Central Regional Healthcare Executive Committee Minutes

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February 17, 2022

BP3

**Central Regional Healthcare Coalition Executive Committee Meeting**

**February 17, 2022 via Zoom Meeting 0900 - 1100**

# Documents and materials provided for the meeting

CRHCC February 17, 2022 Meeting Agenda

CRHCC November 18, 2021 Meeting Minutes  
CRHCC PowerPoint Presentation February 17, 2022  
CRHCC HVA Draft  
CRHCC Training Options  
CRHCC CAT January 2022

**Call to Order**

Bridget Kallenberger, Chair, and Kitty Songer, Regional Coordinator, called the meeting to order.

**Roll Call**

**Members Present:**

* Alice Luehr, St Peter’s Health Dialysis
* Brett Lloyd, Lewis & Clark County Public Health/DES
* Bridget Kallenberger, Hill County Public Health
* Chris Lee, Great Falls Clinic
* Cynthia Grubb, Pondera Medical Center
* Debbie Gessaman, Chouteau County DES
* Doug Dodge, Jefferson County DES
* 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
* Kitty Songer, MHREF CRHCC Coordinator
* Kyrsten Brinkley, MHREF WHRCC Coordinator
* Robbie Kavon, MHREF ERHCC Coordinator

**Guests Present:**

* + Marcia Kelly, Teton County Public Health
  + Sarah Cozino, Cascade County Public Health
  + Lisa Aichlmayr
  + Melissa Laverdure, Glacier County Public Health
  + Kayla Johnson, Liberty County DES

**Members Not Present:**

* Justin Grohs, Great Falls Emergency Services

**Membership Participation Review**

* Hospitals 4
* Public Health 4
* EMS 1
* Emergency Management (DES) 2
* FQHC 1

Welcome to Ed Greiberis as MT DES representative (not on the call today)

# Old Business

# Meeting Minutes

**November 18, 2021**

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

Treasurer’s Report

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

* Burn Surge Annex Virtual Tabletop Exercise approved previously
  + Brett Lloyd has agreed to facilitate
* Clinical Advisor position had been approved previously
* ABLS Classes (2) to include travel reimbursements approved previously
* We have numerous items that have been cancelled this year due to the continuing COVID19 pandemic
* Amount available
* Amount awarded July 1, 2021
* Projections for remainder of the year puts us $1000 over budget, however, we might not need as much as budgeted for with ABLS travel reimbursements
* Grant year ends June 30, 2022
* Preparing to place the order for the approved Oxygen concentrators and Pulse Oximeters as requests are drawing to an end
  + There were some requests for Schools and Dental offices
  + Cynthia Grubb clarified which provider types could request just in case she missed one in her community
* In the event there is still any remaining funds than the training courses discussed could be provided
  + Family Reunification
* Family Reunification training in partnership with Western RHCC to split costs
  + Cynthia Grubb expressed support
  + Bridget Kallenberger and Cindee McKee discussed the need to obligate funds as soon as possible

# Old Business

* + Kitty Songer discussed
  + FY 2020-21 COVID & HPP Carry Over - $87,536.78
  + Executive Committee approved (Nov 18):
    - Forming a subcommittee to review options for spending the money
    - Results shared previously
      * Oxygen Concentrators
      * Pulse Ox
    - Email was composed and sent to the Executive Committee to vote on approval of both items listed above – Vote was unanimous
    - Formstack was developed by Don McGiboney
    - Email was composed with the formstack attachment and sent out to facilities Feb. 7th
    - Should we establish a cutoff date, perhaps the end of February?
    - Bridget Kallenberger asked for clarification if this is a one-time purchase or an on-going expense
      * Cindee McKee expressed a preference for a one-time purchase. She isn’t sure how long the order will take to arrive. We really do need a cut-off date for orders. There will also be a fee for shipping and that amount will give us a better understanding of the budget
    - Kitty Songer then asked for a cut-off date
      * Bridget Kallenberger stated that 2/28 is a good date
      * Debbie Gessaman stated that there didn’t seem to any cause for a Committee vote on the cut-off date
  + ABLS Class - Funding was approved in November to sponsor 2 classes
    - Helena Great Northern Hotel, March 28th @ 8:00
    - Logan Health Conrad, March 29th @ 8:00
    - Cost - $21,000 for the 2 ABLS Class
    - Member reimbursement (travel expenses, mileage and lodging) totaling $15,000
* New Business

**CRHCC Burn Surge Plan Annex**

* Kitty Songer reviewed that this draft is ready for further review by the Burn Team from Banner Health teaching our ABLS courses. They stated that they will gladly review this document

**HVA**

* Kitty Songer briefed on the HVA results while they were displayed in the briefing
  + An all-region Coordinator meeting reviewed and updated all 4 RHCC’s HVAs
* Alice Luehr asked where staff shortage fit into the rankings
  + Kitty stated that this is in the Supply Chain category
  + Casey Driscoll (SRHCC) mentioned that his is also in the SRHCC HVA as an “Other”
  + Alice agreed
* Alice asked if our Infectious Disease preparedness might now be higher than the “Low” that it is currently ranked
  + Kitty mentioned that for Infectious Disease to be ranked the Number 1 threat than it was categorized as a “Low” preparedness level
  + Alice mentioned that this also happened with the St Peter’s Hospital HVA and we should consider that Supply Chain really is our Number 1 threat
* Melissa Kantorowicz asked if “like” topics are combined
  + Kitty replied with “Yes”
  + Alice agrees with combining “like” items
* Kyrsten Brinkley (WRHCC) mentioned that there aren’t many options to customize the Juvare eICS platform on their HVA tool. Remember that the RHCC HVA is a regional perspective, not one specific location
* Kitty mentioned that she will take everyone’s comments after the meeting and see how they will affect an update to the draft HVA results
* Alice mentioned that she feels that Supplies, Staff, and Surge are the top issues
* Melissa asked that we look at the edited version at the next Committee meeting
* Cynthia Grubb asked to be sent the copy so that she has it for CMS surveys
* Cindee McKee mentioned that the results of the HVA are to drive next grant year’s training needs
* Alice mentioned that it would be nice to help with the American Red Cross? Community Volunteers trained to work in hospitals,

**CAT**

* Kitty reminded everyone of this process from those who attended and participated in the Executive Committee Summit held in Lewistown in January 2020.
  + This self-assessment takes considerable time to complete
  + It illuminates the areas we need to work on in the next year
  + There weren’t any other comments

**Training/Education/Events**

* Advance Burn Life Support
  + March 28, Helena Great Northern Hotel
  + March 29, Logan Health Conrad
* Regional Meetings (Joint HPP and PHEP)
  + May 11-12, Havre Best Western Hotel
  + Compassion Fatigue – flyer coming soon
* Chouteau County DES – Full scale exercise (No Bull About It Preparedness Exercise)
  + May 14th @ 9:00 AM
    - Debbie Gessaman mentioned how exciting this opportunity is for her community
    - Great review of triaging
    - Everyone is welcome to come
* Advanced Disaster Life Support
  + May 26-28, Fairmont- class days being the 27th and 28th
* Medical Response & Surge Exercise (MRSE). Formerly referred to as the Coalition Surge Test
  + A formstack survey will be distributed soon
  + Distributed via RedComm Exercise
* Basic Disaster Life Support
  + Conducted virtually in March 8,10,15,17
* Burn Annex Table Top Exercise
  + Conducted virtually, TBD
  + Cindee McKee is working with Brett Lloyd from Spartan Consulting

**Coordinator Update:**

* Reviewing Formstack Requests – 20+
* Coordinated ABLS classes
* Coordinator Workshops in Billings – end of January
  + Updated - CAT/Work Plan
  + Updated - HVA
  + Finalized Burn Annex Draft
  + Discussion/Preparing - MRSE (Formerly Coalition Surge Test)
  + Rough draft - Healthcare Coalition COOP Annex – (due by end of year)
  + Gathering data/details - Supply Chain Integrity Assessment (due by end of year)
* Warehouse to assist the State with PPE distribution
  + Reviewing PPE requests – LTC, RHCs, FQHCs, & Dialysis for cache distribution
* Provided updates to the Coalition website / eICS
* Reviewed Deliverables for the grant
* Reviewed HID Annex AAR/IP – (Based of COVID 19)
* Reviewed PEDs Annex AAR/IP
* Reviewed the RedCom AAR/IP (The Great Montana Shakeout)
* Distributed Weekly Newsletter Publication
* Continued outreach to hospitals on reporting compliance
* Situational awareness calls with regional Hospital/CAH
* Reviewing & updating access rights in EMResource
* DES – 3 day orientation at Fort Harrison
* Debbie Gessaman thanked Kitty for all of her hard work. Kitty said it was a team effort
* Please send any information pertaining to training and exercises in your area to [kitty.songer@mtha.org](mailto:kitty.songer@mtha.org)
  + 406-457-8025

# Closing

**Roundtable**

* **Alice Luehr** – did not respond
* **Brett Lloyd** – Nothing to report
* **Bridget Kallenberger** – Nothing to report
* **Chris Lee** – HVA comparisons. Anyone having exercises to co-op with please let me know
* **Cynthia Grubb** – Nothing to report
* **Debbie Gessaman** – Nothing to share
* **Doug Dodge** – Thanks for all of your work, Kitty
* **Louis D’Antuano** – Nothing to share, but thanks Kitty
* **Mellisa Kantorowicz** – Letting you know that I was in attendance at the Nov 18 meeting and , the meeting minutes listed me as absent, anyone going to MACCO?
* **Molly Carey** – Nothing to share
* **Ryndee Hamilton** – nothing to share
* **Don McGiboney** – Still waiting on the next grant year guidance
* **Cindee McKee** – We are all working and collaborating with each other on a lot; BDLS in March, ADLS in May, ABLS coming up in multiple locations, Burn Surge Annex VTTX coming, Medical Surge & Response Exercise coming, completed the Annual report and CPGs with Don, collaborated with PHEP on joint deliverables, reviewing BP3 deliverables, supply chain integrity assessment, COOP annex, Burn Surge annex, reviewing AAR/Ips, upcoming year for chemical or radiation plan annex, and BP4 (next grant year) budget and workplan
* **Colin Tobin** – Nothing to share
* **Casey Driscoll**, - Amateur Radio project restarting after a delay, collaborating with the ERHCC on Family Reunification training, coordinating Compassion Fatigue training or ETLC training that will occur during the May Regional Meetings, continued publication of the weekly HCC Newsletter, building a project management tracker to keep track of our deliverables
* **Kyrsten Brinkley** – Same as Kitty
* **Robbie Kavon**- Same as Casey and Kitty mentioned, Amateur Radio project with Casey, ABLS training for 2 locations in the ERHCC, collaborating with Casey for the Family Reunification training,

**Public Comment**

No public comment.

**Next Meeting**

Next meeting will take place: April 28 @0900

**Adjourn**

* Motion to adjourn made by Brett Lloyd
* Seconded by Debbie Gessaman
* Approved unanimously