

**KALHD PHEP Quarterly Meeting
February 2, 2022
Meeting Minutes**

Attendees

Betha Elliott
Renee Lucas
Tom Langer
Cindy Mullen
Dana Rickley
Steve Maheux
Erica Thomasson
Tamara Wilkerson
Nancy Griffith
Christi Cain
Jennifer Craft
Rebecca Adamson

KALHD Staff

Dennis Kriesel
Shelby Ostrom

Meeting Start

Dennis called the meeting to order at 12:01 p.m. CST. The plan for the meeting will be to review the preparedness workplan draft.

Local Health Department Plan(s) – Small, Medium & Large

Note: activity list changes have been bolded below.

Jennifer mentioned that 4 activities that have changed. The group went through the whole workplan and reviewed the new/changed activities.

Activity 1 – no change
Activity 2 – no change
Activity 3 – no change
Activity 4 – no change

Activity 5 – changed, “health officer” language has been removed and include health department administrator.

Activity 6 – changed, where they need to send reports to K-COMS. This does not apply for regional, but to LHD administrators.

Activity 7 – no change

Activity 8 – no change

Activity 9 – 16 – no change; Activity 13 includes current KS Train number

Activity 17 – change each year. This includes exercises for the year. The activity for this year includes all health departments updating at least 3 annexes in their preparedness programs. There are annex templates on KDHE’s website. Would like clarity on language with annexes.

- **Tom asked if the group could add a note to report annexes to KGMS. Jennifer mentioned that instructions will be added into the plan after KGMS is updated. A discussion was had about the changes. The language will be updated in the guidance.**

Activity 18 – change each year. Exercise relates to the preparedness plan, very simple and do a workshop or exercise and report it to KDHE. Open to LHD ideas.

- **Discussion was had about adding date exercise needed to be done by. Dennis mentioned it was implied it was 90 days. Date will be added in.**

Activity 19 – changed. Medium and Large have an extra activity. No change on activity.

Regional Plan

Jennifer presented the new plan with updates. There are 2 major updates.

Activities 1-3 – no change

Activity 4 – no change. Meetings are subject to change with COVID-19 continuation

Activity 5 – no change

Activity 6 – updating the language on regional emergency protocol. Regional coordinators with host a list of 24-7 contact list for LHDs in their region.

Language included below:

Regional Coordinators or designated subject matter expert(s) for regions without a coordinator, will maintain a 24/7 emergency contact information list of each local health department in the region, to be shared with the LHD admins within the region.

Activities 7-10: no change

Activity 11 – updates on annexes. Regional Coordinators will help LHDs in updating and locating the annexes. Changes every year.

- Tom suggested adding in language from the annex list for LHDs into the regional plan. (Where to locate in the plans) Jennifer mentioned they did not add it into the plan because of changes. The language will be added.
- Cindy asked in Regional Coordinators would be included in K-COMS. At this point, it will only be for LHDs and KDHE. However, there is a potential that coordinators will be included. Tom mentioned that coordinators might be at a disadvantage if they are not included because they might not know how to help LHDs access K-COMS. Potentially a training for coordinators.

Activity 12-13 – no change

Discussion: Cindy had a question about the exercises for the current grant year because most of the exercises are not happening as intended. Cindy will continue the discussion with Jennifer after the meeting.

Next Steps

Dennis started the discussion on next steps. KDHE will get the recommendations updated and will send it out to the group. Jennifer and Rebecca will present the plan to both coordinators and LHD administrators prior to the board meeting before February KALHD board meeting. The meeting will most likely take place on February 7, 2022, from 2-3 p.m. CST. They will also be sharing the information on the local health department calls.

Adjourned

The meeting was adjourned at 1:21 p.m. CST

Submitted by Shelby Ostrom