

**NE Regional Hospital Preparedness Group  
Group Meeting Minutes  
October 12, 2009  
Black Woods Conference Center**

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| <ul style="list-style-type: none"> <li>✓ American Red Cross</li> <li>✓ Arrowhead EMS</li> <li>✓ Bigfork Valley Hospital</li> <li>✓ CHIC</li> <li>Community Memorial</li> <li>✓ Cook Area Health Services</li> <li>✓ Cook City EM</li> <li>✓ Cook County North Shore</li> <li>✓ Cook Hospital</li> <li>✓ Deer River Healthcare</li> </ul> | <ul style="list-style-type: none"> <li>✓ Ely Bloomenson Community</li> <li>✓ Fairview Range</li> <li>FDL Human Services</li> <li>✓ Grand Itasca Clinic &amp; Hospital</li> <li>HSEM NE Region</li> <li>✓ Lakeview Memorial Hospital</li> <li>✓ Mercy Hospital</li> <li>✓ Miller Dwan</li> <li>✓ Minnesota Department of Health</li> <li>✓ Rainy Lake Medical Center</li> </ul> | <ul style="list-style-type: none"> <li>✓ Riverwood Healthcare Center</li> <li>Scenic Rivers Health Services</li> <li>✓ SMDC Health System</li> <li>✓ St. Luke's Hospital</li> <li>✓ St. Louis County Public Health</li> <li>✓ Virginia Regional Medical Center</li> <li>✓ White Community Hospital</li> </ul> |
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Respectfully submitted: Therese Campbell ◊ [tcampbell@medinfosystems.org](mailto:tcampbell@medinfosystems.org) ◊ 218.625.5515

<b>I. Welcome &amp; Minutes</b>	Approval of minutes –July 13, 2009 Welcome to Colleen Anderson, Director of Nursing Lakeshore	Minutes accepted To represent LTC 218-625-8408
<b>II. <u>Business Meeting</u></b>	<ol style="list-style-type: none"> <li>1. Participation agreements completed Clinics and LTC facilities should be offered this agreement - Theresa McDonald</li> <li>2. Trailer Damage and repairs – The repair kits were shipped from PaceAmerican to the hospitals who reported damage</li> <li>3. CANCELLED November 4 Conference – “Partnering in Response” due to preparations for H1N1</li> <li>4. State will roll-out a statewide hotline phone number – Release date TBD</li> <li>5. Media and Healthcare meeting regarding H1N1 information getting out to the public – PIOs from the hospitals were invited</li> </ol>	<ol style="list-style-type: none"> <li>1. All Hospitals and PH Facilities have signed and sent documents T will discuss with Marilyn and Cheryl to finalize the document for distribution</li> <li>2. PaceAmerican – send note to thank CEO</li> <li>3. The conference is rescheduled for May 4, 2010.</li> <li>4. A nurse will triage people needing health advice and prescribe medicine over the phone.</li> <li>5. Meeting was well attended and important information shared; Marilyn and Cheryl were interviewed for TV news</li> </ol>
<b>III. Finance</b>	<ol style="list-style-type: none"> <li>1. Budgets: Standard HHS Budget \$409,266 and H1N1 \$121, 298 budget (1/2 of which is for equipment and supplies)  Executive committee recommended \$54,646.00 of the H1N1 allotment be given to each facility – to be used exclusively for H1N1 equipment &amp; supplies; amount divided among 17 hospitals <u>and</u> EMS</li> </ol>	<ol style="list-style-type: none"> <li>1. Budgets were reviewed and approved: send to Group  Group voted to approve the distribution of funds to 18 facilities as recommended by the executive committee</li> </ol>

	<ul style="list-style-type: none"> <li>◆ Budget discussion with concerns about the percentage of funds expended on administration – Some facilities mentioned they needed help with ideas, plans, education and templates</li> </ul> <p>2. Quarterly billing for Beth Bilden from SMD</p>	<ul style="list-style-type: none"> <li>◆ Cheryl oversees and works with the contractors and will encourage more communication with the facilities and representatives. Each will be asked to give a written report at the monthly meeting.</li> </ul> <p>2. Cheryl to discuss with Denise</p>
IV. New Business	<ol style="list-style-type: none"> <li>1. Antivirals called MNACache – Tamiflu and relenza for the underinsured and uninsured – or supply chain broken, disrupted, cluster of H1N1, some pediatric suspension under 12 months of age</li> <li>2. PPE allocation and distribution or cache</li> <li>3. Vaccination Sites – have been identified</li> <li>4. Anti-viral distribution: Sites to be determined by MDH</li> <li>5. MNResponds: Jo reported Volunteers were contacted by phone, email to state their availability to help during an H1N1 emergency – Each County received a list of those names. There was not a great response. Jo will continue to contact volunteers; there are 330 in the region</li> <li>6. Bill Maloney has been in touch with all NE county social services’ directors – discussed implementation of the BH COOP plan</li> <li>7. Pat Lee: Arrowhead EMS conference dates are January <u>14<sup>th</sup>-17<sup>th</sup> 2010</u></li> </ol>	<ol style="list-style-type: none"> <li>1. Will be shipped to sites in the region from the SNS cache – pharmacies have been contacted and if interested contact Therese Campbell by October 9 – Check with Group if all counties are represented</li> <li>2. Determine if the cache can be drop shipped to each facility or shipped to a definite location to be distributed – send to Group</li> <li>3. List found on MDH workspace</li> <li>4. A conference call is scheduled for details regarding this distribution</li> </ol>
<u>Next Meeting</u>	<p><b><u>December 14, 2009 Proctor, MN</u></b></p> <p><b>November 4<sup>th</sup> Partnering in Response Conference is cancelled and rescheduled for May 4, 2010</b></p> <p><b>November 9<sup>th</sup> monthly emergency preparedness meeting is cancelled</b></p>	<p>Group Meeting 10:30am – 2:00pm</p> <p>Executive meeting 8:30 am – 10:30</p>