**Statewide HCC Steering Committee Mtg. Minutes-DRAFT**  
**Monday, June 6, 2016**  
**10:00 a.m. – 2:00 p.m.**  
**Rolling Hills Conference Center, Salina KS**

**Present:**  
Steve Hoeger- Acting Chairman, Carman Allen, Sherry Angell, Sue Cooper, Richard Everett, Ashley Goss, Gay Hall, Charlie Keeton, Karen Luckett, Ron Marshall, Cindy Mullen, Michelle Ponce, Tom Pletcher, Mark Stump, Danielle Marten, Virginia Downing, Catherine Byrd, Susan Belt, Bryan Brady, Charlie Hunt, Carl Lee, Gary Martin, Elisa Nehrbass, Tami Wood, Angela Krutsinger per Phone

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Outcome/Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Welcome and Introductions</strong></td>
<td>The members of the group introduced themselves and were welcomed to the meeting.</td>
<td><strong>Outcomes:</strong> Sign In Sheet is attached</td>
</tr>
<tr>
<td><strong>Review and Approval of January Meeting Minutes</strong></td>
<td>Minutes were not approved at this meeting.</td>
<td><strong>Action Items:</strong> Will need to approve Jan. &amp; June minutes at the next meeting</td>
</tr>
</tbody>
</table>
| **Update from ASPR/CDC Site Visit with KDHE week of May 23-26** | Carmen Allen and Angela Krutsinger provided a preliminary report of the site visit with the final report hopefully coming in the next couple of weeks. Strengths noted- PHEP- KDHE Lab and cross training of staff, Provision of Situational Awareness, CRMCS, Relationship with KDEM, KSERV- particularly the credentialing piece, Ebola Grant progressing HPP- KSERV, CST PPE Training Weaknesses noted- PHEP- Delay in completion of Capability 9, SMART objectives not used in work plan development, More monitoring & validation of submitted documentation needed, Identify At-Risk Populations HPP- Lack of strategic plans that include HCCDA(Healthcare Coalition Development Assessment) factors & 5 yr. goals resources needed to complement work plans, Failure to spend down Ebola funds, Need a Standardized HCC | **Outcomes:** There may be delays in the release of work plan and guidance documents for BP5. There will be increased accountability monitoring for local and regional entities.  
**Action Items:** Local/regional entities should respond to KDHE requests for information as quickly as possible so that delays to beginning BP5 are prevented. Local/regional entities who have begun planning for BP5 should wait until new guidance is released to continue planning. |
### Coordinator Position Description, Disconnect between KDHE and the HCC's, Difficult to know what has been accomplished and what hasn't.

KDHE plans to:
- Acquire a 2nd RSS location
- Hire additional staff
- Cross Train Staff
- Revise work plans using SMART Objectives
- Improve Monitoring and reporting process of sub-awardees
- Increase Information Sharing
- Reconnect with HCC's
- Develop maps of At-Risk Pops.
- Report BP4 progress- acquire data from PH & Hospitals
- Possibly rewrite BP4 workplans? Would affect contracts.

### Federal Program Expectations

| KDHE will split the Trauma and Preparedness Director positions back out and Carmen Allen will continue as Trauma Director and Back up for Preparedness. The SNS Coordinator and Compliance Coordinator positions have been posted. The Fiscal/Budget Position will be posted soon. Starting July 1, 2016 Preparedness funds can not pay for meals. Can pay per diem per your agency's policies. KDHE staff travel will be extremely limited. BP5 work plans will be re-written and plan to ask for input into the process. All trainings and exercises must be pre-approved by KDHE. If KDEM can provide free training- must work through their process. Training documentation of agenda, minutes, sign in sheets are not sufficient. A written report will be required. Funds used for exercises conducted as stand-alone single facility exercises will need to be paid back. KDHE will be implementing processes for monitoring and validation of submitted documentation. KDHE Staff will be assigned to a capability(ies) as a SME. Success stories and best practices need to be submitted to KDHE If budgets are not in Catalyst or on file with KDHE by the end of June, no funding will be given. Once Awards are released can amend budgets. |
| Federal Program Expectations |

### Outcomes:

- Personnel changes at KDHE are expected. State staff may not always be available in person to attend meetings, trainings, and exercises.

### Action Items:

- Local/Regional entities need to share their success stories with KDHE though written reports to the Preparedness Website and the EMSSystem libraries. Locals/Regions be sure your budget has been submitted by June 30, 2016.
**Ebola Grant**

Year 2 Contracts have been/will be sent to the HCC's for consideration of acceptance. If not accepted funding will need to be reallocated. Current work plans for PH will most likely be revised. It is time for the Assessment Hospitals to be revisited by KDHE and National Ebola Treatment and Education Center (NETEC).

**Zika Grant Application**

Charlie Hunt reported that Kansas did submit an application for Zika funding. If approved it will be used for Lab testing, mosquito surveillance, Pregnancy Register, > Clinical Key Contacts into Ks-HAN, Mass Media campaign. There is a potential for PHEP Ebola funds to be used for Zika.

**Outcomes:** Watch for Zika Award guidance

**Action Items:** None

**Future Funding for Statewide Steering Committee and Regional HCC Committees**

Due to no longer being able to pay for meals it was determined the meeting location needs to be changed. Sue Cooper agreed to check if we can meet at the Salina Regional Health Center. Lunch will be on your own. Concerns expressed re: the timeliness and contract language for the Regional Hospital Coordinators. Concerns also expressed re: if outstanding BP4 activities would impact the Contracts. KDHE does not anticipate contracts being late or BP4 impacting BP5 contracts at this time.

**Outcomes:** Meeting location will be changed

**Action Items:** Charlie Keeton moved and Tami Wood Seconded to continue meeting in Salina. Motion Carried with one "No". Sue Cooper will look for a location and inform Steve of that procurement.

**Kansas City Region Phase II Dispensing TTX**

Gary Martin shared their experience conducting a Phase II Dispensing TTX.

**Outcomes:** AAR/IP is attached

**Action Items:** None

**Local Emergency Management Replacement Needed**

Need to identify and select a new EM Representative. Steve will send out the application for HCC's to provide nominations back to the Committee to vote on.

**Outcomes:** Replace EM Rep. on the Committee

**Action Items:** Each HCC needs to identify and submit a nomination to Steve by noon, June 17, 2016.

**Resignation of Mike Burkhart as Chair**

Mike Burkhart sent an email requesting to resign as Chairman of the Steering Committee; but did want to remain a member of the Committee. Discussion: Steve Hoeger is willing to move into the Chair position; but will then need to replace the Vice Chair.

**Outcomes:** Change in Chair and Vice Chair

**Action Items:** Sue Cooper moved and Karen Luckett Seconded to accept Mike's resignation as Chair and elect Steve Hoeger as Chair. Motion Carried.

**Action Items:** Tami Wood moved and Virginia...
Downing Seconded to elect Cindy Mullen as Vice Chair. Motion Carried.

| Local ESF8 Meeting Attendance | Sue Cooper encouraged everyone to reach out and continue working to get "missing" partners to their ESF8 meetings; as this was something identified at the NC TTX as a gap. | Outcomes: None  
Action Items: FYI |
|--------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Next Meeting                  | Will continue to meet on a quarterly basis at this time.                                                           | Outcomes: Next Meeting- July 25th.  
(The Executive Committee will meet July 24th to address tasks assigned in January.)  
Action Items: The location will be emailed out. |