

Name of Meeting: BRAT Public Health Commission Meeting

Facilitator: Walter Clark

Date of Meeting: March 23, 2005

Recorder: Melissa Delmore

Attendance: Beverly Muhlenbeck, Barb Theis, Susan Lorenz, Sue McCartney, Linda McFarlin, Walter Clark and Melissa Delmore

Guest: Carolyn Strubel State of Wisconsin Bioterrorism Program Coordinator

Meeting called to order at 8:30AM by Muhlenbeck and verification of Open Meeting Law was noted.

Approval of the Agenda: Moved by McFarlin, seconded by Lorenz to approval the agenda with the following addition: Letter from Herb Bostrom. Motion carried.

Approval of the March 23rd, 2005 minutes: Moved by Lorenz, seconded by McCartney to approve the minutes. Theis wanted it specified that she had opposed 2 motions last meeting. Was not noted in the minutes that she had opposed as follows: The approval of office furniture for \$8000.00 and the amendment of the 3/30/04 minutes. Motion carried.

Topic	Major Points Discussed	Resolution and Actions Required	Assigned to	Due Date
Budget	<p>The Commission requested a letter on Sauk letterhead with the amount of 2004 rollover money for each county. The Commission also requested a monthly statement from Konkel on the money spent for each county. Clark will update the additions and deletions discussed to the budget and forward an updated copy to the Health Officers.</p> <p>Possible Approval of the 2005 Budget with corrections.</p>	<p>Letter on Sauk County letterhead regarding the 2004 rollover amount for each county to present to county boards.</p> <p>Monthly statements on money spent in each county.</p> <p>Motion by Theis, seconded by Lorenz to approve the 2005 Budget. Motion carried.</p>	<p>Clark</p> <p>Konkel</p>	<p>April 27th, 2005</p> <p>Monthly</p>

Topic	Major Points Discussed	Resolution and Actions Required	Assigned to	Due Date
<p>Plan Clarification and Update (Strubel)</p>	<p>1. Clarification regarding the letter from Steve Marshall.</p> <p>Exercises</p> <ul style="list-style-type: none"> • The Consortium is not required to have a Regional PHEP exercise. The Consortium is required to do 3 exercises. Exercising the PHEP, Mass Vaccination and Pandemic Flu Plan. The question was brought up regarding combining the Mass Vaccination and Pandemic. • Clark will look to Jarrett for clarification. • Clark is working with Jay Schrader of Consortium #2 and Anna Clementi of Consortium #12 to design a scenario to possibly fit a combined exercise. • The Commission decided to use the combined Mass Vaccination/Pandemic as a Regional exercise possibly to be held in September 05. This exercise will satisfy Objectives #2 and #5. <p>2. Clarification on Training for 2005.</p> <ul style="list-style-type: none"> • Discussion regarding required and recommended training for 2005. • The University of Minnesota Public Health Preparedness WI Training Assessment was 	<p>Clark will contact Jarrett regarding clarification.</p>	<p>Clark</p>	<p>April 8th</p>

	<p>completed 12/04 and was delivered 03/05.</p> <ul style="list-style-type: none"> • The assessment was used to develop a pick list for recommended training in 2005. • After clarification from Strubel regarding her email 01/04/05 on recommended training, the Commission chose the following 2 training: <ul style="list-style-type: none"> * PPE Training * Role of Public Health in a Nuclear/Chemical and Biological Emergency. <p>County Exercises:</p> <ul style="list-style-type: none"> • Each county discussed the plans by their Emergency Managers for exercises this year. Sauk County is having a tabletop and Functional exercise and will be exercising the Mass Clinic plan as a part of SCEM FY 2005 requirements. • Marquette County has a new Emergency Manager and will possibly need to have a tabletop. There has been discussion about coordinating with the Health Dept. • Juneau County had a “breach in the dam” EM exercise 02/05. • Adams County: had “terrorism in the school” EM exercise in 2005. • Columbia County: unsure what their Emergency Manager has planned. 	<p>Clark will add the 2 chosen recommended trainings to the Consortium #6 training plan and 3- year training plan.</p> <p>Commission requested Clark to forward the Objectives of PPE training to them from Strubel.</p> <p>Clark will clarify exercise fulfillment of Objectives #1,#2 and #5 with Jarrett.</p>	<p>Clark</p> <p>Clark</p> <p>Clark</p>	<p>April 27th</p> <p>April 27th</p> <p>April 8th</p>
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<p>Possible Approval of the 2005 Work Plan:</p> <p>Possible Approval of Adopting the Mass Vaccination Plan:</p> <p>Possible Approval to hiring a Trainer:</p> <p>Possible Approval of Funds for Training for Corp Counsels:</p> <p>Possible Approval of the PHEP-WHEPP Planner:</p>	<ul style="list-style-type: none"> Discussion regarding the Commission's concerns. Clark will make minor corrections (in red) and forward to Commission for their review. Discussion regarding possible military activation; work load; budget Training: Disaster Planning for the Wisconsin Attorney Location: Madison Date: April 20th, 2005 Clark forwarded the PHEP-WHEPP Planner prior to the meeting. Discussion regarding paralleling the PHEP and WHEPP reviews for 2005. 	<p>Motion by Theis, seconded McFarlin to approve the 2005 Work Plan with corrections. Motion carried. Clark to make corrections to the work plan.</p> <p>Motion by McFarlin, seconded by Lorenz to adopt the Mass Vaccination Plan as a template. Motion carried</p> <p>Motion by Theis, seconded by Lorenz to hire a Trainer. Motion carried.</p> <p>Commission requested the estimated cost of employment from May to December.</p> <p>Motion by Theis, seconded by McCartney to pay for the Corp Counsel training. Motion carried</p> <p>Motion by McFarlin, seconded by Lorenz to approve the PHEP-WHEPP Planner. Motion carried.</p>	<p>Clark</p> <p>Clark/Konkel</p>	<p>April 8th</p> <p>April 8th</p> <p>April 15th</p>

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<p>Review of the Mass Vaccination Plan:</p> <p>Old Business</p>	<p>Refer to Plan Clarification above</p> <p>WEAVR:</p> <ul style="list-style-type: none"> Clark advised everyone has registered. <p>Go-Kits:</p> <ul style="list-style-type: none"> Delmore gave a report regarding the go-kit process and status. Delmore has met with 3 out of the 5 counties. <p>BRAT Quarterly meeting update:</p> <ul style="list-style-type: none"> Delmore gave a status report on the April 20th BRAT meeting. 60-70 people have RSVP at this time. <p>GETS Cards:</p> <ul style="list-style-type: none"> Delmore reported that she has made contact with each county contact regarding registering for GETS. Columbia and Sauk have completed the process. waiting to hear back from IT contact in Marquette. 	<p>Commission requested Clark begin by sending an introduction letter to the WEAVR volunteers in our consortium.</p> <p>Juneau and Adams are set for the last week in March. The go-kits should be complete by the middle of April.</p> <p>Delmore will send out a reminder letter by April 1st. Commission requested a copy of who was invited from each county. Delmore will forward to Health Officers.</p> <p>Delmore to meet with Juneau and Adams at the end of the month.</p>	<p>Clark</p> <p>Delmore</p> <p>Delmore</p> <p>Delmore</p>	<p>April 11th 2005</p> <p>March/April</p> <p>April 1, 2005</p> <p>End of March</p>

<p>SNS/HRSA update:</p> <p>Communications Equipment:</p> <p>Power Point Update:</p> <p>Coordinator's Report:</p>	<ul style="list-style-type: none"> • Clark reported that Joe Cordova will potentially have a SNS Training on April 11th that is being recorded for media site live. • Clark gave an overview of the disaster credentialing services provided by Dennis Tomczyk of HRSA. • New CDC assessment local tool will be coming out in the fall. Tool can be used for local Bioterrorism “checklist” evaluation. • Clark provided 2005 recommended communications equipment list. • Clark advised he emailed the updated Bioterrorism power point to Health Officers for their review. <p>Clark discussed the following:</p> <ol style="list-style-type: none"> 1. The University of Minnesota Consortium #6 results the included survey data and how to read and interpret the data. Clark recommended and the Commission advised against any further need for interpretation of the data. 			
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<p>EPI Report</p> <p>County Sharing</p> <p>New Business</p>	<ol style="list-style-type: none"> 2. Discussion of Mass Clinic training dates. 3. PHIN: Clark advised he was the primary contact for the PHIN and Delmore was secondary. 4. Discussion about EPI training. Working with Lorna Will and EPI staff for direction on PPE training. <ul style="list-style-type: none"> • EPI staff working on objectives. Starting to receive data form the surveys they sent out. Derek Moore posted the survey to the HAN for all to review. • Lorenz shared her experience with the City of Portage. Had a call for white powder in a package sent to a local business. Local partners were on scene and everyone followed the General Anthrax Protocol. Things went smooth and a great learning experience. Lorenz advised it tested negative for Anthrax. <p>Written approval from Carolyn Jarrett on tabletops:</p> <ul style="list-style-type: none"> • Clark advised he has not received approval form Jarrett; will pursue ASAP 	<p>Clark will provide dates and locations of the trainings. Clark advised everyone to register on the TRAIN</p>	<p>Clark</p>	<p>April 1, 2005</p>
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	<p>Risk Communication:</p> <ul style="list-style-type: none"> • Discussion regarding press releases and facts for Public Health during disasters. Possible media tool kit to go in the go-kit. • Clark distributed the new CDC Risk Communication training for review. <p>Next meeting: BRAT Quarterly meeting: April 20th 8:45 AM – 11:30 AM at the Kalahari. Next Commission Meeting: April 27th Sherry Gehl and Steve Marshall are invited to the next meeting.</p> <p>Future Meeting: May 25th meeting Joint meeting Guest: Tom Haupt and training on TRAIN.</p>	<p>Commission requested Muhlenbeck to forward copies of Sauk County Natural and Public Health disaster Press releases and fact sheets.</p> <p>Commission requested Clark to contact the Communications Officer at the State to get the Templates for Press Releases and Fact sheets for natural and Public Health disasters.</p> <p>Motion by Theis seconded by McFarlin to adjourn. Motion carried.</p>	<p>Muhlenbeck</p> <p>Clark</p>	<p>April 27th</p> <p>April</p>
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