Western Regional Healthcare Executive Committee Minutes

Community Hospital

October 18, 2017

2017

**Western Regional Healthcare Coalition Meeting**

**October 18, 2017 0800-1300**

**Community Hospital, Missoula Montana**

**Members Present:**

* Don McGiboney, DPHHS HPP
* Cindee McKee, MHA HPP
* Bryan Tavary, DPHHS HPP
* Erin Vandehey, Community Medical Center
* Michelle Kimball, Kalispell Regional Medical
* Luke Fortune, DPHHS PHEP
* Jennifer Phillips, St. James Healthcare
* Shawn Paul, Providence St. Patrick Hospital
* Jan Egli, Partners in Home Care
* Neoma Greenfield, Ravalli County Public Health
* Katherine Basirico, Deer Lodge County Public Health

**Members not present:**

* Don Whalen, Missoula Emergency Services
* John Thomson, Three River EMS
* Tom Winter, Interim Healthcare of Western Montana
* Martha Smith, DES District Field Officer
* Nancy Shooshtari, Providence Surgery Center
* **Approval of Previous Meeting Minutes:**
  + Minutes were reviewed, motion received, seconded and approved.
  + Will correct previous minutes to add Neoma Greenfield was present.
* **Treasury Report:** 
  + ***Grants***- $75,000.00
  + ***Training***-$29,965.00
  + ***Exercises***-$9,000.00
  + ***Travel Reimbursement***-$14,541.22
  + ***Remaining Budget***- $128,506.22
  + Discussion was held on possible expenditures:
    - ADLS (Advanced Disaster Life Support) will reimburse participants for 2 nights and round-trip mileage.
    - 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.
    - 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 Western Coalition would be $30,000.00 and approximately $3, 500.00 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.
    - 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.
  + Treasurer’s report was reviewed, motion received to approve report, seconded and approved.
* **Bylaws**
  + Bylaws were reviewed, correction was noted on page 6, Section 8 Meetings will add “A simple majority of the Executive Committee is considered a quorum and must be present to conduct business”.
  + Motion received to approve bylaws, seconded and approved.
* **Grant Application:**
  + Grant Application received from Mineral Community Hospital. Discussion was held motion received to approve this grant application, seconded and approved. See attached expenditure form. A “Grant Approval” letter will be developed and sent to the facilities.
  + Will review the Grant Application at the Regional Coalition Meeting that will be held this afternoon, and demonstrate the “On-Line Grant Application”
  + Discussion was held in regards to the possibility of hosting Regionalized Training/Education for members of the coalition. Some of the topics are listed below:
    - Armed Intruder Class (Safari Training)- Shawn will research
    - Stop The Bleed (provide kits to facilities)-Shawn and Jen will research
    - HERT Training, Hazmat, Decon, PPE Cache- Bryan will research
    - FEMA Table Top Exercises –Shawn will research
    - Virtual Table Top Exercises-Shawn will research
    - Provide Regional Workshops (HAM Radios, Bed Availability) Don and Michelle will research
    - Home Health education-Jan will research
  + Will try and have thoughts and suggestions submitted to Cindee McKee by December 8th and have a conference call with the committee on December 11th.
  + March 31, 2018 will be the last day to submit a Grant Application for approval.
* **Regional Hazard Vulnerability Analysis**
  + Jennifer has received HVA’s from some healthcare facilities, will continue facilities to submit their HVA’s to the committee.
  + Will encourage healthcare facilities to use the Kaiser 3-Point HVA
  + Jennifer will work with Jason Mahoney from the Eastern Coalition to develop the Regional HVA. She is hoping to have that completed by November.
* **Letters of Commitment, Participation, and Engagement**
  + Develop a Draft letter of commitment to send to healthcare facilities stating that will participate in training opportunities that the coalition will be hosting and that they will attend Regional Coalition Meetings.
  + Develop an Executive Letter of Commitment, Don will work on this.
  + Will reach out to individuals that are on the Executive Committee to see if they are still interested in being on the committee, if not we will research new members. Don will work on this and update the committee at the next meeting.
* **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.
* **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.
* **Educational Opportunities**
  + Summer Institute in July 2018, looking at the possibility of offering a CHEC class during this week.
* **Coalition Tool**
  + Due January 31, 2018. Discussion was held that this should be accomplished by the executive committee as a group. Will try to set up a meeting in December to work on this tool.
* **Exercises:**
  + Discussion was held in regards to the Coalition Surge Test (CST) maybe utilize the Vigilant Guard Exercise that is coming up. Will discuss in more depth at the next meeting.
* **Events:**
  + Healthcare Coalition Conference in San Diego November 28-30th. Encouraged members from the executive coalition to attend if possible.
* **Roundtable Discussion**
  + None
* **Public Comment**
  + None
* **Next Meeting:**
  + Meeting adjourned, motion received, seconded and approved.
  + Scheduled for **Tuesday January 23, 2018 09:00 a.m. to 5:00 p.m. Location TBA.**