

**PHEP Quarter 3 Meeting
Meeting Minutes
February 13, 2023**

Attendees

Tamara Wilkerson
Nancy Griffith
Shelly Schneider
Rebecca Adamson
Lisa Beebe
Cindy Mullen
Tom Langer
Edward Bell
Erica Thomasson
Skye Reid
Dana Rickley
Betha Elliott
Stephen Maheux
Dennis Kriesel
Shelby Ostrom

Meeting Start

Dennis Kriesel called the meeting to order at 1:01 p.m. central time.

Workplans: Review and Discussion

Rebecca Adamson, KDHE preparedness program, opened the conversation to discuss changes to the 2023 PHEP workplans.

Local Public Health Workplan

- 1: No new changes but discussion did occur regarding how often a letter should be provided. The LHD Administrator must remit to the HCC RRC and KDHE prior to any missed meetings; the ideal would be a letter for the entire Budget Period and revisions if needed but the LHD Administrator may address also by a single letter for each meeting that will be missed. The representative can submit a proxy letter at the beginning of the year or before each meeting.
- 2: Continuing to allow PHEP funds for out-of-state conferences with prior authorization from the state. The conferences must be listed in the workplan. added that this is **OPTIONAL** in bold letters at the top.
- 3: The same as BP4 (all PHEP contacts must be required to attend 3 LEPC webinars, the July 2023 webinar is mandatory and the two additional must be selected from the list on the Training Plan). Listening to a recorded version counts as if attending the live webinar.
- 4: No change
- 5: No change
- 6: Every contact listed for the PHEP grant must complete/respond to a HAN test.
- 7: No change
- 8: No change
- 9: No change

- 10: Communication and high-speed Wi-Fi access will be required. Updated to include the language “work to ensure/collaboration” rather than requirements.
- 11: No change (KDHE will work with new administrators who are struggling to complete the new administrator training for PHEP).
- 12: No change
- 13: No change
- 14: New date; June 30, 2024 (this was changed to accommodate those health departments that have their annual Fit Testing already scheduled after the prior March 31st due date; historically, if the LHD reached out they have been granted the time and given permission for their reporting of that activity delayed by KDHE).
- 15: No change
- 16: No change
- 17: No change
- 18: LHD will update a plan each year under the completed plan, this year will be infectious disease response plan. The group discussed plans that could be included.
- 19: Exercise for infectious disease response plan and include the following:
- Capabilities 11-nonpharmaceutical intervention, 12-public health lab testing and 14-responder safety and health
 - Utilize the local plan.
 - Infectious disease (or equivalent) plan
- Includes specific exercise options and other requirements listed in the application instructions. Groups can work with KDHE on other approved exercises.
- 20: No change; call KDHE for more information/details
- 22-23: For large LHDs only; no change

Regional Public Health Workplan

- 1: No change
- 2: No change (it was stressed regional coordinators will continue to need to attend multiple meetings if they are in multiple regions and designee/proxy letters continue as in prior years).
- 3: No change
- 4: No change
- 5: Attendance is allowed not required and regional coordinators must include KDHE on minutes
- 6: No change
- 7: LHDs are allowed to participate in a regional AAR/IP, but are also required to do a local one
- 8: No change
- 9: Require a HSEEP training
- 11: No change
- 12: No change
- 13: No change

Adjournment

In lieu of Dennis, Shelby Ostrom adjourned the meeting at 2:13 p.m. central time