Eastern Regional Healthcare Executive Committee Minutes

July 12, 2018

2018

**Eastern Regional Healthcare Coalition Executive Committee Meeting**

**July 12, 2018**

**Glendive Medical Center 10:00-5:00**

**Roll Call**

**Members Present:**

* Cindee McKee, MHA
* Don McGiboney, DPHHS
* Bryan Tavary, DPHHS
* Todd Opp, Glendive Medical Center
* Roberta Kavon, Sheridan Memorial Hospital
* Clay Lammers, EMS/Sheriff Garfield County
* Sara Nordlund, Garfield Medical Center
* Greg Simon, Sidney Health Center
* Sue Davis, Phillips County Hospital
* Lois Leibrand, Daniels County Health Department
* Dennis Four Bear, Fort Peck
* Marilyn Usselman, Sidney Health

**Members not present:**

* Peter Leyva, Prairie Hospital
* Jeff Gates, DES
* Deb French, Treasure County Public Health
* Cindia Ellis, Custer County Public Health
* James Black, Holy Rosary

**New Committee Members:**

* Discussion held in regards to current Executive Committee Members.

**Election of Officers:**

* + Chairman, Todd Opp nominated, seconded and approved.
  + Co-Chair, Roberta Kavon nominated, seconded and approved.
  + Secretary, Sara Nordlund nominated, seconded and approved.
  + Treasurer, Peter Leyva nominated, seconded and approved.
* **Treasury Report:** *See attached Budget*
  + **Total Budget- $63,940.53**
  + **Regional Coalition Meeting Reimbursements:** 
    - Proposed budget reviewed, motion received seconded and approved.
    - Discussion held in regards to carry-over funds from last year that the Southern Coalition turned over to the Eastern Coalition in the amount of $344.18.
  + Discussion held to provide lodging and mileage reimbursement for individuals that are attending the CHEC course in Helena July 16-20th. Motion received, seconded, and approved.
  + Discussion held to provide lodging and mileage reimbursement for individuals that are attending MHA’s Fall Convention in September. Will reimburse 2 nights lodging, mileage, and registration for Thursday’s session only. Motion received, seconded and approved.

**Grant Applications:**

* Glendive Medical Center Grant Application:
  + Discussion held in regards to approving the second Mental Health Bed which is listed in the previous grant application. The total amount due is $14,088.93, the Southern Coalition will award $7,044.47 and the Eastern Coalition will need to approve the same amount.
  + Motion received to approve $7,044.47, seconded and approved.
* Online Grant Application:
  + Reviewed new online grant application.
  + Reviewed granting guideline (see attachment). Committee would like to remove bullet point 4:
    - Grant applications must commit to collaborating with the Regional Healthcare Coalition (RHCC) to improve patient and staff safety for the betterment of all.
  + Discussion held on adding a “checkbox” to the grant application in to share the application with the public.
  + Discussion held on proposed “Grant Scoring “system. Motion received, seconded and approved to utilize the attached scoring system.
  + Letter of commitment reviewed. Bryan will review the wording in deliverable 10, possibly adding a disclaimer in regards to EMS. Deliverable 11 will review and ask specific questions.
  + Discussion held on developing a “news release” letter to accompany the grant award for the recipient to place in their local newspaper stating that they were awarded a grant funding from the coalition.

**New Business:**

* Roster of Executive Committee:
  + Roster reviewed.
  + Discussion held in regards to using the “executive committee” or changing it. Will continue to use “executive committee”.
* Priorities for upcoming year:
  + HAM radio capability within the state.
    - Coalitions will pay for radio capabilities within each coalition/county. License for the HAM radio will be the “cost match” for each entity that would receive one.
    - Standardize equipment for each coalition.
    - Develop a sub-committee to work on this project. Greg volunteered to work on this sub-committee.
    - Develop ideas to be published in regards to possible grant opportunities/funding.
* Educational Opportunities:
  + Basic Disaster Life Support (BDLS) and Advanced Disaster Life Support (ADLS).
    - Dates coming for BDLS, and ADLS will be held April 11th and 12 in Billings.
  + Certified Hospital Emergency Coordinator (CHEC) will be held in Helena July 16th-20th. Will look into the possibility of having another class come in the future.
  + Health Care Coalition Response Leadership Course (HCRL) in Anniston (see-attached sheet). Continue to review possible dates and Sara, Todd and Clay will look into attending representing the Eastern Coalition.
  + Healthcare Sector Emergency Preparedness (HSEP) held in Billings during MHA’s Fall Conference, September 19th, along with Infection Prevention Boot Camp.
  + Discussions held on possible quarterly workshops.
  + Intermedix/Juvare
    - Start training on eMResource and eICS. Will start training with volunteers from the executive committee first. Robbie, Greg and Todd will attend first round of training.
    - CORES development is ongoing with a go live date in October.
  + National Healthcare Coalition Preparedness Conference November 27-29 in New Orleans.
  + Coalition Surge Test
    - Discussion held in regards to whom we should ask to participate in the exercise this upcoming year. Will discuss at the next meeting.

**Future Business:**

* Discussion held on revising bylaws for the new grant year.
  + Discuss adding “fungibility” to the bylaws. Will let the Advisory Council decide on this addition.
  + Edit page 9 of the bylaws to add in award amount and addition of new coalition. Will review updated bylaws at the next meeting.
* Review and complete Regional Hazard Vulnerability Analysis (HVA)
* Complete Coalition Assessment Tool (CAT)

**Roundtable Discussion:**

* None

**Public Comment:**

* None

**Next Meeting:**

* October 4, 2018 Terry 8:00-12:00 and Regional Meeting to follow at 1:00.