

NE Regional Hospital Preparedness Group
Executive Committee Meeting Minutes
May 11, 2009 ♦ Blackwoods

Attendees: Pat Lee, Char Maki, Mary Matthews, John Simpson, and Cheryl Stephens

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

Agenda	Discussion	Recommendation/Action
I. Welcome & Meeting Minutes	Approval of April 13, 2009 Minutes Welcome to Char Maki, Fairview Range Regional	Minutes approved
II. Open Issues	<ol style="list-style-type: none"> 1. H1N1 – a discussion of the procedures, preparations and communications tested in this real emergency situation; Cheryl, Marilyn activated the MAC in the CHIC offices Hospitals used this as an exercise; MNTrac chatroom was very successful; lessons learned – fit testing; email sensory overload 2. MNTrac bed count very good; Discussion regarding further training for additional personnel; EMS is interested in training for first responders 3. Deliverables – Questions regarding the deliverables with TBD, waiting for instructions (Pharmaceutical cache) 4. May 20 MN Flu Center Video conference Workshop 5. ICS 300 was very productive 	<ol style="list-style-type: none"> 1. The use of MNTrac and MIIC proved to be excellent resources; Procedure for distributing tamiflu – contact Cheryl & Marilyn if you need it. Communication lines will eliminate some of the duplicate messages and alerts 2. Assistance will be forthcoming to Grand Itasca and Virginia; Lyndsay Daniel will assist in the training; She will help with alerts and based on roles/profiles in MNTrac, design an information sheet 3. If the pharmaceutical tasks are not defined, the funds should be rolled over to the facility for purchases -Critical Infrastructure: Roy Holmes may be able to advise what is required 4. Mileage will be reimbursed for this event 5. Pat Lee and staff set-up a successful training
III. Finance	<ol style="list-style-type: none"> 1. Expenses – Budget 2. Obligated expenses were set 	<ol style="list-style-type: none"> 1. Approved 2. Funds will be expended by end of grant period

Finances cont.	3. SMDC has not invoiced for medical director – we need SMDC to submit invoices – preferable monthly	3. Cheryl will check with Beth Bilden and revise the contract with conditions for payment schedule
New Business	<ol style="list-style-type: none"> 1. ICS 400 training planned for June 17, 18; St. Louis County Emergency Management writing grant 2. Consider 3n a product for hospital notification call services 3. WebEx-purchase being pursued for training and meeting options 4. Pat Tommet’s email regarding link to masks 	<ol style="list-style-type: none"> 1. Pat Lee responsible 2. Appoint a communications committee to explore this as an option for our region; Look into funding next year – Send to Group 3. Cheryl to determine how many licenses we will need to purchase; she will check on sharing the cost between NE Regional Group and CHIC MIIC (Immunization program) Group approved 4. Send link to hospital reps
Next Meeting	June 8, 2009 Executive meeting 8:30 am – 10:30 am	Proctor, MN