

KALHD/KDHE PHEP Advisory Team

Meeting Minutes

2-2-2021

Attendees

Dennis Kriesel

Renee Lucas

Tamara Wilkerson

Dana Rickley

Denise Kelly

Jennifer Hermon

Cindy Mullen

Cristi Cain

Betha Elliott

Meeting Start

Dennis called the meeting to order at 10:01 am.

Work plans: review and discussion

Denise started with the large LHD workplan. She noted the chronicle listing at the top. By item number:

- 1) No changes.
- 2) No change, just reordered.
- 3) Same as last year; flexibility was popular for SFY 2021. Only the kick-off session is mandatory.
- 4) No change.
- 5) Revised. It isn't a change for the deliverable, designed to be easier with KDHE sending the list out rather than the LHDs sending their lists in and asking KDHE to check it. Designed to be proactive. Each LHD only completes in the quarter they complete the report in (not one each quarter). Dana noted the LHO doesn't work out of her office, they are an independent doctor, and she wanted to know in those scenarios is the LHD responsible for the LHO. Denise noted they'd like the LHD to work with the LHO, who should be getting KS-HAN alerts. Jennifer noted the most important thing is to be sure that no one is getting alerts that shouldn't be; KDHE does try to get the list with new hires right away.
- 6) No change.
- 7) No change.
- 8) Added last year. Denise noted she is a fan of this statewide initiative. No change.
- 9) Federal requirement that a website is maintained. This lets you pay for it with PHEP. Renee noted that all their access to their social media and website has been stripped from the LHD and under control of the county's public information officer; they lack the ability to change things

directly. Denise asked if suggestions can be made; Renee confirmed that is possible but that conflicts do arise. Cindy noted, as a regional coordinator, Renee's situation is pretty scary and they've seen it in their region too. Cindy also noted there should be at least two people with access to do these sort of updates. Dennis suggested maybe this would be a good webinar topic for KAC to host to target commissioners. Being unable to do this work could put the grant funding in jeopardy.

- 10) Small change. The new administrator requirement for SFY 2021 was waived, but those that did not take it then they want to take it in SFY 2022.
- 11) Reduced (the PIO training removed).
- 12) Slight change. Jennifer explained KDHE is trying to zero in on what is most helpful to the LHDs. Similar to the proactive HAN approach, KDHE wants to be proactive on IMATS. With IMATS, if you don't log in often enough you get kicked out and have to sign up for it again. So KDHE plans to send, twice a year, the list of registrants, to trigger LHDs to get updates in and people staying active in the system. Everything else remains the same on this workplan item. Betha noted that keeping the POD location information up-to-date isn't realistic and provided examples as to why. Jennifer noted it is a federal requirement and so the expectation from the feds is that the IMATS stays updated as best as possible. Jennifer gave some suggestions on alternative ways to state the information. Betha noted an example of warehouses as one that isn't really used in rural counties. Cindy suggested adding some specifics to subitem D to help LHDs in the POD compliance. Jennifer said they could play with the guidance on this, and more training is planned on this. Cindy said the training is critical. Jennifer will look into options on this workplan item. Denise noted understanding that the information in IMATS may not be accurate based on the need and the time of the year. Denise wants it to be helpful to LHDs and plans to have subitem D reviewed. Betha explained the items she believes every LHD should already have and know, versus the items that are more nebulous. Betha suggested regional reviews of the IMATS details. Cindy asked if she could start the process now to have regional access to IMATS; Jennifer said that is fine and encouraged her to do so.
- 13) Reduced by one (is a federal requirement). Betha asked if the draft listed the new number; Jennifer was not sure and would go back to confirm. Denise noted she thinks the number changes annually and suggested removing the number from the workplan. Betha noted, in her case, the staff doesn't see the workplan number. Jennifer did confirm the draft's number is the current number at this time. Dana said she'd prefer the number to stay in the workplan. Betha noted turning to the workplan for a number as well. Denise said they'd plan to keep the number in place. Cristi indicated the KHEL training course is not updated every year, but rather just when CDC updates the course.
- 14) New item. Because of the heightened focus on COVID, Denise thought this might be a way to tackle giving success stories on this. KDHE plans to develop a template for how PHEP funds have helped. She kept COVID out of the language so that it wouldn't need to be modified later. Dennis asked if this would replace KALHD soliciting success stories. Denise confirmed this would replace KALHD's steps.
- 15) Date moved up from June to April due to some many items already being due in June, and now that it seems that most LHDs have fit-test machines that April was realistic. Renee said she agrees, April is realistic.
- 16) Same as what was put in the regional plan; will go over during the regional plan.

- 17) Due date here has been extended. KDHE wants this to be a COOP exercise. Jennifer explained that they want to update the COOP plan so having an exercise for it makes sense. Denise noted due dates will be switched back to the activity due dates, based off regional coordinator feedback.
- 18) This is a change. Instead of asking for all the plans to be reviewed in SFY 2022, instead the concentration would only be on one: the COOP. Denise not yet sure the Feds will sign-off on this but it's the current plan. Betha asked if there was a change under SFY 2021 to send in all the updates; Jennifer said the plan for SFY 2021 has been to get updates sent in. Denise noted the due-date was extended from December to June in SFY 2021. Denise asked if, for SFY 2021, instead of reviewing all the plans just getting them turned in to KDHE by June 30th so KDHE has something on file. Group consensus was sending in just the plans, without review, would not be overly burdensome. **Q4 will be changed in SFY 2021 to reflect this just-send-the-plans change.** Back on the SFY 2022 review, Denise asked if doing the COOP alone is realistic, or if Mass Dispensing needs to be included. Denise's goal is to have LHDs do as little as possible but also wants to avoid problems on the back-end of LHDs not being ready. Cindy said she's heard that updating annex lists and mass dispensing may be happening and wanted to know if that was happening. Denise and Jennifer indicated nothing in PHEP is planned on that. Cindy suggested some in-writing changes including details on headers/footers that Denise agreed with. Denise also said post-COVID she imagines KDHE would plan to update its annexes first, then the LHDs. Jennifer noted they will update the annex list information as they tie into the SOG. Dennis suggested keeping workplan item #18 the same as drafted. Denise expressed the plan is to do one update per year, and keep reviewing the prior-updated ones, until all are updated and then constantly reviewed. Cindy suggested a visual for this: a one-page, 5-year look showing what the plan is for updating and exercising on these. Jennifer said that is something they could work on.
- 19) [Start of Medium & Large workplans only] This was likely in the original workplan but ended up being waived. Requires another month-long social media campaign. Betha noted this was not a hard requirement.
- 20) One additional training based on the AAR/IP. Doesn't require you to create your own training.
- 21) [Large workplan only starts here] An additional training here for larges.
- 22) Larges required to do a tabletop, drill, or functional exercise from the BP2. Denise asked about the lack of a COVID AAR; Jennifer noted there is one under SFY 2021. No LHDs are being asked for an AAR/IP around COVID-19 in SFY 2022 and wanted feedback on it. Jennifer noted for most LHDs BP1 was on COVID, and BP2 being COVID as well, that she doesn't feel they really need yet another COVID AAR. Denise's concern is a PHEP purchase needs to be tied to a gap and she doesn't want to cut off a COVID item due to this (this item #22 covers the larges but the question is for smaller departments). Dana spoke about media or other outreach campaigns to reach populations. Renee asked for clarity. Denise explained if you didn't identify a need in this year's AAR you can always go back and fill the gap later.

Regional workplan:

- 1) No discussion.
- 2) States not only to attend the HCC meeting, but also provide a summary back to the LHDs. Minutes removed as those are already taken.
- 3) No change.

- 4) No change.
- 5) Changed from a will to may for Homeland Security Council meetings so you don't have to attend but if you want to you can pay for it.
- 6) Language clean-up to not mandate phone calling but rather other ways of contacting.
- 7) No change.
- 8) Dates updated.
- 9) Big change here. KDHE Preparedness communicates a lot with the regional coordinators and the need for the technical assistance report no longer seems to exist. But it does require a year-end summary of how PHEP funds have improved region (draft said county but this was corrected to region in the meeting).
- 10) No change.
- 11) New item. Asks regions to help counties update their COOP plans.
- 12) Asks for the things deployable, and non-consumable, and purchased with PHEP funds to be put in CRMCS. Everything else is to be tracked when you spend PHEP funds but KDHE doesn't want it in CRMCS. No screenshot needed anymore, instead note the person responsible so KDHE knows who to go to with questions. This will be mirrored on the LHD workplans as well. Betha noted difficulties in removing old items from CRMCS. Denise stated she thinks only the county emergency managers can delete.
- 13) Let's regions/staff go to trainings.

Denise had two more items she wanted to discuss:

- 1) Budget: Denise asked for the advisory team to agree with the budget KDHE proposed. Denise explained the "real" budget will come out June 30th. The current budget is a planning budget with a \$30,000 placeholder increase. Denise would like to tell them the KGMS budget to use last year's amount, and then when the true amount is known a single budget amendment is done. Or, if the amount is small, just allocate to a subset such as the regions. **Dennis made a motion to not adjust the Preparedness budgets for SFY 2022, instead keeping the amounts the same for KGMS purposes, with the intention of this Advisory Team to make a decision on allotments once final allocation from CDC is known. Betha seconded. Motion passed.**
- 2) Denise noted there are about 30 counties that have not yet spent all their COVID Preparedness Supplemental funds. Those contracts are to be spent by February 28, 2021. Notification from the Feds has come extending that timeline. KDHE could extend the contract for those counties now. Denise's current plan is to notify those 30 counties and give them the option. Dennis expressed no concerns. Renee likes the plan. Denise did note the regional coordinators will be copied in when their region's counties that still need to spend are done.

Adjournment

Dennis adjourned the meeting at 11:46 am.