Southern Regional Healthcare Executive Committee Minutes

July 11, 2018

2018

**Southern Regional Healthcare Coalition Executive Committee Meeting**

**July 11, 2018**

**Big Timber 10:00-5:00**

**Roll Call**

**Members Present:**

* Jason Mahoney, EMS
* Cindee McKee, MHA
* Don McGiboney, DPHHS
* Becky Gilbert, Compassus Home Health Care
* Rob Farnum, Pioneer Medical Center
* Bryan Tavary, DPHHS
* Charlie Hanson, MTDES
* Steve Habener, Welcov Healthcare
* Jen Staton, RiverStone Health
* Bill Hodges, Big Horn Hospital Association
* Beck Gilbert, Compassus Billings Health (on the phone)

**Members not present:**

* Sean Grabbe, Gallatin EMS
* Kevin O’Loughlin, State PHEP
* Gary Zimmerman, State PHEP
* Claudia Stephens, Mt. Ag Workers Clinic
* Brian Hanson, American Medical Response

**New Committee Members:**

* Discussion held in regards to current Executive Committee Members. The committee will review the members next meeting and recruit new members to the executive committee.

**Approval of Minutes:**

* Minutes reviewed. Motion received, seconded and approved.
* **Treasury Report:** *See attached Budget*
  + **Total Budget- $111,941.48**
  + **Regional Coalition Meeting Reimbursements:** 
    - Proposed budget reviewed, motion received seconded and approved.
    - Discussion held in regards to carry-over funds from last year $344.18. Motion was received to leave the $344.18 in the newly formed Eastern Coalition’s budget, seconded and approved.

**Grant Applications:**

* Glendive Medical Center Grant Application:
  + Discussion held in regards to approving the second Mental Health Bed listed on previous grant application. The total amount to be awarded is $14,088.93. The Southern coalition will award $7,044.47, and the Eastern Coalition will award the same.
  + Motion received to approve $7044.47, seconded and approved.
* Riverstone Health Grant Application:
  + Committee reviewed grant application for a Full-Scale Exercise. Amount for the grant is $5,000.00 and the *cost match is $5,500.00*. (See grant application for more information).
  + Jason will recuse himself from voting.
  + Committee would like some more clarification on regional benefit and information on the exercise. Bryan will contact RiverStone and ask for clarification, if clarification is satisfactory this grant will be approved.
  + Committee used RHCC Grant Scoring system, score was a 3. See attached scoring system.
  + Motion received, 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 and discussion held in regards to removing Claudia Stephens and Brian Hansen from the committee. Motion received to remove Claudia and Brian, seconded and approved.
  + 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. Volunteers in the Southern Coalition will be, Jason and Charlie.
    - 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 through 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 attendance for this course.
  + 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. Rob, Jen, Bill and Jason 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.
    - Possibly ask Livingston to evacuate and Pioneer, Wheatland and Beartooth to be the accepting facilities.

**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.
* Review and complete Regional Hazard Vulnerability Analysis (HVA)
* Update Coalition Assessment Tool (CAT)

**Roundtable Discussion:**

* None

**Public Comment:**

* None

**Next Meeting:**

* October 3, 2018 Big Timber 8:00-12:00 and Regional Meeting to follow at 1:00.