



WESTERN REGION HEALTHCARE COALITION

EXECUTIVE COMMITTEE MEETING OCTOBER 9, 2024



STANDING BUSINESS

- Call to Order
- Roll Call
- Approve minutes
- Budget Report
- Old Business
- New Business
- Roundtable
- Public Comment
- Next Meeting
- Adjournment

VOTING MEMBERSHIP

Kelly Bilau (Chair)	Logan Health Brendan House Kalispell, Flathead County	LTC Representative
Nick Holloway (Co-Chair)	Missoula County DES, OEM Missoula, Missoula County	EM Representative
Open	Organization City, County	CAH Representative
Willie Torres	Bitterroot Health Hamilton, Ravalli County	EMS Representative
Jen Phillips	Intermountain St. James Hospital Butte, Silver-Bow County	Hospital Representative
Open	Organization City, County	Public Health Representative
Tammy Matt	CSKT Tribal Health St. Ignatius, Lake County	Tribal Health Representative
Michelle Cole	Providence St. Patrick Hospital Missoula, Missoula County	ESF-8 Member At Large
Open	Organization City, County	ESF-8 Member At Large

WHRCC EXECUTIVE COMMITTEE ATTENDANCE ROLL CALL

Executive Committee Members	Organization	Rep Type	3 rd Qtr. (Jul-Sep)	4 th Qtr. (Oct-Dec)	1 st Qtr. (Jul-Sep)	2 nd Qtr. (Oct-Dec)
Kelly Bilau (Chair)	Logan Health Brendan House – LTC Rep	LTC				
Nick Holloway (Co-Chair)	Missoula County DES, OEM – EM Rep	EM				
Open	Open	Hospital				
William Torres	Bitterroot Health Daly Hospital and EMS	EMS				
Jennifer Phillips	Intermountain St. James Hospital	CAH				
Open	Open	Public Health				
Tammy Matt	CSKT Tribal Health	Tribal Health				
Michelle Cole	Providence St. Patrick Hospital	At Large				
Open	Open	At Large				

HPP Team Members	Organization
Colin Tobin	DPHHS Hospital Preparedness Program Manager
Cindee McKee	Health Care Coalition Director
Gary Zimmerman	WRHCC Readiness & Response Specialist
Kitty Songer	CRHCC Readiness & Response Specialist
Jude Waerig	SRHCC Readiness & Response Specialist
Jarrett Curtis	ERHCC Readiness & Response Specialist

APPROVE MINUTES

- Review/Approve March 4, 2024 Executive Committee Meeting Minutes
 - Motion
 - Second
 - Approve

BUDGET REPORT

- Update on 2023-2024 Budget
 - Approximately \$20K remaining funds
- Review 2024-2025 Draft Budget
 - Will send out for virtual vote once final

BUDGET REPORT

Western Region Healthcare Coalition Budget FY 2024-2025/DARFT/Proposed Budget

Accounts	24-25 Projections	Actuals		Projections					FY 24-25	Budget	Remaining	
		Aug-24	Nov-24	Feb-25	Mar-25	Apr-25	May-25	6/1/20245				
5330 Grant Disbursements												
Training - CHEC	\$ 21,000.00			21,000.00						21,000.00	\$ 21,000.00	21,000.00
Training - HERT	\$ 2,500.00							\$ 2,500.00		2,500.00	\$ 2,500.00	2,500.00
Training - MRSE	\$ 8,000.00			8,000.00						8,000.00	\$ 8,000.00	8,000.00
Regional Meetings	\$ 2,000.00							2,000.00		2,000.00	\$ 2,000.00	2,000.00
Clinical Advisor	\$ 1,515.67							1,515.67		1,515.67	\$ 1,515.67	1,515.67
Consulting Services - Marketing	\$ 2,000.00				2,000.00					2,000.00	\$ 2,000.00	2,000.00
Total	37,015.67	-	-	29,000.00	2,000.00	-	4,500.00	1,515.67	37,015.67	37,015.67	37,015.67	37,015.67
5345 Participant Support Costs												
Training - CHEC Travel/Training Expense	\$ 18,750.00						18,750.00			18,750.00	\$ 18,750.00	18,750.00
Trainings - HERT	\$ 2,000.00	2,000.00								2,000.00	\$ 2,000.00	2,000.00
Regional Meetings	\$ 1,000.00		\$ 1,500.00							1,500.00	\$ 1,500.00	1,500.00
National Healthcare Coalition Travel	\$ 10,000.00		10,000.00							10,000.00	\$ 10,000.00	10,000.00
Total	\$ 31,750.00	2,000.00	11,500.00	-	-	18,750.00	-	-	32,250.00	32,250.00	32,250.00	32,250.00
Total	\$ 68,765.67	\$ 2,000.00	\$ 11,500.00	\$ 29,000.00	\$ 2,000.00	\$ 18,750.00	\$ 4,500.00	\$ 1,515.67	69,265.67	69,265.67	69,265.67	69,265.67

OLD BUSINESS

- Advanced Burn Life Support
- Disaster Mental Health
- Trauma Convention Las Vegas
- Spring Conference Missoula
- MHA Summit Butte Mt
- Advanced Disaster Life Support

OLD BUSINESS

- **Advanced Burn Life Support:**
 - Class \$10,500.00
 - 25 participants per class
 - Held in Kalispell & Missoula
 - Very well attended
- **Disaster Mental Health Training**
 - No Reimbursements Received

OLD BUSINESS

- **Trauma Convention - Las Vegas**
 - 3 members attended
- **Spring Conference – Missoula**
 - Cindee & Kitty staffed the MT RHCC table
 - Made great contacts for future
- **Advanced Disaster Life Support**
 - \$10,500 per coalition

OLD BUSINESS

- **MHA Summit - Butte**
 - Provide Travel reimbursement assistance
 - No Reimbursement requests received
 - CISA Threat Assessment - Paula Small-Plenty, SRHCC
 - Achieving a Culture of Zero Violence: Leadership Strategies to Enhance Safety - Brian Uridge
 - Active Shooter/Targeted Violence; Prevention Intervention and Response - Brian Uridge

NEW BUSINESS

- Executive Committee Membership Update
- WRHCC Meetings
- Review/Approve By-Laws
- HPP Update
- Training
- Roundtable
- Public comment

NEW BUSINESS

- Executive Committee Membership Update
 - Confirm membership
 - Chair/Co-Chair
 - Discuss recruiting new members
 - Public Health
 - PPS
 - ESF-8 At Large

NEW BUSINESS

- WRHCC Meetings
 - WRHCC Executive Committee Meeting
 - Format
 - 1 hour, Virtual
 - Date & Time
 - WRHCC Semi-Annual Member Meeting
 - May 15, 2025
 - Location TBD

NEW BUSINESS

- Review/Approve By-Laws
 - Review
 - Comments/Changes
 - Approve
 - Motion
 - Second
 - Approve

NEW BUSINESS

- HPP Update
 - NOFO Requirements – Continued from Previous Budget Period

Activity	Performance Measure	Date
Supply Chain Integrity Assessment	Complete Supply Chain Integrity Assessment Survey	12/31/2024
HCC Governance	Update Governance Document	1/31/2025
Jurisdiction Information	Update HCC County Structures	1/31/2025
Hazard Vulnerability Assessment (HVA)	Complete HVA by HCC	1/31/2025
Training and Exercise Plan	Complete MY-IPP and Submit as Part of Readiness Plan	1/31/2025
Medical Response and Surge Exercise (MRSE)	Conduct MRSE (Ops Based Exercise-Functional or FSX)	2/12/2025
Continuity of Operations Plan (COOP)	Update COOP Plan	6/30/2025

NEW BUSINESS

- HPP Update
 - NOFO Requirements – New for Current Budget Period

Activity	Performance Measure	Date
Readiness Assessment	Complete Readiness Assessment	1/31/2025
Readiness Plan	Complete and Submit Readiness Plan	3/31/2025
Cybersecurity Assessment	Complete Cybersecurity Assessment	6/30/2025
Extended Downtime Health Care Delivery Impact Assessment	Complete Extended Downtime Impact Assessment	6/30/2025
Information-Sharing Plan	Update Information-Sharing Plan	6/30/2025
Resource Management Plan	Update Resource Management Plan	6/30/2025
Medical Surge Support Plan	Update Medical Surge Support Plan	6/30/2025
Allocation of Scare Resources Plan	Complete and Submit After Development of Readiness Plan	2/11/2026
Patient Movement Plan	Complete and Submit After Development of Readiness Plan	4/15/2026
Cybersecurity Support Plan	Complete and Submit Cybersecurity Support Plan	6/30/2026

NEW BUSINESS

- HPP Update
 - NOFO Requirements – New for Current Budget Period

Activity	Performance Measure	Date
Extended Downtime Support Plan	Complete and Submit Extended Downtime Support Plan	6/30/2026
Recovery Plan	Complete and Submit Recovery Plan	6/30/2026
Workforce Assessment	Complete WorkForce Assessment	12/31/2026
Workforce Readiness/Resilience Plan	Complete and Submit Workforce Readiness/Resilience Plan	12/31/2026
Patient Movement Exercise	Conduct Exercise After Patient Movement Plan Developed (Func/FSX)	1/13/2027
Federal Patient Movement Exercise	Participate in FCC Patient Movement Exercise (Func/FSX)	4/14/2027
Cybersecurity Exercise	Conduct Exercise After Cybersecurity Support Plan Dev (Discussion Based)	6/30/2027
Non-Cyber Extended Downtime Exercise	Conduct Exercise After Extended Downtime Support Plan Dev (any type)	6/30/2029
Additional Jurisdictional Priorities Exercise	Conduct Additional Exercise Based on RA	6/30/2029
Statewide Exercise	Conduct Statewide Exercise (Can Count as another Exercise)	6/30/2029

NEW BUSINESS

- Training
 - Upcoming Training
 - Hospital Emergency Response (HERT)
 - Certified Hospital Emergency Coordinator (CHEC)
 - Medical Surge (MRSE)

ROUNDTABLE

- Roundtable
 - Member Comments
 - HPP Update
 - DPHHS HPP Manager
 - RHCC Update
 - RHCC Director
 - RHCC Specialists
 - Public Comment



NEXT MEETING

- TBD

ADJOURNMENT

- Adjournment
 - Motion
 - Second
 - Approve