

NPHCC Steering Committee

August 27, 2015; 10:00 ct

Location: Community Hospital, McCook

Minutes

Those in attendance: Myra Stoney, Joanna LeMoine, Billie Hayes, Barry Marshall, Dari Olson, Laurie Walrod, Natalie Alred, Judy Hayes, Jaynee Janousek, and Heidi Wheeler. Via conference call: Pat Gerdes, Angie Brown, Brandon Myers.

Purple font: Changes needed to be made to Policies and Procedures (P&Ps) or Bylaws.

Green font: Changes made to P&Ps or Bylaws and added as a reference.

Ongoing Items

1. Minutes: Dari motioned to approve June's meeting minutes, seconded by Angie. Motion carried.
2. Budget
 - a. Myra reviewed the budget including changes that Eric Sergeant made during the contract approval process.
 - b. Laurie motioned to approve the budget as presented, seconded by Barry. Motion carried.
3. Training and Exercise Calendar (2015-2016)
 - a. Get training and exercises to Heidi to update training and exercise calendar. This is a requirement to the state per our contract.
4. MRC update
 - a. MRC has been active over the summer. They opened a cooling station, a shelter during severe weather, and a first aid station. More on the activity list on the MRC website. Conducted a face-to-face review with the state and regional coordinator. Also had a volunteer participate in the drug-take-back program. MRC is always looking for donated supplies for their volunteers to use.

Old Business

1. Tyco
 - a. We are in the process of renegotiating the Tyco contract for those facilities that use the service for emergency notification. Dari will get Heidi information by next week to finish the process.
 - b. Agencies that don't want it or that don't use it for emergency notification will soon be dropped from the system.
2. Trailers (see P&P Section IV)
 - a. MMAs licensing
 - Heidi can't locate registrations. Sally will look to make sure West Central does not still have them. Laurie suggested looking inside the trailer to see if it was in a manila envelope.
 - Insurance is current. We carry liability coverage only. The group thought that was sufficient.
 - MOUs are in the process of being signed with Ogallala Hospital and Great Plains Health
 - b. Heidi has updated the Decon trailer MOU and it has been signed by Community Hospital.
 - c. Heidi has updated the BT trailer MOU and it has been signed by Southwest Ne Public Health Dept. (SWNPHD)

3. Membership agreement
 - a. Heidi sent letters to all LTCFs and Outpatient providers to promote NPHCC. Included was a membership form and NPHCC brochure. No response from anyone to-date.
 - b. NPHCC Support entities (see Bylaws Appendix 3—Organization Chart) will have one representative for each section that will be a Steering Committee (SC) member and will have voting rights. That representative position will rotate among that section’s facilities annually. We will leave two emergency managers on as voting members as has already been established and will reevaluate when one of the current EMs would like to step down from the SC. [Added to P&Ps Section II.B]
 - c. Three long-term care facilities (LTCF) were present at the meeting. Dari motioned to accept Billie Hayes (Imperial Manor) as the LTCF representative to the NPHCC steering committee, seconded by Laurie. Motion carried.
 - d. Heidi will send the membership agreements to all SC members for signing.
4. Inventory and cache supplies
 - a. Cache policies have been updated in the P&Ps Section IV to reflect that we will maintain an MOU with each hospital holding the stockpile so it can be a reminder of the supplies and agreement.
 - b. Each hospital is responsible for conducting their own inventory each year and updating the MOU with the coordinator.
 - c. The coordinator will send out the MOU annually. [Added to P&Ps Section IV.A]
 - d. All NPHCC inventory and assets are listed in the NPHCC Emergency Support Plan, Attachment 3, which will be posted to the SWNPHD website for emergency planning and response.
5. Coordinator evaluation review
 - a. Myra Stoney, as the fiscal agent, and Laurie Walrod, NPHCC Chairperson, were responsible for leading the Coordinator evaluation process. Evaluation surveys were sent to all steering committee members for their input and Laurie compiled the responses. [Added to P&Ps Section I.A]
 - b. Heidi asked the committee if this was an appropriate and adequate number of people to be in charge of the evaluation. Since all SC members receive the evaluation survey to provide their feedback, the group thought it was appropriate and adequate.
 - c. Heidi was presented the compiled evaluation and the group was asked for more discussion.
 - d. Heidi left the room as wage increase was beginning to be discussed.
 - e. The SC agreed to a 4% increase for the Coordinator’s wage to be effective 8/1/15.
 - f. The procedure for the evaluation process will be described in the Policies and Procedures for future reference: All SC members will be given the evaluation and only they will be able to provide Coordinator evaluation feedback. The Chairperson or FA will compile the survey and results will be discussed at the next SC meeting. Any wage increase will be discussed and decided at that SC meeting.

Subcommittees

1. The Bylaw Subcommittee (Heidi, Wanda, Myra) met on 7/7/15 and made these recommendations to the SC to be reviewed:
 - a. Section I--Mission and Guidance. No major updates to this section were made but it needed approval.
 - b. Section III--Steering Committee. Minor updates to this section were made including a statement that SC members will “maintain Active Membership status” as stated in Section II.
 - c. Section IV-- Non-voting Members. This section was added to reflect the new organizational structure NPHCC is developing to include more agencies in the Coalition.
 - d. Section VI--Personnel and Duties. Added language under the Coordinator (maintaining updated plan and bylaws, responsible for contract requirements and deliverables) and under the Chairperson (they are to lead the Coordinator evaluation process).
 - e. Dari motioned that we accept the changes made to these four sections; Laurie seconded. Motion carried.

2. The Budget Subcommittee (Myra, Pat, Dari, Laurie, Heidi) met on 7/14/15 and made these recommendations to the SC to be reviewed:
 - a. Bylaws Appendix 3: Organizational structure
 - b. Policies and Procedures (P&P) Section III
 - Section A: Implement a \$2,000 spending limit on new purchases. This was done in an effort to conserve funding dollars and allow more money for training and education opportunities.
 - Section C: Extended the \$1500 training stipend to the NPHCC Support Group entities
 - c. Bylaws Section II: Participation requirements for NPHCC will be defined as attending 50% of all meetings, trainings, and exercises
 - d. Bylaws Section IX. Several sentences were pulled out of this section and moved to the P&P. Additions were made regarding funding requests for supplies, travel, and training
 - e. The Fiscal Agent fee is based on award amount. An MOU will be updated and this policy will be added to P&Ps and/or Bylaws. [\[Added to Bylaws Section VI.B\]](#)
 - f. Dari motioned that we accept all changes to the P&Ps and Bylaws as listed above, Laurie seconded. Motion carried.

New Business

1. Volunteer Representative.
 - a. [Dari motioned to make Joanna the Representative for the Volunteers for the NPHCC Support section of the organizational structure, seconded by Myra. Motion carried. \[Added to P&Ps Attachment 7\]](#)
2. Exercise Planning.
 - The group needs to start planning this year's exercise. Suggestions and ideas were discussed.
 - An exercise planning team was established to include: Heidi, Dari, Angie, Judy, and Pat. The team will put some ideas together and report back to the SC.
3. Mutual Aid MOUs
 - Mutual Aid MOUs have been updated and sent requesting feedback and signatures.
 - The group discussed these, their value and who to include.
 - LTCFs do not have to be included at this time since they already have MOUs with their respective hospitals. Heidi will remove this activity from the Improvement Plan (2015 Symposia After Action Report)
 - Dari will work with Heidi to review them again to make recommendations to the SC.

Purchase Requests

1. NPHCC purchased mics and extension cords to aid in conference calling for meetings. These have been added to the inventory and asset list (ESP Attachment 3)
2. Community Hospital (Dari) requested \$1,597.26 for PAPR filters
 - a. Heidi sent request via email on 8/4/15 for a vote: Yes: 6; SWNPHD, WCDHD, CCCH, Region 15 EM, GPH, and OCH. No: 0
3. Perkins Co. Health Services (Laurie) requested \$1331.05 for PAPR filters
 - a. Heidi sent request via email on 8/18/14 for a vote: Yes: 7; CH, GPH, CCCH, Region 15, WCDHD, SWNPHD, DCH
4. Tri Valley Health will also be ordering PAPR filters in conjunction with Dari's purchase above. Judy will fill out a purchase request but Dari is to go ahead and order the supplies at her convenience.

Upcoming Trainings, Education, and Exercises

1. Heidi's Master's project – Assessing Change in Baseline LTCF Preparedness Knowledge
 - a. Joint effort of NPHCC and SWNPHD to work with LTCF on staff preparedness knowledge and updating disaster plans.
 - b. Will run from September-March

2. FEMA trainings – North Platte; March; Date TBA
 - a. MGT-433: Isolation and Quarantine for Rural Communities
<https://www.firstrespondertraining.gov/ntecatalog#anc-search-results>
 - b. PER-308: Rural Isolation and Quarantine for Public Health & Healthcare Professionals
<https://www.firstrespondertraining.gov/ntecatalog#anc-search-results>
 - c. Prerequisites (all can be taken on-line):
 - IS-100 or IS-100.HCb
 - IS-520 – Intro to Continuity of Operations Planning for Pandemic Influenzas
 - IS-700
3. Hospital First Receiver Course, CPE
 - a. Barbara Dodge would like to do a First Receiver course in our HCC district sometime next summer but need a hospital to volunteer.
4. National HCC Conference is being held in San Diego this year, December 1-4.
 - a. NPHCC is paying for one person from each Core Medical entity to attend (registration, meals, airfare/mileage, and motel).
 - b. Please let Heidi know if you wish to attend. Heidi, Sally and Angie have expressed interest in attending.
 - c. Registration before September 1 will get an early bird discount, and if we sign up 5 or more before that date there is an additional discount.
 - d. <http://www.cvent.com/events/4th-annual-national-healthcare-coalition-preparedness-conference/event-summary-f66a6cf35fa948e28df80be4fd4cb598.aspx>.

Other Discussion

1. Communications
 - a. State Radio System. Pat gave a report on the state radio system. Heidi will get with Pat sometime to get information down for Steering Committee members to review.
 - b. Satellite phones. The Steering Committee needs to decide whether or not we keep maintaining the satellite phones or not. More discussion on this at the next meeting.

Adjourn: 1:00

1. The group viewed CH's decon trailer and its contents.

NPHCC Task List August		
Person Responsible	Task	Outcome
Dari	Get Tyco numbers to Heidi	Done. 9/20/15
Heidi	Finish Tyco process	
	Find MMA registrations / Get MMA trailers licensed	
	Follow up with MMA trailer MOUS to be signed	
	Add purple font from minutes to P&Ps or Bylaws	Done. 9/16/15
	Send membership agreements to Steering Committee	
	Work with Janet to get NPHCC plan posted to website	
	Update P&Ps and Bylaws as per subcommittee recommendations	Done. 9/16/15
	Develop attendance spreadsheet	Done. 9/30/15
	Update FA MOU and get signed	
	Organize exercise planning team	
	Schedule time with Dari to review the Mutual Aid MOU	
	Schedule time with Pat to discuss State Radio System	
	Update P&Ps and Bylaws on website	