



South Region Healthcare Coalition CPT Meeting

January 14, 2022

10:00am - 12:00pm

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/774942733>

You can also dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(571\) 317-3129](tel:+15713173129)

Access Code: 774-942-733

Meeting Minutes

	<p>Attendance: Kimber Weddle – Readiness and Response Coordinator Jason Abney – Hospital Chair Sarah Miller – Public Health Representative Sandeep Vijan, MD – Clinical Advisor Mike Lenning – EMS representative Desiree Lipka – At large Kim Chavez – EM representative</p> <p>Guests: Lauren Smith – All Clear Savannah Fritz – All Clear</p> <p>Absent: Justin Carbee – Behavioral Health Representative Kim Gonzales – Fiscal Agent</p>	
	<p>Agenda Item</p>	<p>Time (Estimated)</p>
<p>1.</p>	<p>Review Agenda and action items -Kimber Weddle</p>	<p>10:00</p>
<p>2.</p>	<p>Guest Presentation:</p> <ul style="list-style-type: none"> • All Clear Management Group <ul style="list-style-type: none"> ○ Project Kickoff: MRSE, Infectious Disease Annex and TTX AAR-IP. Projects overview, timelines and develop workgroup ○ Providing deliverable support for quarter 3 and 4. ○ CPT, RRC, CA is the planning team ○ MRSE: Scheduled for March 18th during the quarterly members meetings. <ul style="list-style-type: none"> ▪ Scheduled for 10am-2pm ▪ Reschedule CPT meeting ○ Infectious disease Annex Tabletop Exercise <ul style="list-style-type: none"> ▪ Scheduled for May 6th 2022, during the quarterly members meeting ▪ Scheduled for 9am-12pm. Adding one hour to the quarterly meeting. 	<p>10:05</p>

	<ul style="list-style-type: none"> ▪ Work with all clear on TTX registration details ▪ Give All Clear 15-30 minutes during CPT meeting. Feb 18 and the date scheduled to replace the quarterly meeting. 	
3.	<p>Financial Updates – Kimber Weddle and Kimberly Gonzales</p> <ul style="list-style-type: none"> • BP3 – Did not review current budget. • BP4 – Budget Draft <ul style="list-style-type: none"> ○ Discuss the gaps in the HVA to identify training opportunities, projects for budget. ○ Kimber will create a draft budget with the SOW and share with the CPT and FA. ○ Possibly include active shooter into SOW and budget. 	10:40
4.	<p>CPT Updates</p> <ul style="list-style-type: none"> • Chair (Jason Abney) <ul style="list-style-type: none"> ○ Jason, Kim G. and RRC had a meeting with the Hospital Preparedness Program to discuss grant and budget management. • Clinical Advisor Updates (Dr. Vijan) <ul style="list-style-type: none"> ○ Kimber reminded Dr. Vijan to send an invoice monthly. Kimber’s also offered to create one. ○ Kimber to send Dr. Vijan the activity tracker. • RRC (Kimber Weddle) <ul style="list-style-type: none"> ○ HPP2 grant updates <ul style="list-style-type: none"> ▪ Hpp2 Covid Grant has been extended. HPP program requested budget and SOW. RRC submitted the Budget and SOW for the Hpp2 grant extension in December. ▪ RRC is waiting for updates on approval. Once RRC gets the approval the coalition will reach out to members in good standing to see if they need supplies. ○ Get a pulse on communication preferences? Too many emails, not enough, who has access to google docs, spreadsheet, forms? <ul style="list-style-type: none"> ▪ PMC has a trouble opening Google docs. 	10:45
5.	<p>Deliverables Progress & SOW</p> <p><u>Q3 deliverables Review and Create Work Group</u></p> <ul style="list-style-type: none"> • BP 4 Draft HCC Work Plan (18) <ul style="list-style-type: none"> ○ WG: RRC to update and share with the CPT. CPT can make changes and recommendations via email or during meetings. • BP 4 Draft HCC Budget (19) <ul style="list-style-type: none"> ○ WG: All CPT, Kim Gonzales, RRC • Preparedness Plan (22) <ul style="list-style-type: none"> ○ WG: Desiree Lipka ○ Previous participate: Brian Cotter, Coroner ○ Update to the plan. Needs to include new JRA hazards, gaps, active members, current CPT, governance docs, 2021-2022 budget. • COVID-19 AAR/IP Survey Assessment Tool (26) <ul style="list-style-type: none"> ○ Cpt not requested. Send a template to all cpt for review. • Clinical Advisor Response Plan Annex Review (24) <ul style="list-style-type: none"> ○ WG: Kimber Weddle, Dr. Vijan ○ Plan is mostly completed. Will need to include HVA info and new plan links. 	10:50

- Clinical Advisor to review and sign document.
- Information-Sharing Plan (20)
 - WG: Sarah Miller
 - This is an update to the plan. It reviews the strategy to gather specific EEI within 36 hours. The EEI templates were completed in Q2. Will need to include the EEI links and templates.
 - Work Group would review documents provided by Kimber and make any changes or recommendations via email.
 - CPT: Signatures needed
- Resource Inventory Assessments (21)
 - WG: requesting all cpt members to help send surveys via email. Each sector has its own google survey link.
 - Behavioral Health, Coroners, Emergency Management, EMS, Hospital, Public Health,
 - The Resource Assessment Surveys required an extensive amount of time dedicated to researching facility data. Due to this time commitment and the demands of the COVID-19 response, many members did not have the time to complete the Resource Assessment Surveys. Other factors relayed are there are some facilities that do not have access to Google. SRHCC Coordinator supplies excel spreadsheets to member organization unable to access Google.
- Infectious Disease Surge Annex (23)
 - All Clear Mgt Group.
 - WG:
 - Work group to look over plans, provide feedback, and participate in planning.
- ~~Surge Estimator Tool~~ (17) (WAIVED)
- COVID19 CAT Data Sheet (25)
 - Schedule a meeting to review the data.
- CAT Form Submissions
 - Meeting with Core Planning Team to review and go through questions.
 - Set Date
 - WG:

Q4 deliverables Review and Create Work Group

- Volunteer Management Plan (34)
 - WG: Kim Chavez, Jason Abney (volunteered by Kimber)
 - Plan created in 20-21. Needs to be updated with CPT feedback.
 - CPT signatures required.
- Responder Health and Safety Plan (33)
 - WG: Mike Lening
 - This is a new plan that is to be developed. Look for cpt members to look over templates, provide feedback, industry expertise and help review.
- Submit MRSE Data (27)
 - All Clear Mgt Group.
 - WG:
 - Work group to provide feedback and participate in planning.
- After-Action Report and Improvement Plan for Infectious Disease Surge Annex Tabletop Exercises
 - All Clear Mgt Group.
 - WG: All CPT, RRC, CA
 - Work group to provide feedback and participate in planning.
- COOP (30)

	<ul style="list-style-type: none"> ○ WG: Justin Carbee (volunteered by Desiree Lipka) ○ Once a fiscal year, the members of the SRHCC CPT will review the COOP Plan. All revisions will be communicated to the general SRHCC membership at the next available quarterly SRHCC meeting or newsletter. ● Full Supply Chain Integrity Assessment (31) <ul style="list-style-type: none"> ○ WG: HCC's ○ Created. Will send out to members and pull data from survey ○ https://form.jotform.com/212796311735155 ● Inventory Management Program Protocol (32) ● Resource Inventory Report (28) <ul style="list-style-type: none"> ○ WG: Ask Jason Abney. Dr. Vijan ○ Plan needs updates. WG would review and make changes as needed. ● Dates and Attendance of PIO Training (29) ● 4th Quarterly Financial Report (35) ● CAT Form Submissions <ul style="list-style-type: none"> ○ Meeting with Core Planning Team to review and go through questions. ○ Set Date <ul style="list-style-type: none"> ▪ WG: 	
6.	<p>New Business -Kimber/CPT</p> <ul style="list-style-type: none"> ● Colorado Emergency Management Conference -Feb 22-25, 2021 <ul style="list-style-type: none"> ○ Kimber Registered for CEMC ○ CPT members going? Justin Carbee, Desiree Lipka, Kim Chavez ○ Plan a meeting during conference. Kimber to send a email to make plans. ● Getting it Right: A “Plan With” Access & Functional Needs Conference. Apr 12–Apr 13, 2022 in Estes Park, CO. <ul style="list-style-type: none"> ○ Kimber Registered. No cost other than Mileage and per diem. ○ Provide CPT with information. ○ Kim Chavez will also be attending. ● Request newsletter content <ul style="list-style-type: none"> ○ CPT ● Announced the next National Healthcare Coalition Preparedness Conference will be in Anaheim, CO next Nov-Dec 2022 	11:12
7.	<p>Next Meeting Friday, February 18, 2022 @ 10:00am</p> <p>- Should not conflict with Larissa’s meeting.</p>	11:20
8.	<p>Adjourn</p>	11:20

Action Items:

- Schedule a new CPT meeting to replace the March 18th date.
- Adjust the May 6th quarterly members meeting time from 10-12 to 9am – 12pm
- Resend meeting invite for May 6th.
- Figure out registration and marketing for MRSE and Infectious Disease TTX
- Schedule the infectious disease initial planning, mid-planning, and final planning meetings with All Clear

- Send suggestions for JRA gaps to add to budget.
- Look into active shooter training and consider adding to budget in training.
- Schedule a meeting to review the CAT Date for quarter q3 and q4.

Acronyms

CPT: Core planning team

FA: Fiscal Agent

CA – Clinical Advisor

RRC: Readiness and Resource Coordinator

SRHCC – South Regional Healthcare Coalition

Q3 – quarter three

Q4 – quarter four