

Minutes
DEMHS Region 3 - RESF 8
Public Health Sub-Committee Meeting
September 6, 2019

Attendees: Melissa Marquis, Marge Seiferheld, Johnathan Butler, Jeff Catlett, Eric Hood, Amy Scholz, Katie Roane, Michael Pepe, Derek May, Sal Nesci, Marco Palmieri, Juanita Estrada, Alexis Steele, Vickie Han, Russel Melmed, Sara Darliannis, Aimee Krauss, Kevin Elak, Patrick Getler, Tung Nguyen, Ryan McCammon, Steve Huleatt, Charles Brown, Janet Leonardi, Shane Lockwood

Welcome:

- Shane Lockwood welcomed the group to the Plainville-Southing Regional Health District office.
- Introductions done around the room as there are several new hires in multiple health departments.

Approval of Minutes:

- Motion for approval of July meeting minutes by Russ Melmed seconded by Charles Brown. Minutes were approved unanimously.

General updates/ new changes

- Sections of the new 5-year CDC Cooperative Public Health Emergency Preparedness (PHEP) contract were discussed. The question came up of how the State defines “participate” as it is written in the contract deliverables. A clear definition is needed from the State of what this means for each health department. Steve Huleatt indicated he would bring these questions up to the Regional leads and DPH for clarification.
- CRI Regional Leads will now enter all data on behalf of the locals. Instead of submitting MCM action plans locally, one action plan will be submitted for the region, by the regional lead. When a MDA does a drill, the credit will go toward the regional contract deliverables. MCM action plan – As previously stated, one action plan is completed for the CRI region. LHD’s can still maintain their local action plans. These plans will be used to help develop the Regional Action Plan. The Region needs to determine the best way to pull the action plans together.
- There will be monthly CRI meetings for the CRI leads
- The ORR guidance from the CDC will be released soon. DPH will share when available.

Local Contract:

- Financial reporting – There was a thought for locals to do this monthly, but it will be pushed by our regional leads to continue with quarterly reporting. If there is any change to the quarterly reporting, the group will be notified.
- FVHD/West Hartford-Bloomfield is doing a FSE mass vaccination on November 5, 2019; Election Day. Contact Melissa if you are interested in being an evaluator or observer. Hours will either be 12-4pm or 2-6pm. FVHD/West Hartford-Bloomfield: September 30, 2019 – Facility site setup/activation/staff notification drill will be completed prior to the FSE.
- CCHD – Wethersfield Community Center Flu Clinic September 17, 2019 – CCHD will be conducting a drill from 4-6pm during their flu clinic. They will do badging/credentialing/forms/vaccine administration. Meet and greet with volunteers as a part of the drill.

- Hartford has worked to get \$5000 for public education around vaccinations. The question was brought up of how to market vaccines. There are times when large clinics are coordinated and very few people show up – how do we address this?
- CCHD has an intern developing a video campaign to promote flu clinics at their district. CCHD will see how the campaign development works this year, and will share best practices moving forward.
- Discussed sharing scheduled flu clinics regionally in order to promote local health department clinics. There are apps such as Flu Near You, that allows people to see where local flu clinics are. This can be something to promote in the region.

CERPC:

There should be a full hire by November of this year. Cheryl is currently the main point of contact. Four people will be accessing DCIPHER as part of its review. Designated individuals are: Steve Huleatt, Melissa Marquis, Cheryl Assis, and John Butler. Access to DCIPHER has been restricted. If you log-in, it will be blank. Locals no longer have access to the system. DPH pulled out 5 of the forms for local use, and saved what was uploaded by locals. DPH can provide this data to regional leads as needed.

MYTEP:

- The Multi-Year Training and Exercise Plan was emailed to the group prior to the meeting. Written/verbal feedback on plan is needed. This is a contract deliverable. Submit comments for the MYTEP no later than September 20th
- The draft contract language was reviewed and used to develop the 5-year training plan. As part of plan development, the training needs assessment survey completed by Local Health Departments was reviewed. Gaps were identified to help determine priorities. Public Health Capabilities were followed. Dates were updated in the plan, trainings were added and priorities were identified. An idea for trainings moving forward is to do voiceover Power Points. This will give broader access of training for individuals within the local health departments (LHDs).
- Annual review of MYTEP will be required. This includes a training needs assessment review in order to align priorities. A new TNA will be done in December 2019. Access to the MYTEP will be on the CRCOG website.
- A 24/7 health director coverage sheet is required. DPH will send out the form to meet this deliverable. All locals are required to submit an updated 24/7 plan to DPH by 9/30.

Regional MCM Action Plan:

- The MCM action plan emailed out to the group by Melissa was reviewed. The three priorities include:
 - Priority 1 – Develop Regional Mass Prophylaxis plan
 - Priority 2 – RDS Plan Developed
 - Priority 3 – Train on the Plans
- As Part of contract deliverables, 20% of the MDA's will need to complete MCM site activation/ facility setup/ and staff notification- assembly drills annually. This will add up to approximately 3 LHD's per year conducting drills. During the meeting, numerous health departments signed up for drills over the 5 year contract period. This list will be emailed out, and LHD's that need to sign up will have an opportunity.
- It was clarified that Regional EOC activation does not count as a POD set up; it must be an actual POD. A drill includes notification, staff activation and site-set up to get full credit toward the 20 percent.

The completed regional MCM Action Plan was approved for use as a contract deliverable at the meeting. The action plan and the MYTEP are 2 contract deliverables that will be met moving forward.

Next Meeting October 4, 2019. Middletown Health Dept will host.