**Western Regional Healthcare Coalition Meeting**

**August 17, 2017 0900-1530**

**Providence St. Patrick Hospital**

**Members Present:**

* Don McGiboney, DPHHS HPP
* Cindee McKee, MHA HPP
* Erin Vandehey, Community Medical Center
* William Boyd, Kalispell Regional Healthcare
* Luke Fortune, DPHHS PHEP
* Jennifer Phillips, St. James Healthcare
* Shawn Paul, Providence St. Patrick Hospital
* Nancy Shooshtari, Providence Surgery Center
* Bruce Hewson, North Valley Hospital

**Members not present:**

* Jan Egli, Partners in Home Care
* Jim Anderson, Providence St. Patrick Hospital
* Joe Grabowski, North Valley Hospital
* John Tomson, Three River EMS
* Katherine Basirico,
* Neoma Greenfield, Ravalli County Public Health
* Bryan Tavary, DPHHS HPP

**Agenda Items and Discussion**

* **Approval of Previous Meeting Minutes:**
	+ Will ensure that we approve minutes at next meeting.
* **ASPR Site Visit Results:**
	+ Don McGiboney discussed with the Executive Committee the feedback that he received from the visit.
* **Treasury Report:**
	+ Balance $129,360 approved
	+ Motion moved by Jennifer Phillips, and seconded to approve reimbursement for members to attend the 2017 MHA Fall Convention in Billings. Reimbursement will include registration fee and 2 nights lodging. The approved sessions are, Infection Prevention Boot Camp, and Emergency Preparedness. Motion approved with a majority vote.
	+ Will continue with budget as proposed.
	+ Discussion was held in regards to the possibility of continuing “current funding stream to established emergency preparedness programs”. Discussed the possibility of sending a survey to those facilities to determine their needs. Will follow up on this discussion next meeting.
	+ Reimbursement forms have been developed for In State/ Out of State Travel expenditures.
	+ Discussion was held in regards to electing a Treasurer, at this time HPP staff member will continue in that position.
* **Coalition Name:**
	+ A motion moved and seconded to approve the name of the coalition-***Western Regional Healthcare Coalition.*** Motion was approved with a majority vote.
* **Member Postcard Survey:**
	+ Discussion was held on postcard that went out to all healthcare partners. Group was also informed that MHA will be using the same mailing list to send out information on MHA’s Fall Convention and educational opportunities that are available.
* **Bylaws:**
	+ Bylaws were discussed and reviewed in great detail. Jennifer and Cindee will edit the bylaws and send them out to the Executive Committee for their approval.
* **Grant Application:**
	+ Review of the Draft Grant Application will be moved to the next meeting.
* **Regional Hazard Vulnerability Analysis:**
	+ Sample of the Kaiser 5 point tool was given to members for them to review.
* **Next Steps:**
	+ Will review the upcoming projects at the next coalition meeting:
		- emPower Data
		- Coalition Surge Test
		- Preparedness Plan and Communications Testing
		- 24/7 Alerting
		- HAvBED
		- Newsletter
* **Events:**
	+ Reviewed upcoming training and conventions that are coming up
* **Next Meeting:**
	+ Scheduled for **October 18th, 0900 at Community Hospital**