

NE Regional Hospital Preparedness Group
Executive Committee Meeting Minutes
December 14, 2009 ♦ Blackwoods

Attendees: Julie Burns, Marilyn Cluka, John Jordan, Pat Lee, Cher Maki, Mary Matthews, Andrea Peterson, and Cheryl Stephens

Respectfully submitted: Therese Campbell ♦ tcampbell@medinfosystems.org ♦ 218.625.5515

Agenda	Discussion	Recommendation/Action
I. Welcome & Meeting Minutes	Approval of October 12, 2009 Minutes Welcome to Rhonda Vedder, Riverwood Healthcare Center	Minutes approved
II. Open Issues	<ol style="list-style-type: none"> 1. Mary Matthews announced this was her last meeting. She will move to Oregon with a new job. Leaving Friday 12-18-09 2. H1N1 successful delivery of antivirals around the region for the underinsured, the uninsured – suspension option was given for 88lbs and was helpful to the pharmacists 3. Announcement today: MDH - All Minnesotans can now receive the H1N1 vaccine provided they have enough vaccine and can still meet the needs of high risk patients who want to be vaccinated 4. Congratulations to Jo Thompson: Medical Reserve Corps project named her as a regional coordinator for the existing Capacity Building Workgroup 5. Work Plan and deliverables due January 8, 2009 – Information on temporary storage location for human remains will be discussed at the Group meeting from each facility 6. NIMS/HICS tent cards (Bob Norlen) with job descriptions 7. EMS Conference January 14-17 – Exhibitor fee \$475 	<ol style="list-style-type: none"> 1. Executive committee commended Mary for her service and for providing Rhonda to replace her in the Group 2. Marilyn reported the cooperation of the pharmacies was unprecedented 3. The new recommendations will take effect on Dec. 16. MDH officials emphasized that that the decision to broaden the vaccine effort needs to be made by each individual health agency or provider, based on their own needs and resources 4. Appointment by the National Association of County and City Health Officials. 5. Cheryl reviewed the deliverables for 1-8-09. Most have been completed. The decision was made to assign the hospital reps to be named the “Lead Worker” for Fatality Management Plan 6. Pat Lee, EMS, offered to print and laminate cards for 18 facilities 7. NE MN Region, MNResponds will host an Exhibit table near the NE MN trailer
III. Finance	<ol style="list-style-type: none"> 1. Budgets: Standard and Pan Flu 2. Funds for mass vaccination for employees are available Funds 	<ol style="list-style-type: none"> 1. Review and approved 2. Each facility will receive \$500 if the Group

	<p>must be obligated by April 16</p> <ol style="list-style-type: none"> 3. ICS classes for 300 and 400 need to continue to be offered – Grants can be obtained to help fund the classes (Adam to give list of names who have completed 300 and 400 to Pat Lee and Cheryl Stephens) 4. NE MN Trailer: Radio update was completed; Pat would like to order rolling shelves carts 	<p>approves – Our funds are obligated to date</p> <ol style="list-style-type: none"> 3. Pat Lee is certified to conduct classes and will schedule them in 2010 with the help of Adam Shadiow 4. EMS expenditure was approved from their dedicated funds.
IV. New Business	<ol style="list-style-type: none"> 1. Ventilators were sent to St. Luke’s and will remain – 2 at St. Luke’s and 3 at St. Mary’s 2. Courier for antiviral delivery to pharmacies was paid for by St. Louis County PH – The committee thanked Julie Burns for the payment 3. MNTrac Alert type – Executive committee suggested that Tammy attend a NE MN Regional meeting in January or February 4. Pat Lee would like access to MNTrac – the present procedure compels him to contact Bob Norlen to update EMS information 5. <u>Emergency Management & Bioterrorism Manual</u> - Submit to Group for input – cost for each facility is \$475 	<ol style="list-style-type: none"> 1. Char asked about use of respirators and training for using them – Check with Mike Vaneps &/or Shari Mlodozymec, SMDC 2. Send a thank you note to the courier service 3. Notice from Tammy Peterson went out to all facilities; Ask Group if Tammy should be invited to attend EP meeting for updates 4. Cheryl and Lyndsay to coordinate to give Pat direct access to updating the EMS information 5. If Group approves, Cheryl will contact the vendor to negotiate a price for access to the manual for our facilities
Next Meeting	January 11, 2010 Executive meeting 8:30 am – 10:30 am	
	Proctor, MN	