

Duke Health Care Preparedness Coalition Meeting Minutes

April 28, 2017
University Towers (14th Floor)
Durham, N.C.



Meeting called by: Doug Young, Steering Committee Chair
Type of meeting: Coalition General Membership
Facilitator: Ken Shaw, HPC
Note taker:
Timekeeper:
Attendees: See Sign –in sheet

Minutes

Agenda item: Call to Order
Presenter: Doug Young, Steering Committee Chair

Discussion: Welcome and introductions

Conclusions:

- The Coalition general meeting was called to order at 1:30pm, following the DRAC meeting.
- New Coalition partner was acknowledged. Debbie Kaighn, RN, Transitions LifeCare representing Home and Hospice Caucus.

Action items	Persons responsible	Deadline
✓ None	N/A	N/A

Agenda item: Report of Secretary
Presenter: Ken Shaw, HPC

Discussion: Review of previous meeting minutes

Conclusions:

- The position of Secretary is still open. Partners interested in assuming the position should contact a Coalition Staff member or Steering Committee member for more information.
- A motion was made and seconded to accept the minutes from the January 27th quarterly meeting without alteration.

Action items	Persons responsible	Deadline
✓ Reports unanimously approved without alteration	Coalition Secretary	N/A

Agenda item: Report of Treasurer
Presenter: Ken Shaw, HPC

Discussion: Current Budget and Expenditures

- The Treasurer was excused in order to complete a program finance deadline. The HPC reviewed her report with the Coalition membership.
- Reviewed Coalitions' key activity program timeline.

Conclusions:

- Currently approximately 46% of funding has been spent to date. There are two big projects that have not concluded and it is expected that we will meet all deadlines and spending limits.
- There is currently \$56,000.00 in unallocated funds which are going through the reallocation process.

Action items	Persons responsible	Deadline
✓ Reports unanimously approved without alteration	Treasurer	N/A

Agenda item: Report of Coalition Vice Chair **Presenter:** Jason Zivica

Discussion:

2017 Joint Commission Emergency Management Conference

Conclusions:

- Briefly discussed CMS rule impact.
- Noted that JC still waiting on CMS to publish its interpretive guidelines in order to update standards to meet new CMS rules

Action items	Persons responsible	Deadline
✓ Report accepted	N/A	N/A

Agenda item: Report of Coalition Chair and HPC **Presenter:** Doug Young and Ken Shaw, HPC

Discussion:

- Monthly Project Updates
- Organizational Update

Conclusions:

- Federally, the HPP program has gradually shifted its focus from building organizational capacity to strengthening Regional collaborative systems capable of meeting response needs at the most local level. As we begin the new budget period, ASPR has identified two primary program measures: medical surge and continuity of healthcare operations to inform state and federal partners of underlying preparedness, response capabilities and progress evaluation. There are a total of 21 performance measures that impact both the Coalition and the State as the Awardee.
- The regional full-scale exercise "Operation Safe Corridor" was executed on March 14 through March 16. The three Coalitions (Duke, Mid Carolina, and CapRAC) participated. There were many lessons learned. The After Action review is scheduled for May 8, 2017 at 1:00 pm. Organizations that participated should be receiving the notifications of the AAR review. If you have not and participated, please contact the Coalition to get your name on the list.
- The Coalition completed a workshop on April 7, 2017. The tentative work plan and budget were discussed, along with notification that residual funds were available for project proposals. The deadline to receive requests was April 24, 2017.
- Review and discussion of monthly update to OEMS/HPP submitted in April 10, 2017.
- The tentative spending plan and budget reallocation developed during the April 7th workshop were presented to the group.

- A tentative FY 18 spending plan line item purchase for a Porta Count fit testing machine was discussed in some detail as well as discussion on the formatting of the reallocation request document.
- It was suggested that the Porta-Count Machine might be better suited as a project under the developing Ebola grant being requested by Duke. State rep Peggy Handon reminded the Coalition that there should be no co-mingling of the two grants funds.
- The reallocation request form should include how much, if any, was originally allocated to a project and a reason for the estimated cost adjustment.
- Healthcare partners are well positioned to meet the requirements of the CMS proposed rule, due in part to the work of the Coalition and its continuing care workshops. With HPP funds anticipated to remain level for the immediate future, DHPC staff will continue to refine and sustain existing preparedness initiatives.
- Educational Opportunities were discussed as well as the recent scoring of the State on the National Health Security Index where NC scored with the top States across the nation. The highest increase overall nationally was community planning and engagement.

Action items	Persons responsible	Deadline
✓ Coalition members have one week to submit any requested changes to current work / spending plan.	Coalition membership	May 5, 2017
✓ Adjust reallocation request form to reflect membership suggestions	DHPC staff	May 26, 2017

Other Information

The meeting was adjourned at 1500 hours

Special notes: