Central Regional Healthcare Executive Committee Minutes

Benefis Health System

October 30, 2017

2017

**Central Regional Healthcare Coalition Meeting**

**October 30, 2017 0800-1300**

**Benefis Health System Great Falls**

**Members Present:**

* Don McGiboney, DPHHS HPP
* Cindee McKee, MHA HPP
* Bryan Tavary, DPHHS HPP
* Dave Nordel, City of Great Falls
* Teresa O’Connell, Benefis Spectrum Medical
* Justin Grohs, GFES
* Cynthia Grub, Pondera Medical Center
* Margaret Souza, MT DPHHS
* Amy Trujillo, Montana Medical Transport
* Bridget Kallenberger, Hill County Health Department
* Louis D’Antuono, Benefis Health System
* Tanya Houston, Cascade City County Health Department

**Members not present:**

* Deb Gessaman, Choteau County DES
* Jeff Severn, Blackfeet Community Hospital, IHS
* Katie Brewer, Cascade County Health Department
* Will Kussman, St. Peters
* **Treasury Report:** *See attached Budget*
  + ***Grants***- $75,000
  + ***Training***-$30,000.00
  + ***Exercises***-$9,000.00
  + ***Travel Reimbursement***-$14,118.31
  + ***Remaining Budget***- $127,838.25
  + Discussion was held on possible expenditures:
    - ADLS (Advanced Disaster Life Support) will reimburse participants for 2 nights and round-trip mileage. Received a motion, seconded and approved.
    - ABLS (Advanced Burn Life Support) will reimburse participants for lodging the night before class and round-trip mileage. Special consideration will be given to participants that may have a long distance to travel for class. Received a motion, seconded and approved.
    - Traveling HSEP Course will reimburse for lodging and mileage for participants. Must have at least 50 attendees for this class will look into the possibility of inviting neighboring states to attend.
    - DPAC Proposal (Domestic Preparedness Assistance Center) will table at this time awaiting more information from Brett Lloyd as to what they will be able to provide to the coalition. Will set up a conference call in November to discuss with Brett.
    - “Just in Time” CMS Compliance Workshop hosted by Spartan Consulting, no reimbursement will be made for the workshop.
    - Intermedix Database, proposal was made to the committee for the possibility of all three Coalitions purchasing this database system. An approximate cost to the Eastern Coalition would be $30,000.00 and approximately $3,000.00 each year for maintenance. Committee would like more information on this database, will set up a webinar to demonstrate the capabilities of this product and cost for each coalition. Tabled at this time.
    - Quick-Series Book, discussion was held on the price of these books depending on what information was used. Will table this discussion until February or March 2018. Tabled at this time.
  + Discussion was held in regards to individuals from the Executive Committee to attend the National Healthcare Conference in November. A motion was received, seconded and approved for two additional members to attend.
  + Treasurer’s report was reviewed, motion received to approve report, seconded and approved.
* **Bylaws**
  + Finalized and approved at the last Executive Committee meeting.
* **Region Realignment**
  + Discussion was held in regards to the possibility of the Eastern Region splitting into another coalition. The committee will wait for more information in regards to the “population numbers” and see how the funding may be appropriated to each coalition. Will table this discussion until the January meeting.
* **Executive Committee Attendance**
  + Will reach out to individuals that have agreed to be on the Executive Committee and determine if they would still like to serve on the committee, if they are not able to participate will reach out to individuals that may be interested. At the next meeting will utilize the sample “commitment letter” that Bridget had submitted and will obtain signatures from the current executive committee
* **Regional Hazard Vulnerability Analysis**
  + This was completed at the last regional meeting.
* **Letters of Commitment, Participation, and Engagement**
  + Discussion was held and will bring draft letters of commitment to the next meeting in January for general membership.
* **New Member Outreach**
  + HPP will continue outreach to planners with HPP 101 education.
  + Discussion was held on developing a “Starter Pack” for new coordinators and provider types. Break down the COP’s for each provider type. Bryan will work on this and have the checklist ready for review by November and hopefully have the whole packet ready for discussion in December.
  + EPass information will be sent to the Executive Committee in regards to the “Starter Pack” for new members.
* **Planning**
  + Discussion was held in regards to emPOWER and information that is contained within this site. This will be emailed semi-annually with appropriate data.The goal for this data is to incorporate it into facilities plans and to brief on this at local LEPC meetings.
* **Educational Opportunities**
  + Summer Institute in July 2018, looking at the possibility of offering a CHEC class during this week. Will check and see how long the certification is good for.
* **Coalition Tool**
  + Due January 31, 2018. Discussion was held that this should be accomplished by the executive committee as a group. Will at the possibility of setting up an Executive Meeting on January 9th, meeting space to TBA.
* **Exercises:**
  + Discussion was held in regards to the Coalition Surge Test (CST) maybe utilize the Vigilant Guard Exercise that is coming up.
  + Shakeout was well received by facilities.
  + New platform for HICS 251 form has been developed.
  + HAvBED exercise will be coming up soon and we will be utilizing the new platform.
  + MHMAS-Volunteer exercise has yet to be determined.
* **Events:**
  + Healthcare Coalition Conference in San Diego November 28-30th. Encouraged members from the executive coalition to attend if possible.
* **Public Comment**
  + None
* **Next Meeting:**
  + Meeting adjourned, motion received, seconded and approved.
  + Scheduled for **January 17th, 2018 9:00-5:00 p.m. Great Falls, location TBA.**