

Duke Health Care Preparedness Coalition Quarterly Meeting Minutes

January 26, 2018
University Towers (14th Floor)
Durham, N.C.



Meeting called by:	Doug Young, Healthcare Coalition Chair	Type of meeting:	Coalition General Membership
Facilitator:	William Moorhead, All Clear Emergency Management	Note taker:	Kenneth A. Shaw, Healthcare Preparedness Coordinator
Timekeeper:	Courtney Polomsky, Assistant Healthcare Preparedness Coordinator		
Attendees:	See Sign –in sheet		

Minutes

Agenda item: Call to Order **Presenter:** Douglas Young, Chairman

Discussion: Welcome and introductions

Conclusions:

- Chairman Douglas Young welcomed the group and acknowledged attendees coming for the first time (Rodney Medlin- Interim Director of Operations, Durham EMS, and Nichole Smith – Community Outreach, ComForCare Home Care.

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 and administrative announcements.

Conclusions:

- Two activities were re-scheduled from December. February 1, 2018 will be the Hazard Vulnerability review and Steering committee meeting. Everyone is invited to attend however, only steering committee members will be allowed to vote. The day will start at 9am and continue until 3pm. Lunch and snacks will be served. Registration in TERMS or a RSVP to Courtney Polomsky is required in order to have enough food. The second event is scheduled for February 2, 2018 and will be held in Lumberton at Southeastern Hospice and Home Health Conference Room, 2002 N. Cedar Street, Lumberton NC 28358. The training topic is maintaining and sustaining a compliant emergency management program. The consultant will also cover lessons learned from the first few months of CMS surveying.
- In accordance with our bylaws, two members were elected as Caucus leaders by acclamation (**meaning they were the only members to apply**). They were Rebecca Marion, who will represent Skilled Nursing and Long-

Term Care, and Sarah Upchurch, who will represent Home Health and Hospice. Today, we will be seeking nominations for a new Vice Chair. Congratulations to the new Caucus leaders.

- The Coalition contact roster is being circulated today. Please check to make sure you are listed on the document and that the information is correct. This is the final call for corrections before the document is distributed to everyone.
- A motion was made to correct the financial report to indicate Grant final expenditures 95.08% instead of 88.89% of funds Spent in FY 2016 – 2017 (First Time Ever).
- A motion was made and seconded to accept the minutes from the October 27th quarterly meeting with alterations identified above.

Action items	Persons responsible	Deadline
✓ Reports unanimously approved with alterations as indicated. Current minutes to be distributed via email and entered on Website http://nctranglecoalition.org/duke-coalition/	Coalition Secretary	2/26/18

Agenda item: Report of Treasurer **Presenter:** Courtney Polomsky, AHPC

Discussion: Current Budget and Expenditures

- Status of FY17-18 budget.

Conclusions:

- Current grant expenditure: 40% of funds Spent for FY 2017 – 2018 (As of today)
- A motion was made and seconded to accept the Treasurer's Report without alteration.

Action items	Persons responsible	Deadline
✓ Courtney reminded the group that now was the time to begin submitting recommendations for upcoming projects and/or training.	Steering Committee	04/01/18
✓ Final Budget Revision Submitted	Treasurer / Steering Committee	05/01/18

Agenda item: Report of Coalition Chair / Vice Chair **Presenter:** Doug Young, Chairman

- The Chairman spoke about the importance of participation and encouraged those in attendance to reach out to agencies and organizations in their area.
- Vice-Chair unable to attend

Conclusions:

- N/A

Action items	Persons responsible	Deadline
✓ Reach out to agencies and organizations that may be interested in participation.	All Members	None

Agenda item: Caucus Updates **Presenter:** Doug Young, Chairman

Discussion: Reports of Caucus activities or individual items by Caucus

Conclusions:

- EM – Caucus leader unable to attend. However, Chairman Doug Young (Person EM) and Hospital Caucus leader Hanna Davis discussed the impact to Person County and Person Memorial Hospital during a brief loss of normal power in the County the previous week when high winds damaged a major substation.
- EMS - Caucus leader unable to attend. No report
- Public Health: Agencies currently working with flu issues / Pandemic flu planning for the next few weeks
- Hospitals – Many hospitals are working with very high census and increasing surge in ED visits due to current flu. NC is reporting multiple deaths across the State due to flu.
- CHCs – No report
- Home and Hospice – Caucus leader unable to attend. No report
- LTC/SNF – Caucus leader unable to attend. No report

Action items	Persons responsible	Deadline
✓ Share information with your provider types and staff	Coalition Membership	N/A

Agenda item: Sub- Committee Reports **Presenter:** Ken Shaw, HPC

Discussion: Sub-committee activities

Conclusions:

- **Coalition Development and Sustainment**
 - Regional HVA done in October – Review rescheduled for February 1, 2018 McMahon United Methodist Church
 - Review Coalition Assessment tool- Review rescheduled for February 1, 2018 McMahon United Methodist Church
 - Coalition website now redesigned and open. All members are asked to go to the website and register your affiliation to the Duke Coalition.
- **Communications, Training, and Outreach**
 - Training scheduled for February 2, 2018 in Lumberton. Developing and Maintaining a Compliant Emergency Management Program.
- **Logistics, SMAT, and Disaster Response**
 - Nothing to report.

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

Agenda item: HPR Program updates **Presenter:** Peggy Handon, Healthcare Preparedness Program Assistant

Discussion: Brief update of program activities

Conclusions:

- **Program Information**
 - William Ray will be leaving his position effective February 16th. Moving over to Emergency Management and will/may have continuing contact with program.
 - At the next HP&R quarterly meeting there will be a period to assist Coalitions with development of work plans.

- Contracts are currently being developed for budget period 2 and it appears we will receive level funding.
- During conference call last week, CDC and ASPR agreed to split funding management.

Action items	Persons responsible	Deadline
✓ Coalitions should work to expend all funding in worthwhile projects this year	Coalition Steering Committee	05/01/2018

Agenda item: New Business **Presenter:** Douglas Young, Chairman

Discussion: Motions from the floor

Conclusions:

- **Motion to approve**
 - A motion was made and seconded to approve voting on the proposed changes to the DHPC Bylaws. Voting must be by secret ballot in accordance with the rules.
- **Motion to Nominate**
 - A motion was made and seconded to nominate Javier Plummer to the vacant Vice-Chair position.
 - A motion was made and seconded to nominate Glen Labar Jr to the vacant EMS Caucus leader position.
 - There being no other nominees, the two were approved by acclamation

Action items	Persons responsible	Deadline
✓ Send out electronic / anonymous ballot to general membership to vote on bylaws.	Coalition Secretary	N/A

Other Information

Special notes: The Business portion of the meeting was concluded at approximately 1400 hours and transitioned to the “Continuing the Provisions of Care in the Duke Region” Project.

Conclusions:

Presented by Will Moorhead and Jenny Schmitz, All Clear Emergency Management Group

- Development of Coalition “Swim lane Map” for facility to facility evacuation / medical surge event

The meeting was adjourned at 1530 hours