year End Report for Grant Recipients:
		- Working on the year-end report for facilities that received grant funding. Committee would like to see an “on-line” year-end report.
	+ MHMAS DRAFT Document:
		- Discussion held in regards to the DRAFT document. Motion received, seconded and approved to send out to the general membership on behalf of the Western Regional Coalition.
	+ Update on Outreach Efforts:
		- Kyrsten discussed with the committee her efforts on outreach to Long Term Care Facilities. She contacted 77 facilities and four responded back to her inquiries.
		- Facilities were aware of the CMS Conditions of Participation and required assistance in specific areas.
		- Kyrsten is also working on an “Educational Calendar” that we will share on the LISTSERV. This calendar will contain educational opportunities/exercises that healthcare facilities will be hosting due to their grant funding.

**New Business:**

* Educational Opportunities:
	+ ADLS will be held at Fairmont this week and we have 46 individuals that will be attending.
	+ BDLS we will try to host two classes this upcoming Fall/Winter.
	+ ABLS we will host three classes this upcoming year. St. James would like to volunteer to host one.
	+ Summer Institute/CHEC will be held in Helena July 16- 20th. We are working on a “waiting list” and discussions are being held in regards to hosting another class this next year.
	+ HCRL in Anniston. Bryan will look into some upcoming dates for this training opportunity for the executive committee.
	+ HSEP (Healthcare Sector Emergency Preparedness Course) will be held at MHA’s Fall Convention. We need to have at least 50 individuals attend this training.
	+ Potential Quarterly Workshops will try to have every quarter. Michelle will do some research on a potential workshop that would involve and “evacuation of a hospital during fire season”.

**Exercises:**

* Update on **HAvBED** given. Multiple exercises were held due to “real-life” events.
	+ Currently working on adding in bed availability for Long Term Care facilities.
	+ <http://Montanahavbed.com>
* HICS 251 Website, reminded committee about the new site.
	+ <http://montanahics251.com>
* **Coalition Surge Test Update:**
* Western Coalition Surge Tests will be held on May 1, 2018 starting at 1300. Mineral Community Hospital will be evacuating, St. Luke, St. Joseph and Clark Valley will be accepting facilities.
* **Redundant Communication:**
	+ This was tested in March during the Vigilant Guard.
* **EBOLA Frontline Exercise:**
	+ The tabletop exercise was sent out in March, and facilities have until April 13th to complete the exercise.
* **Volunteer Registry:**
	+ Continue to work with Intermedix to establish an implementation date for CORES.
* **Volunteer Exercise:**
	+ This exercise was completed during the exercise in March with Vigilant Guard. We discovered that the system was no longer in use.
* **Multi-Year Plan:**
	+ Gary will continue to work on this.

**Round Table Discussion:**

* Jen discussed the upcoming Joint Commission Conference
* Shawn discussed that Joint Commission is looking at potential issues with humidity in and around the OR on facilities.

**Public Comment:**

* Barry with Clark Fork Valley Hospital discussed that Sanders County was without cell phone coverage for 3 days. During this time, their facility discovered that they had gaps in their “call-back” list.

**Next Meeting:**

* Virtual Meeting May 29, 2018 @ 1330