

## **KALHD/KDHE PHEP Advisory Team Meeting Minutes**

**August 26, 2019**

The first KALHD/KDHE PHEP Advisory Team meeting was called to order on Monday, August 26, 2019 by Dennis Kriesel. The meeting was held in the 3<sup>rd</sup> floor conference room at 300 SW 8th Ave., Ste. 300, Topeka, KS.

Team Members Present: Dennis Kriesel, Carl Lee, Andrew Adams, Kendra Baldrige, Michael McNulty, Cristi Cain, Heather Richardson, Tamara Wilkerson, Denise Kelly, Dennis Kriesel, Rebecca Adamson (online).

### **KAC Annual Conference: Discussion of PHEP workshop targeting county commissioners (presenter and topic details)**

Dennis has arranged to have a one-hour PHEP workshop at the November KAC conference. This will be a primary workshop instead of a KALHD annual meeting session so that county commissioners can attend. Suggested topics include: compare the differences between Emergency Management and PHEP, and a basic overview of the PHEP program in Kansas. There will be three presenters (1 state, 2 local). Dennis will email the conference session details to the team.

### **KDHE's delinquent arrangement with KALHD (answer questions, discuss any desired adjustments)**

View the current updated procedure: <https://www.kalhd.org/wp-content/uploads/2019/08/ProcedureForDelinquentContractDeliverables.pdf>

Suggested changes:

- combine the "one week past due" and "two weeks past due" sections
- ability to reach out to regional coordinators prior to the one-month delinquency, with a message to the administrator notifying them
- edit the section: One month past due for quarters 1, 2, and 3. For quarter 4, the deadline is July 15, and KDHE will contact KALHD immediately if there are delinquencies

Once the draft is finalized, Dennis will survey KALHD membership and ask for further revisions.

### **LHD budgets for SFY 2021 (how the local share is carved up)**

The handout for this topic was provided in hardcopy only. Denise summarized the budget process for the local share. The current model is base + population. There are numerous options, and Denise would like the team to explore new ways of dividing up the funds. Denise will give Dennis 3-4 new options and Dennis will take it to KALHD membership for review and feedback.

### **PHEP regions and redirects (discussion of redirects that avoid county commissioners, and KDHE's desire to end the practice)**

The handout for this topic was provided in hardcopy format only. The group discussed the redirects process and the impact it has on KDHE. Currently there are 2 regions who do it. Denise stated that

KDHE will not support the redirects process next year, and all Advisory Team members present agreed that redirects should not occur after this year.

### **HCCs and LHD attendance mandate (discussion about this arrangement)**

Team members discussed this issue and determined that Denise should send an email to members clarifying coordinator attendance at HCC meetings. Later that same day, Denise sent the following email:

*This message is for the local health departments and PHEP regional coordinators:*

*It's been brought to my attention that the wording on the Local Health Department work plan, activity 1 is not inclusive of PHEP coordinators attending the HCC meetings, on behalf of the local health departments. This was not our intent. I apologize for the lack of clarity.*

*KDHE does find value in the local health departments attending and participating in their region's Healthcare Coalition meetings. However, we also realize that some local health departments may not have the capacity to attend the HCC's meetings due to staffing or competing priorities. The direction in the area has not changed from last year. The PHEP regional coordinator may attend the HCC meetings, on behalf of the local health department (LHD) within their region and can attend the meetings in person or virtually. The PHEP coordinator does not have to be an employee of the local health department to fulfill this requirement. Contracted PHEP coordinators may also be a LHD designee or proxy. (The LHD could also still send another individual, instead of the PHEP coordinator, from the local health department to attend.) The LHD administrator must provide a copy of the designee letter or proxy letter to both the HCC Coordinator and to KDHE. We will clarify this language in next year's local health department work plan.*

*The HCC coordinators are also being notified.*

*Thanks for asking about this and again, I apologize for any confusion this may have caused.*

*Denise*

Adjournment

The meeting adjourned at 11:47 a.m.



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