

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

Attendees: Beth Bilden, Julie Burns, Marilyn Cluka, John Jordan, 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 August, 2009 Minutes Blackwoods Restaurant	Minutes approved
II. Open Issues	<ol style="list-style-type: none"> 1. Gap analysis – H1N1 Assessment and Planning Tool – Report to state – Tool attached 2. Ordering surgical masks and gloves – Cache is only if we run out in an emergency 3. Flu Centers will open only after local jurisdictions are overwhelmed; first response comes from each local community working together 4. State is coming out with a phone numbers: One for clinicians and one for the public – will give public service announcement and information; second level will be triage and dispensing antivirals 5. Mutual Aid Agreement for 2009-2010 coming in 6. Trailer damage-Contact Pace and find out if they will send replacement kits- any cost 7. November 4 Conference – “Partnering in Response” 8. Media and Healthcare H1N1 meeting – with PIOs and Media representatives 	<ol style="list-style-type: none"> 1. Send reps the results of the assessment tool 2. Each facility needs to purchase their own 3. Ask for a review of Flu Center plans in the Group 4. Number will be distributed (211 does not work on cell phones) 5. Therese Collecting from EP Group; Marilyn collecting from PH 6. Therese to contact Pace; discuss what they can do since the trailers are out of warranty 7. Emails of brochure and flier went out as well as mailings for the conference 8. Mailing and emails went out; Marilyn, Cheryl, Adam and Emily Ringstad to facilitate – PIOs invited from the hospitals
III. Finance	<ol style="list-style-type: none"> 1. Budget end of Grant funding 2. Purchase computer for Adam Shadiow 	<ol style="list-style-type: none"> 1. Distributed – All funds were spent 2. Approved: Therese to pursue the tax exempt

	<ol style="list-style-type: none"> 3. New Grant award and Flu allotment – Each hospital to receive an amount from the Flu allotment to purchase what they need – total amount divided among them not to exceed ½ allotment or \$60,649 Bring to the Group discussion <ul style="list-style-type: none"> ✓ HHS Fiscal year will be August 9, 2009 – June 30, 2010 Budget 2009-2010 4. Grainger product guide was distributed 5. DG Pressure gauge can be recalibrated for \$50.00 6. Pat Lee and Bill Maloney to discuss billing with the H1N1 7. New Budget – Discussed with the executive committee 	<p>purchase</p> <ol style="list-style-type: none"> 3. Grant award \$409, 266 needs to be expended by June 30 (10 months-3 weeks) Flu allotment \$121,298’ -All reports and reimbursements are due by June 30, 2010 4. Products related to the H1N1 supplies 5. Information to Hospitals to update 6. Billing for H1N1 referred to EMS budget 7. Bring to the Group discussion
New Business	<ol style="list-style-type: none"> 1. Cheryl, Marilyn, Tony Guerra and Adam meeting with Media Rep/ use of 211 service for calls and Red Cross 2. Clyde’s position will not be filled unless we find a need for NIMS training 3. New Grant and deliverables for our region 4. Anti-viral distribution is forthcoming from MDH 5. EMTALA fact distributed to the partners 6. Ventilators – SMDC has 5 and are used 	<ol style="list-style-type: none"> 1. Marketing, perception and communication regarding getting out information on the H1N1 novel influenza 2. Send a note to Clyde thanking him for his service to our Group 3. Will be distributed at Oct 12 EP meeting 4. Information TBD Cheryl and Marilyn will obtain MDH info 5. Excellent forms and templates attached 6. John Jordan coordinates shipping installation and training
Next Meeting	October 12, 2009 Executive meeting 8:30 am – 10:30 am	
	Proctor, MN	