

BP3

Eastern Regional Healthcare Executive Committee Minutes

August 5, 2021



**Eastern Regional Healthcare Coalition Executive Committee Meeting
August 5, 2021 @MSU Extension Office in Sidney, MT @0900 - 1200**

Documents and materials provided for the meeting:

Meeting Agenda, August 5, 2021
PowerPoint Presentation, August 5, 2021
Meeting Minutes, September 17, 2020
Meeting Minutes, April 6, 2021
Budget to Date
ERHCC Bylaws, Aug 2019
ERHCC Bylaws, Draft Aug 2021
Training and Travel Budget, 2021
PPE Cache Plan
PPE Cache Request Process

Call to Order

Chairman Peter Leyva called the meeting to order at 9:11 am.

Roll Call

Members Present:

- Peter Leyva, Chair/Prairie Community Hospital
- Todd Opp, Glendive Medical Center
- Julie Brodhead, Richland County PH
- Bridget Norby, Daniels Memorial Hospital/EMS
- Cindia Ellis, One Health/Custer County PH
- Deborah French, Rosebud Healthcare Center
- Clay Lammers, Garfield County EMS/Sheriff
- Heidi Visocan, Sheridan County EMS/Sheriff
- Jeff Gates, MT DES
- Robbie Kavon, MHA Eastern Region HealthCare Coalition
- Casey Driscoll, MHA Southern Region HealthCare Coalition
- Kitty Songer, MHA Central Region Healthcare Coalition
- Kyrsten Brinkley, MHA Western Region HealthCare Coalition
- Cindee McKee, MHA MT Health Research & Education Foundation
- Don McGiboney, MT DPHHS HPP
- Gary Zimmerman, MT DPHHS PHEP

Guests Present:

- None

Members Not Present:

- James Black, Holy Rosary HealthCare
- Lois Leibrand, Daniels County PH
- Sue Davis, Phillips County Hospital

Old Business

Meeting Minutes

September 17, 2020

April 6, 2021

- Motion to Approve as presented by Bridget Norby
- Second by Clay Lammers
- Approved unanimously

Treasurer's Report

Robbie reviewed the current budget to date

Robbie reviewed the 2021-2022 budget

- I. Allotted per HPP Grant Funds
 - \$66,448.00
- II. Carry Over from FY2020
 - \$10,698.20
- III. Amount Currently Over Budget
 - \$6,362.55 (can take \$3,000.00 off as nobody from the Eastern Coalition attended Summer Institute)
- IV. Topics to Discuss
 - Trainings
 - Meetings
 - Surge Test/Exercise
- V. A preference to Zoom as many trainings and meetings as possible to minimize costs
- VI. National Healthcare Coalition Preparedness Convention
 - Cindee overviewed the cost estimates (travel, lodging, baggage, per-diem, parking, taxi)
 - Discussion for 4 Committee members to attend

- Motion to approve Nation Healthcare Coalition Preparedness Conference budget by Bridget Norby
 - Second by Clay Lammers
 - Approved unanimously
- VII.** Marketing at Conferences/Meetings
- Vendor Booth costs
 - Materials such as brochures are needed for vendor booths at conferences
 - Split 4 ways with the other RHCCs
 - Motion to approve Marketing budget by Todd Opp
 - Second by Julie Brodhead
 - Approved unanimously
- VIII.** Motion to approve overall budget as presented by Bridget Norby
- IX.** Seconded by Heidi Visocan
- X.** Approved unanimously

New Business

- **By-Laws**
 - I.** Robbie reviewed the existing by-laws (2019) with proposed changes
 - Various confusing elements
 - Executive Committee Members:
 - 15 members
 - Officers and Duties:
 - Secretary changed to HPP Staff
 - Voting rules, Meeting Rules, Bylaw Review
 - II.** Motion to approve changes by Todd Opp to the by-laws
 - III.** Second by Bridget Norby
- **Eastern Region PPE Management Plan draft and PPE Cache Request draft**
 - I.** Robbie reviewed the draft ERHCC PPE Management plan document on management of the ERHCC PPE cache
 - II.** Robbie reviewed the draft ERHCC PPE Cache Request policy document
 - III.** Motion to accept the proposed documents with changes discussed today by Julie Brodhead
 - IV.** Second by Bridget Norby
 - V.** Unanimously approved
- **Upcoming Training**
 - I. PPE/PAPR Training in Glendive**
 - Glendive Medical Center, 202 Prospect Drive

- Thursday, August 19th
- 0830 – 1630
- Block of rooms at Holiday Inn Express
- II. Pediatric Disaster Response & Emergency Preparedness (TEEX)**
 - Helena, Montana
 - September 1 & 2, 2021
 - 0800 – 1700 each day
- III. MOAB Training**
 - Tentatively November 9, 2021
 - Possibly Miles City – more information to come
- **Other Topics**
 - I. Newsletter**
 - Normally sent out every Thursday
 - Please share
 - II. Healthcare Coalition Web Site**
 - [Resources \(mthcc.org\)](https://resources.mthcc.org)
 - III. Data submitted on behalf of the Coalition to the CAT**
 - Budget for FY2021(submitted for FY2021)
 - ERHCC HID AAR/IP
 - ERHCC Red Com AAR/IP
 - ERHCC TSIF AAR/IP
 - ERHCC Bylaws
 - ERHCC HVA
 - 2020 – 2024 MYTEP
 - ERHCC Workplan
 - ERHCC HID Response Plan
 - ERHCC Pediatric Response Plan
 - ERHCC Preparedness & Response Plan
 - ERHCC Surge Estimator Tool
 - IV. Projects the coordinators are working on**
 - Burn Annex
 - EEI Pre-Event Data Baseline
 - Resource Gap Tool
 - Review New Deliverables

V. Updates on Equipment funded via Grants

- PAPRs
- Pediatric Equipment
- HAM Radios

VI. Grant Soft Match Survey

- Don McGiboney reviewed
- Montana DPHHS receives US HHS Federal funding to enhance the preparedness of the Healthcare system.
- One caveat is that we must provide a soft-match to the grant. This past year we must account and provide for \$109,988. The year is July 1, 2020 to June 30, 2021.
- You can help us reach that goal by advising us of the non-federal funding that your facility or agency provides for Healthcare Emergency Preparedness. This can be salary, donated meeting space for trainings and meetings, or other resources your facility purchased to provide disaster response. Everyone put in a lot of extra time for COVID19 and you can count that as well.
- Please use our formstack to document this information
- [FY21 HCC In-Kind Match Reporting - Formstack](#)

VII. Executive Committee Member Roster

- Ideas to engage other partners

VIII. Clinical Advisor

- Cindee McKee reviewed endeavors to recruit a RHCC Clinical Advisor to cover all 4 regions
 - (1) RN within MHA, Heather O'Hara
 - (2) MD at Benefis Health
- We are still reviewing role and options for stipend

IX. DES Updates

- Don reviewed state activity ongoing for Fire-fighting

X. HPP Updates

- Don McGiboney and Cindee McKee
 - (1) COVID Data reporting continues
 - (2) PPS Hospital CMO conference calls
 - (3) Bed availability is decreasing again due to a new surge in COVID19
 - (4) In the process of compiling our End-of- Year report for HCCs to HHS ASPR

XI. Coordinator Updates

- Southern – Casey Driscoll
 - (1) Worked with all of the Regional Coordinators on the projects mentioned by Robbie
 - (2) Radio project is ongoing
 - (3) Newsletter each week
 - (4) EEI requests
 - (5) Developing a Resource Assessment survey
- Central – Kitty Songer
 - (1) Worked with all of the Regional Coordinators on the projects mentioned by Robbie
 - (2) Distributing Pediatric equipment
- Western – Kyrsten Brinkley
 - (1) Worked with all of the Regional Coordinators on the projects mentioned by Robbie
 - (2) eMisters distribution
 - (3) Pediatric equipment distributed
 - (4) Field work continues

XII. Roundtable

Bridget Norby briefed

- ❖ Staff is doing okay
- ❖ They have set up a mobile clinic
- ❖ They went 5 months without a COVID19 case and now they have a case again
- ❖ Supplies are okay
- ❖ COVID19 Vaccination numbers are decent
- ❖ Working on an OSHA plan

Cindia Ellis briefed

- ❖ Working with a Contractor from Public Health Training Institute

Deborah French briefed

- ❖ Same as Cindia
- ❖ They are also putting together an EMS class

Peter Leyva briefed

- ❖ Increase to a 25-bed facility
- ❖ Expansion is complete
- ❖ Negative pressure room capability has been added
- ❖ They are now surge capable
- ❖ COVID19 has been fairly quiet
- ❖ Participating in the LEAN project

Heidi Visocan briefed

- ❖ 5 new EMS staff from a recent training event. The next class will be held this Winter
- ❖ As Sheriff, she has been pursuing Stop-the-Bleed training which has been slow
- ❖ Peer support coach
- ❖ Angel Initiative for people who want recovery
- ❖ Activities in the Mental Health Coalition

 **Clay Lammers** briefed

- ❖ The hospital is building a COVID19 room
- ❖ An increase in elderly respiratory issues

 **Todd Opp** briefed

- ❖ Increase in COVID19 positive
- ❖ 34% are vaccinated
- ❖ They have been advertising for vaccinations
- ❖ They have some facility remodeling ongoing
- ❖ They are short-staffed
- ❖ They determined that their decontamination is weak in some areas

■ **Closing**

I. **Public Comment**

- No public comment.

II. **Next Meeting**

- Next meeting will take place Nov 16

■ **Adjourn**

I. Motion to adjourn made by Heidi Visocan

II. Seconded by Cindia Ellis

III. Approved unanimously