

NE Regional Hospital Preparedness Group
Executive Committee Meeting Minutes
June 8, 2009 ♦ Blackwoods

Attendees: Beth Bilden, Julie Burns, Marilyn Cluka, John Jordan, 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 May 11, 2009 Minutes	Minutes approved
II. Open Issues	<ol style="list-style-type: none"> 1. Deliverables – 2. Question re: HAN – Health Alert Network – Each facility needs to designate a HAN coordinator and obtain access to MDH work space 3. Communications Committee to be formed to research proposals for delivering crucial messages to staff (for next year’s grant period) 4. Add Beth Bilden and Pat Lee to Hospital Representative e-mail 	<ol style="list-style-type: none"> 1. Discuss completion of requirements by July 1 2. Group needs clarification. Marilyn to address this subject with the Group and follow-up on getting a printout of the NE Region designates to date 3. Andrea Peterson, Kim Garrett, Marilyn Cluka volunteered to be on the committee
III. Finance	<ol style="list-style-type: none"> 1. Budget May, Grant expenditure recap, Budget comparison, total grant information 2. Areas to review <ul style="list-style-type: none"> Listing of future possible purchases EMS to propose request for funds Behavioral Health submit projected expenditures for June and July; Executive committee to confirm request Remaining funds on August 1 will be divided among the 17 facilities 3. Pat Lee requested reimbursement for NIMS training 	<ol style="list-style-type: none"> 1. Discussion regarding remaining funds in the Grant; Behavioral Health over budget; 2. Bring the list to the Group for approval 3. Funds should be included in request

New Business	<ol style="list-style-type: none"> 1. Use of PAPRs and replacement of batteries 2. FLU CENTERS discussion – MDH Mandate for counties to set up Flu Centers anticipating the scenario of Pan Flu’s widening and procedures for preparing for the fall of 2009 (H1N1) 3. WebEx – We are in the process of obtaining 2 licenses 	<ol style="list-style-type: none"> 1. Use in incident and training – Grant money to replace batteries Use in daily facility procedures – Facility responsible for replacing batteries 2. Need a “think tank”, need physicians input (infectious diseases), need coordination with counties, hospitals, clinics etc Discuss: July 13th meeting and include plans for August 10th meeting? How to proceed? Marilyn, Cheryl & Beth will meet first. <u>Bring to the Group for discussion, input and ideas</u> 3. The Proposal to be coordinated by Adam Shadiow and contract signed by Cheryl
Next Meeting	July 13, 2009 Executive meeting 8:30 am – 10:30 am	Proctor, MN