

## **Q3 of FY 2024 PHEP Advisory Team Meeting Minutes**

### **Attendees**

Skye Reid  
Peter Rafferty  
Amber Kelly  
Tamara Wilkerson  
Jackie Riggles  
Jennnifer Allenbread  
James Roberts  
Luke Johnson  
Katherine Wist  
Rebecca Adamson  
Nancy Griffith  
Cindy Mullen  
Tonya Medina  
Steve Maheux  
Randy Bowman  
Lisa Beebe  
Shelly Schneider  
Dana Rickley

### **Meeting Start**

Randy Bowman started the meeting at 1:02 p.m. Randy asked if there were any changes to the agenda. An update on KDHE staff was requested and added to the agenda.

### **Discussion of a PHEP session at the 2024 KALHD Mid-Year-Meeting (MYM)**

Randy shared that has seen evaluations from last years MYM, a couple of which suggested that inclusion of PHEP could be improved. Asked group if a topic might be updating KALHD members on the CDC changes that can be expected in the new 5-year plan Kansas will submit.

The group discussed that the MYM targets administrators, not staff or more specifically PHEP staff. There are a number of new LHD administrators and could be beneficial to have the presentation focus on the basics of PHEP, why this is important, value to our communities, and how it aligns with the big picture of LHD's.

An idea emerged to include the basics of PHEP on a Monday Power Hour call as a primer to MYM. Shelly will help start that process targeting that happening in May.

The decision was to keep the MYM PHEP session focused on LHD administrators. The content of the session will try to increase knowledge of the basics and discuss the next 5-year cycle. Randy will hold a place on the agenda and work with Rebecca on the specifics. In a future year, could consider organizing a pre-session event specific to PHEP staff.

### **Staff Updates**

Rebecca advised that Ed Bell has left his position. And asked the KDHE participants at the meeting to introduce themselves as some of us may not have worked with them previously.

Rebecca also asked if questions could be submitted to the [KDHE.Preparedness@KS.Gov](mailto:KDHE.Preparedness@KS.Gov) email instead of to individual KDHE staff emails. This helps ensure questions are received and responded to quickly if staff may be out of the office and that question goes to the staff who are positioned best to reply.

### **KDHE report on new CDC requirements and group discussion**

Rebecca Adamson facilitated the group's discussion on changes required by the current Notice of Funding Opportunity (NOFO) published by the Centers for Disease Control (CDC) and KDHE's thoughts on how those can be addressed by revision to the current KDHE workplans for Local Health Departments. From this discussion the following next steps were identified:

- 1) KDHE will incorporate discussion from today into a draft plan for this group to review
- 2) Rebecca will send dates/times to Randy for a doodle poll to set a meeting to review that draft (likely on March 18<sup>th</sup> or 21<sup>st</sup>).
- 3) Rebecca and Randy will plan an agenda item for the March KALHD Board meeting in which Rebecca will highlight CDC changes (meeting is March 19<sup>th</sup>) for LHDs
- 4) KDHE will finalize the draft after the next meeting. KALHD will share with LHD administrators for a period of time (approximately a week) in which they can submit comments or questions (est. sending that out around April 1<sup>st</sup>).
- 5) Concurrence will require KALHD board vote which will be on the agenda for the April 16<sup>th</sup> Board meeting.

### **Adjournment**

Randy adjourned the meeting at 3:02 p.m.