

**Minutes**  
**DEMHS Region 3**  
**R-ESF 8**  
**Public Health Sub-Committee Meeting**  
**June 7, 2019**  
**Manchester RCC**  
**321 Olcott Rd (Manchester HD)**

Attendees: Rob Miller, Jeff Catlett, Patrice Sulik, Michael Pepe, Derek May, Allyson Schulz, Francine Truglio, Russell Melmed, Sara Darlagiannis, Heather Oatis, Carmine Centrella, Amy Scholz, Steve Huleatt, Tung Nguyen, Charles Brown, Megan Westcott, Wendy Mis, Johnathan Butler, Patrice Barrett, Sue Jacozzi, Patrick Getler, Stephanie McGuire

The meeting was called to order by Carmine Centrella at 9:35 a.m.

The minutes from the May 3, 2019 meeting were accepted (motion Charles Brown; second Heather Oatis). Motion passed with one abstention (Russ Melmed who did not attend the meeting).

**Administrative Updates:**

Carmine reminded everyone to submit their PHEP 2019-2020 budget to him by June 12, 2019. He also discussed the 2018-2019 PHEP financial reporting process. July 15<sup>th</sup> LHDs need to update the One Drive Excel financial report with 4<sup>th</sup> quarter expenditures and also submit separately via email the DPH financial reporting form signed by local health and finance staff.

**Quarter 4 MCM Action Plan**

Patrice Barrett (DPH's designated staff person for Regions 3, 4, and 5) recommended that LHDs continue with their MCM action planning at the local level regardless of the transition of the MCM Action Plan deliverable to the regional CRI level. PHEP staff should focus on closing out all or most of their MCM Action Plan items. The narrative reports should focus on accomplishments in a concise format. DPH is currently issuing written ORR reports to each MDA; several have gone out, and the rest are in process. These reports provide concrete recommendations for ways to strengthen local plans to support progress toward "Established" status in DCIPHER.

Remaining 2018-2019 PHEP deliverables are technically due 6/30 (a Sunday) but if possible, submission by 6/28 would help DPH staff. DPH will be issuing the annual POD/LDS Point of Contact Form to each local MDA for review this month; Lisa Bushnell is working on this.

Steve Huleatt reminded the group that CDC will be rolling out new DCIPHER forms in the next 1-2 years that could result in ~1/3 more reporting requirements.

DPH has not yet received feedback from CDC on their 2019-2024 PHEP proposal. Expectations for 2019-2020 activities/deliverables:

- DPH will be requesting best practice documents from local health departments/districts and hosting webinars to help everyone advance their plans.
- DPH is preparing a planning tool for regions to use in scheduling their drills/exercises over the five-year contract period.
  - There is only one POD FSE required and it will be in Spring 2021 (Hartford is the city for Region 3's POD site in this FSE)
  - Each year 20% of PODs within the region need to be set up (facility set-up exercise)
  - There will be rotating tabletop exercises.

Steve asked about the MCM Action Plan Quarter 1 meeting in September; Stephanie said discussion would focus on areas of improvement and unveiling of new procedures.

At any time in your planning process, reach out to Patrice and Stephanie for assistance.

#### Regional Status Updates

CRCOG is entering its last year of Ebola funding (\$73,000 remaining) and has requested a proposal from the National Ebola Training Center for a series of High Consequence Disease trainings for the region. HCC members were sent training needs survey to inform future trainings. The Ebola grant allows for purchase of equipment. Stephanie McGuire suggested CRCOG contact Sands Cleary in Region 1 to learn about their use of the funds. CRCOG clarified with DPH that the funds can be used for a measles scenario TTX. As of July 1<sup>st</sup> Carmine may be doing some back office support and final reporting, but essentially he will be retired. Kathy Ruberra is the new contact at CRCOG for financial reports and Cheryl Assis is the contact for other deliverables until the position is filled.

#### Training, Drills or Exercises

Middletown MDA POD FSE is next week (June 11) at Wesleyan and Cromwell Fire Department. West Hartford Bloomfield /FVHD drill is in November 2019.

#### State Updates (Patrice/Stephanie)

CDC just completed an onsite audit of DPH including their ORR. Staff is working on a hybrid preparedness guide to replace the outdated DPH Emergency Planning Guide. DPH is kicking off development of the new volunteer management software with the vendor next week (MRC/CERT). The mobile field hospital was recently inventoried.

#### Other Business

Tung reported Hartford Health Department has been dealing with a rise in opioid overdoses. Health & Human Services and the Police Department have been using the Slack app to share situational awareness. He feels this is a public health issue we could better address regionally.

Next meeting TBD – possibly late July. Patrice Sulik inquired whether the standing meeting date for these meetings could be revisited and scheduled in a week other than the full ESF-8 meeting. Steve will send out a Doodle poll.

Adjourned at 10:48 a.m.

Respectfully Submitted,

Allyson Schulz