Central Regional Healthcare Executive Committee Minutes

Minuts

Central Regional Healthcare Executive Committee Minutes

August 4, 2022

BP4

**Central Regional Healthcare Coalition Executive Committee Meeting**

**August 4, 2022 via Zoom Meeting 0900 - 1100**

# Documents and materials provided for the meeting

CRHCC May 9, 2022 Meeting Minutes

CRHCC August 4, 2022 Agenda  
CRHCC PowerPoint Presentation August 4, 2022  
CRHCC By-Laws Draft Revision  
CRHCC Burn Annex VTTX AAR/IP

CRHCC 2022-2023 Budget  
  
**Call to Order**

Kitty Songer, Regional Coordinator, called the meeting to order at 0902  
Chris Lee, Chair, welcomed everyone and asked for a roll-call

**Roll Call**

**Members Present:**

* Brett Lloyd, Lewis & Clark County Public Health/DES
* Bridget Kallenberger, Hill County Public Health
* Chris Lee (Chair), Great Falls Clinic
* Debbie Gessaman, Chouteau County DES
* Doug Dodge, Jefferson County DES
* Ed Greiberis, MT DES Central DFO
* Louis D’Antuono, Alluvion Health
* Melissa Kantorowicz, Liberty County Public Health
* Molly Carey, Jefferson County EMS
* Ryndee Hamilton, Northern Rockies Medical Center Pharmacy
* Casey Driscoll, MHREF SRHCC Coordinator
* Cindee McKee, MHREF HCC Director
* Colin Tobin, MT DPHHS HPP PHEP
* Don McGiboney, MT DPHHS HPP
* Jake Brown, MT DPHHS PHEP Training Coord
* Kitty Songer, MHREF CRHCC Coordinator
* Kyrsten Brinkley, MHREF WHRCC Coordinator
* Robbie Kavon, MHREF ERHCC Coordinator

**Guests Present:**

* + Andrea Wingo, MT DPHHS PHEP Mass Care
  + Josh Simonds, Logan Health Shelby
* Nora Kennedy (Blackfeet Tribe)(Guest)

**Members Not Present:**

* Alice Luehr, St Peter’s Health Dialysis
* Cynthia Grubb, Pondera Medical Center
* Justin Grohs, Great Falls Emergency Services
  + Resigned on July 14, 2022 due to repeated conflicting commitments

Membership Participation Review

* Executive committee membership - 12
  + (4) Hospital
  + (4) P.H.
  + (0) EMS
  + (3) DES
  + (1) FQHC
* Restructured Executive Committee - Voting
  + (1) EMS Representative…Molly Carey
  + (1) Emergency Management Representative…Debbie Gessaman
  + (1) Public Health…Bridget Kallenberger
  + (1) Hospital Representative…Chris Lee
  + (1) Critical Access Hospital Representative…Cynthia Grubb
  + (1) ESF8 Partner at-Large…
  + (1) ESF8 Partner at Large…

Comments:

* Kitty Songer overviewed the membership and the responses she had received due to the email from Don restructuring the voting positions, and her preferences for the At-large rep
* Chris Lee, after speaking with Cindee, says that this will make it easier to move things along and make voting faster
* Kitty reinforced that the ESF8 Adv attendance will also become more involved
* Brett Lloyd asked to be clear that we are just reducing the voting members not the whole committee. Chris Lee said he thought so and Kitty reinforced that.
* Kitty mentioned that everyone who can, regardless of voting status, should be at meetings so that all opinions are expressed and suggestions. Brett L said he would like to still be present but defers to the other PH reps to vote
* In an email prior to the meeting Alice Luehr expressed an interest in staying on the Executive Committee, however, her position type is not one of the 5 required positions.
* Melissa says Bridget can be the PH voter. Asked about a HH rep? Brett mentioned that there are several in Helena and he could see if any are interested in the at-large. They had hired a congregate living rep (Rachel) who might have great connections with these places in Helena.
* Kitty reminded that voting members have an attendance requirement and representing your discipline.
* Brett said he felt that Rachel could reach out and put out feelers for this.
* ED Greiberis mentioned he didn’t have a need to vote but needs to be involved. Don mentioned the ESF8 State Advisory Council decision for DES District Field Officers (DFO) to become advisors which supports Ed’s viewpoint
* Kitty said we can always wait and see what Brett finds out
* Robbie and Cindee had previously discussed this topic and Cindee felt we are okay to move forward since those slots are already filled by voted on members; Kitty agrees. If any new members come on then they would need to be voted on
* Kyrsten said she feels that the changes need to be made to the by-laws that are voted on.
* Don reminded about FQHC and clinic representation
* Louis is fine either way and what is best for the HCC
* Kitty said that the other at-large could be the FQHC
* Brett reminded that it needs to be someone who is involved like Louis has been and Don reminded that Louis has been present for 17-18 years
* Louis is good with whatever is decided
* Bridget agreed via Chat
* Kitty said she feels that FQHC be the last at-large. Any discussion?
* Deb asked if a motion is necessary? It is felt that the change to the by-laws would be the way to formalize this
* Kyrsten said that the minutes reflect the choices to place into the by-law changes that will be voted on at that time. You could also just table this discussion until you adjust the by-laws
* Deb agrees and Kitty agrees
* Kitty reminded that Brett said he didn’t care either way and Melissa said the same. Bridget would become the PH Voting
* Louis asked if we needed to delineate the at-large? Kitty feels so. Louis said he likes the idea that Brett be a voting member since he is so involved
* Brett feels that the at-large doesn’t need to be specified which could then limit in the future or call into question the “why not?”
* Brett says change the by-laws first and just leave the at-large open, then put the people into the slots
* Kitty mentioned that if we need to we could still flex to 9 but prefers to do the 7 for the time-being

# Old Business

# Meeting Minutes

**May 9, 2022**

* Motion to Approve as-written by Debbie Gessaman
* Seconded by Bridget Kallenberger
* Approved unanimously without further discussion

# Treasurer’s Report

**Kitty reviewed the current budget to date that is included within the PowerPoint presentation**

* Kitty overviewed the trainings with travel
* Budgeted 80k and the budget is 80,232.36
* Questions or comments?
* These classes are pending that these classes can actually be brought in
* Motion to approve as written
  + - Motion made by Bridget Kallenberger
    - Seconded by Molly Carey
  + Chris asked for vote if no further discussion
  + Approve unam

# Old Business

* + FY 2020-21 and FY 2021-2022 COVID & HPP Carry Over Funds – $53,923.75
  + SIM-MT:
    - Provide a one-day training, using one sim lab truck, complete with time for simulation scenarios and a table talk discussion between departments.
    - Cost - One-day event using One simulation lab truck is $4,500.00
    - Best fit for a region with fewer than 18 participants
  + DETAILS:
    - SIM scenarios will take place in the morning of each day.
    - SIM-MT will facilitate a table-top discussion between all divisions and participants in the afternoon.
    - The morning session will be recorded for use during the discussion.
    - Scenarios will be based off of an infectious disease, following the topics chosen by each coalition.
    - Training allows for regions to use their existing protocols. Ideally, the simulation scenarios would take pace in a region’s own facilities (ER, ambulance, etc.) so participants can practice with the highest level of realism. SIM-MT will work with each region’s coalition director to determine the best option for their events.
  + Kitty reviewed the carryover funds totaling $53,923.75
  + SIM MT
  + reviewed the info in the slide
  + New process for everyone including SIM MT.
  + SIM MT issues the scenario, etc.
  + Full circle of discovery to closure with all communications that would be required
  + Added 12-18 participants EMS and Hospital
  + CEs are available
  + Be recorded
  + RHCC provide snacks and Lunch
  + With the cost of training at 4500 then she could hold 11.8 events but when you also consider the cost for snacks and lunch then perhaps 9-10 events
  + Email that Casey developed sent out to everyone due by 8/15
  + So far 5 facilities and 1 EMS in Central
  + Spread the word please
  + Questions?
  + Louis asked which facilities
  + Kitty said – GF Clinic, Logan Conrad, Logan Shelby, Teton Med, Mem Ambulance of Ft Benton, Mountainview medical center
  + Chris mentioned their team is excited to bring it in. And SIM MT will travel to you
  + Begin in October
  + SIM MT will coordinate directly with the facility/agency to finalize dates
  + Chris supports this great idea and thanks for putting it together
* New Business
* Bylaws – Annual Review & Approve
  + Kitty reviewed and discussed rationale for notable changes:
  + Number and types of members updated to reflect new executive committee restructure
  + Fungibility of RHCC funds
  + Veto authority of HPP office included
  + Motion to approve by-laws changes as discussed by Brett Lloyd
  + Seconded by Debbie Gessaman
  + Motion was approved by unanimous vote
  + Discission point made by Nora Kennedy regarding a Tribal representative
* AAR/IP Burn TTX (Discussion)
  + Kitty discussed the Burn Annex VTXX AAR/IPs that we completed for all 4 RHCC by 2 contractors
* MT HPP State Budget - Budget Period 4 (2022-2023)
  + Don McGiboney reviewed the State HPP budget for the new grant year
* **Training/Education/Events**
  + SIM-MT
  + The County CBRNE TTX set for August 24th in Great Falls. Start at 9:00…
  + Medical Response & Surge Exercise (MRSE)----Grant Deliverable
  + Radiation Surge Annex----Grant Deliverable
  + Radiation Plan TTX

Coordinator Update

* Oxygen Concentrators and Finger Pulse Oximeters
* Working with SIM-MT
* Submitted requested data: CAT (Coalition Assessment Tool) 6/27/2022 (4 Capabilities)
* Additional Documents Uploaded into the CAT 6/27/2022
* Final Budget of 2021-2022
* (2) Red Communications Exercise AAR/IP
* Burn TTX AAR/IP
* Supply Chain Assessment
* COOP
* Burn Care Surge Annex
* Provided updates to the Coalition website / eICS
* Attending LEPC meetings, continue to obtaining dates and time of meeting in the Central Region
* Facility site visit:
* Big Sandy Medical Center
* Northern Montana Hospital included LTC Facility
* PHEP Workshop/Meeting in Havre
* HPP Regional Meeting in Havre…training - RENEW!! Understand, Prevent and Treat Compassion Fatigue and Burnout by Journey's Consulting
* Attended the Full Scale Exercise (No Bull about it) in Fort Benton put on by Chouteau County DES/EMS Coordinator Deb Gessaman
* Attended the MANG Community wide full scale exercise (Mustang Response Open House 2022)
* Assisted with the ADLS class in Fairmont
* Reviewing & updating access rights in EMResource
* Attended PHEP Summer Institute in Billings
* HAN System
* eICS Training
* Weekly Coalition Newsletter Publication
* Continued outreach to hospitals on reporting compliance
* Forward CDEpi Weekly Updates
* Weekly Coordinator Calls with Don and Cindee
* Weekly Coordinator Zoom Calls- work on work plans, budgets, upcoming events, trainings, etc
* Attended Facility Emergency Preparedness Committee Meetings
* Attended one day of the Family Reunification Class
* Worked on Burn TTX AAR/IP (Jason and Brett)
* MT Flood 2022 AFN Collaboration - zoom meeting
* Revising the Coordinators Job descriptions
* Send out Training Opportunities…National Incident Management System Classes
* HCC Radiation Surge Annex Pediatric Workshop via zoom
* Attended Burn TTX presented to all Montana Coalitions
* Worked on Burn TTX AAR/IP (Jason and Brett)
* Regional Disaster Health Response System (RDHRS)
  + Please send any information pertaining to training and exercises in your area to [kitty.songer@mtha.org](mailto:kitty.songer@mtha.org) or 406-457-8025

# Closing

**Roundtable**

* **Chris Lee (Great Falls Clinic)** – Chris thanked everyone for being present for today’s meeting
* **Brett Lloyd (Lewis & Clark Co Public Health)** – Nothing to report
* **Bridgett Kallenberger (Hill Co Public Health)** - Nothing to report
* **Casey Driscoll (SRHCC Regional Coordinator)** – Nothing to add
* **Debbie Gessaman** **(Chouteau County DES)**– Nothing to report
* **Don McGiboney (MT HPP Manager)** – ASPR Site Visit in mid-Sept. Region 8 HPP Director’s meeting in early October. Many DPHHS plan annexes in review this coming year. New HAN system rolling out this Winter. Pediatric Disaster training coming to 3 cities next year. Working on Budget carryover request for ASPR of remaining last year funds. Thanks to everyone for your time and attention.
* **Doug Dodge (Jefferson Co Disaster and Emergency Services)** – I apologize for being tardy. Thanks to Debbie for her part in Emergency Management
* **Kyrsten Brinkley (WRHCC Regional Coordinator)** – Nothing to add
* **Louis D’Antuono (Alluvion Health)** – Nothing to report
* **Melissa Kantorowicz (Liberty County Public Health)** – Nothing to report
* **Robbie Kavon (ERHCC Regional Coordinator)**- Nothing to add
* **Ryndee Hamilton (Glacier Co Pharmacy)** – nothing to share
* **Ed Greiberis (MT DES Central DFO)** – Upcoming exercises will be shared in a separate message
* **Nora Kennedy (Blackfeet Tribe)(Guest) –** Nothing to report. Chris Lee mentioned that he is looking forward to working with Nora in the future

**Public Comment**

No public comment.

**Next Meeting**

Next meeting will take place, in person: November 17 @0900 at location to be determined

**Adjourn**

**The meeting was adjourned by Chris Lee (Chair)** without a motion due to reaching the allocated time limit and the agenda is complete.