



Region 7 HCC Planning Board Meeting

MINUTES | Wednesday, February 22, 2023 | 1 pm to 3 pm

via Microsoft Teams- <https://teams.microsoft.com/l/meetup-join/19%3a36b34bd182464433a328a0f758ca9ab5%40thread.tacv2/1667245353048?context=%7b%22Tid%22%3a%22d0106dd-b669-4242-badc-e972519fb6a9%22%2c%22Oid%22%3a%2245771a30-ee47-4761-94e5-6470b759703f%22%7d>

1:00 PM | Meeting Opening | 10 min

Call to Order | Chair

- 1:00 pm

Introductions | Chair

- none

Roll Call Attendance | Region 7 Staff

- 15, quorum established

Public Comment | Chair

- none

The remainder of the meeting will be held in Closed Session

Attendance:

Officers			
X	Fred Craigin, Chair *		
X	Heidi O'Malley, Vice- Chair **		
Hospital Members			
P	Cindy Finkbeiner, MHOMH	P: J Bolde	
X	John Bolde, MMC		
X	Fred Craigin, POMH		
X	Michael Fitch, KMHC		X
P	Cindy Finkbeiner, MHG	P: J Bolde	
X	Fred Craigin, MH Cadillac		
X	Kathi St.Pierre MNM Petoskey		
P	Cindy Finkbeiner, MH Charlevoix	P: J Bolde	
X	Jim McNamee, MNM Cheboygan	+	
P	Paige Armstrong, MMMC-A	P: T Rouse	
X	Fred Craigin MHM	* +	
MCA Members			
	Kal Attie, MD Northern MCA		
X	William Brodin, Northwest MCA		
X	Heidi O'Malley, Otsego MCA** +		
X	Heidi O'Malley, North Central MCA ** +		
	Deb Bowman, Manistee MCA		
X	Nicholas Harrison, North East MCA +		
Extended HCC Members:			
	Emergency Mgmt. Rep., Lt. Michael DeCastro		
	Tribal, Vacant		
	Long Term Care, Vacant		
	Public Health EPC Rep., Cara Eule/Bret Haner/Chloe Capaldi		
	Behavioral Health: Joanie Blamer/Stacy Kaminski		
	Trauma Network, Deb Fisher		
	Dialysis, Georgia Wilson		
Liaisons / Guests			
X	Damon Obiden DEPR BETP		
X	Amanda Frifeldt, WMRMC Fiduciary Office		
X	Jeff Nagy, MI Ctr for Rural Health		
X	Doug Pratt, Frederic Fire & EMS- SPRN Team		
	Brian Patton, Emmet County EMS- SPRN Team		
	Roger Racine, Epidemiologist		
	Matt Blythe Emmet County Emergency Management		
	Luke Aurner, Region 6 Healthcare Coalition		
	Krista, Traverse Health Clinic		
R7 Staff			
	Kal Attie, MD, Regional Medical Director +		
	, Regional Coordinator +		
X	Amanda Reed, Assistant Regional Coordinator		
Legend: X: Attended P: Not in attendance, Proxy designated Blank: Not in attendance, no proxy Quorum: 50% + 1= 12/23 Indicates Vote +: Executive Committee Member			

1:10 PM | Consent Agenda | 1 min

Approval of today's agenda and last month's minutes | Chair

- Motion: K St. Pierre
- Second: W Brodin
- Vote: all in favor

1:10 pm | Fiduciary Report | 10 min

- Amanda Frifeldt: As of mid-February, The grant total for this budget period, including special fundings, is \$341,666. This grant runs through June 30th. We are at approximately 186,000 spent to date. So we are at between 50 and 60% of the annual budget for the grant budget period. So we're right on track.

1:20 PM | VOTING ITEMS | 30 min

1. Reallocate \$3,000 from COOP project to GLHS project, contingent on any contractual obligations with Maximillian Global Solutions.

- Discussion: see below.
- Motion: J McNamee
- Second: K St. Pierre
- Vote Results: all in favor, roll call vote.

1:50 PM | AGENDA

Meeting Purpose | 1 min

- To review BP4 Interim Reporting, discuss annual inventory updates/decon equipment & trailers, MOUs, Radiological plan and TTX, GLHS, BP5 priorities, Continuity of Operation Planning Training

Attachments | 1 min

- Agenda, previous month's minutes, BP4 Interim Reporting packet, BP5 workplan, COOP Proposal & PO

Announcements | 1 min

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1:50 pm | New Business | 30 min

- BP4 Interim Reporting
 - Contains Exercise Plan with status update of where the region is with planned exercises.
 - Training and Education Report- status update of training opportunities throughout the year.
 - Juvare Training is ongoing, Juvare has new on demand training modules for anyone who is new or needs a refresher with the platforms.
 - Medical Supply Chain Webinar Series starts March 21st <https://www.train.org/mi-train/welcome> Course ID # 1108310
 - Radiological / Nuclear Webinar March 30th https://www.train.org/main/course/1108430/live_event Course ID: 1108430
 - BP4 Workplan- Worked with State to prioritize the most important activities in BP4, hitting the benchmarks and right on track.
 - Budget Summary Report
 - Documents are uploaded for status reporting to the State on the MIHAN.
 - Requires Board Chair signature and Fiduciary Signature prior to submission. Due February 28th.
- BP5 Priorities
 - Please take a look at the workplan and let us know what are the biggest priority projects for BP5?
 - Munson: Full Scale Exercise- time and money well spent with CEMA contracting.
 - Decon training, equipment, trailers, dry decon, McLaren not interested in keeping trailer, but regional decon training would be helpful.
- Continuity of Operations Planning Training- Spring 2023
 - Contracted with Maximilian Global Solutions- formerly CEMA
 - Proposal was sent back for the COOP training. They are proposing a reiteration of the initial introductory training. The funding for the training was approved earlier in the year, PO was created and sent to the vendor. Is the training worth the \$3,000?
 - We have \$800 in the GLHS budget with a few hospital partners and 3-4 EMS partners interested in attending. Would propose the money be used for GLHS reimbursed. ~\$820-850 per person. Mileage, hotel, and conference fee. Costs will have to be paid upfront, then submit for reimbursement with all receipts.

- J McNamee, K St. Pierre, agree
- Some partners who plan to attend are willing to carpool and share a hotel. Would recommend carpooling if you can, possibly sharing a hotel, to help with cost savings and maximize the number of people attending.
- R7 has scaled back on what expenses are reimbursed. What are the facilities willing to reimburse for? Would help to determine what the Coalition would reimburse for: either conference fee, hotel, and/or mileage. Reimburse for the GSA rate.
- Region 6 HCC conducts virtual COOP training if Board is interested in keeping COOP training.
 - COOP training takes place multiple times per year. High level objectives- purpose, phases, why its important, the program management, cycle, planning, training, evaluating, what corrective actions are and the elements- everyone's plan will be different. Everybody's organization is structured slightly different and their needs and their operations are different.
 - Virtual training, possibly an in person component, will be in held in April or May.
- Vote to void PO and reallocate funds to GLHS, contingent on any contractual obligations with Maximillian Global Solutions.
- Will discuss via email or at the next board meeting about moving forward with the Region 6 COOP training.
- Will compile a cost analysis for GLHS with options of regional reimbursement. Will send out via email- can discuss at next board meeting.

2:20 pm | Old Business | 15 min

- Annual Inventory Update / Decon Equipment and Trailers
 - Pulling inventory for each facility. Inventory sheets will be sent out to each board member. Some facilities have several pages of items. Let Amanda know if you would like a couple from R7 to come to your facility to assist with the inventory process. Need to assess the status of items in inventory- will items need to be replaced, decommissioned, etc?
 - November is when regional Audit takes place, will need to be sure all information is captured.
 - What to do with outdated disposable items?
 - Amanda Frifeldt will get clarification from the State before disposing of anything.
 - Amanda will send out spreadsheets. Email if you would like assistance in completing your inventory updates.
- CDP Decon Training- who attended?
 - Munson, Alpena, and McLaren may have people interested.
 - Region 6 has people attending Decon training and the Healthcare Leadership training. Region 7 partners are welcome to join their group. The training in Anniston is free, they will not pay wages.
- Radiation Plan and TTX
 - Collaborative effort between regions 5, 6, and 7.
 - Exercise will vary between regions- 5 will be doing a full scale at the VA Battle Creek. 6 and 7 will do a functional/TTX on April 12th.
 - Partners will need to determine if they will do functional or TTX.
 - TTX: communication with the region and identify needs and or gaps in your own plans
 - Functional: look at your equipment and make sure the equipment is there, make sure you assess and identify your PAPR batteries for decontamination or any type of equipment that you have for radiological response.
 - Full scale: run water, decon set up at facility, run people through a HERT/Decon line, etc
 - Post exercise partners will be sent an AAR Survey- 3 solutions, 3 gaps, problems, communication issues, etc.
 - AAR/IP will be written for all 3 regions with specifics to each region as subsections. This will help to accomplish many of the workplan items.

- Participation is voluntary, but highly encouraged. Many facilities have not reviewed their radiological plans in some time, so it is up to the partners to determine their level of involvement, such as some type of TTX.
 - HCCs have workplan items to get the press involved and to engage healthcare executives. There will be interviews and coalition staff are asking facilities to engage their executives at minimum via email, better via phone conversation or a position in the ICS structure. Preparedness and coordination garner a lot of attention and ASPR and MDHHS would really
- GLHS- see above in COOP discussion.

2:35 pm | Facility Updates | 20 min

- Medical Director | Dr. Kal Attie- none
- DEPR BETP | Damon Obiden- COVID/Flu update. Have seen some downward movement in the numbers, but watching patterns and trends. Keeping an eye on admissions and hospitalizations. Admissions: 75-80% are the 60-80 age range- many out of congregate care settings. Region 7 numbers are low. R7 and R8 numbers typically increase after seeing a progressive increase in the other regions. ///Influenza: very low numbers statewide. Plenty of availability in PICU. Hospital surge overflow has been deactivated following RSV.
- Epidemiology | Roger Racine- none
- Public Health | Cara Eule- none
- Emergency Management | Lt. DeCastro/Doug Pratt/Matt Blythe- none
- Trauma Coordinator | Deb Fisher- in the process at the state level of developing trauma strategic plan. Trauma network will then begin developing the next three-year work plan and applications. At the state level groundwork being laid for the stroke and STEMI systems of care, which will essentially follow the same format as the trauma network. // Heidi- identified gaps in relationship between trauma and local emergency preparedness, looking at the gap between trauma strategic plan and role in emergency preparedness.
- Behavioral Health | Joanie Blamer/Stacy Kaminski- none
- Dialysis | Georgia Wilson- none
- LTC | Vacant- none
- Hospitals/MCAs
 - Munson HC Otsego Memorial/ Munson HC Grayling/ Munson HC Charlevoix -
 - North Central MCA / Otsego MCA –
 - Munson Medical Center- updating visitor policy and preparation for changes and regulations coming in May. Keeping an eye on COVID, hope the numbers will trend downward.
 - Munson HC Paul Oliver Memorial / Cadillac /Manistee – Conducted a drill in Cadillac this morning went well. Run a simple scenario, quick walk through, debrief with q&a. POMH has construction going on. Manistee has construction- new ER should open April 15th. HAZMAT training in the POMH/Frankfurt area on March 25th. There may be some space for others to attend, reach out to Frankfurt FD.
 - Kalkaska Memorial Health Center - none
 - MNM Petoskey- Based on staffing- at capacity most days. Working to hire more nurses to better increase inpatient census.
 - MNM Cheboygan- Late May opening Mental health unit. About 90% complete. Inpatient and outpatient- 18 beds.
 - McLaren Northern MI Systems- none.
 - My MI MC Alpena - Focused on Incident Command during code Secure Drill, working to improve from November and December drills, it went very well this time.
 - Northern MCA - none
 - Northwest MCA – none
 - Manistee MCA –

- NE MCA-
- MI Ctr for Rural Health-

- **Questions/Open Discussion:**

WMRMC Board meeting coming up, if interested in being on the interview panel, please contact Fred. Amanda Frifeldt said the position is just about ready to be posted.

2:55 pm | Meeting Closing | 5 min

Action Items

- COOP/GLHS Reallocation form- prep.
- Check with Maximilian about canceling COOP.
- Contact Fred if interested on participating in interview committee.
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Next Planning Board Meeting: **March 22, 2023 1 pm – 3pm**

Adjournment-

- Motion to adjourn: J Bolde
- Second: H O'Malley
- Adjourned: 2:38 pm