

Name of Meeting: BRAT Public Health Commission Meeting

Facilitator: Walter Clark

Date of Meeting: April 27th, 2005

Recorder: Melissa Delmore

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

Guest: Steve Marshall Bioterrorism and Public Health Preparedness State Program Coordinator

Sherry Gehl, Bureau of Communicable Disease

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

Approval of the Agenda: Moved by Lorenz, seconded by McFarlin to approval the agenda with the following addition: Trainers position, BRAT meeting objective, May Joint Commission meeting, Power point. Motion carried.

Approval of the March 23rd, 2005 minutes: Moved by Theis and seconded by Lorenz to approve minutes. Motion carried.

Topic	Major Points Discussed	Resolution and Actions Required	Assigned to	Due Date
Budget	<p>Clark distributed copy of the 2005 Budget. Clark advised the Commission that there are significant discrepancies in the amounts and the accounting dept is in the process of reviewing the issue.</p> <p>Muhlenbeck gave a brief report from the Fiscal Agent teleconference on the following topics:</p> <ul style="list-style-type: none">• Guidance from CDC coming possibly beyond May 1st for 2006 Bioterrorism allocations• Possibly in 2006 the Focus Areas will no longer be used. Discussion regarding the interim stockpile, and the BDS stockpiles.• No funding for school disaster training after June 1st through WEM.	Commission requested Muhlenbeck to assist Clark the budget issue to resolve the problem.	Muhlenbeck	ASAP

	<ul style="list-style-type: none"> • Exercises don't have to be regional. (Reference: Steve Marshall's March 17th memo) • Dr. Donita Croft will replace Lorna Will in working with Epi staff. 			
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Topic	Major Points Discussed	Resolution and Actions Required	Assigned to	Due Date
Steve Marshall and Sherry Gehl	<p>The Commission had concerns regarding training and exercises for this year.</p> <p>Training:</p> <ul style="list-style-type: none"> • Group expressed their concern with the ICS training put on by the state. The concern with the training not geared toward Public Health. Commission expressed they are new to the table, training for Fire and EMS is not sufficient for Public Health. They provided Gehl a copy of the Public Health ICS training provided by NACHO and asked if there was a way of incorporating similar curriculum into the State ICS training. Sherry would contact Jeff Jelinek about the matter. • The 2 trainings the Commission picked from the pick list are as follows: PPE Train the Trainer and Public Health Role in a Chemical/Nuclear/ Radiological Emergency. The state will be providing the PPE training in August, but is not providing the other required training that was chosen. The group requested 			

	<p>guidance from the state on where to find adequate training in general. Marshall replied it is fundamentally the function of the consortia trainer.</p> <ul style="list-style-type: none"> • Sherry Gehl reported that Dr. Gary Gilmore has completed an application for a grant for training and is involved in. • Discussion regarding the MN Assessment. The final results of the assessment are out and being distributed. • Discussion regarding the HAN and lack of timely information and state contacts on it. Commission expressed their frustration difficulty using the program. <p>Exercises:</p> <ul style="list-style-type: none"> • Clarification provided regarding what is needed for training this year. Steve Marshall advised that having mini tabletops to review the PHEP at the Commission meeting is approved to meet Objective 1. The Commission decided to have a regional exercise for the Mass Clinic and Pandemic Plans on one day. The exercise will include just Public Health staff and potentially utilize a scenario written by Jay Schroeder, Anna Clementi and Walter Clark, Consortia Coordinators. 	<p>Scenario for fall exercise in progress.</p>	<p>Clark</p>	<p>May – June</p>
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	<ul style="list-style-type: none"> • Steve also explained that this year locals and regionals can be a tabletop or a functional. Next year locals will be encouraged to move forward to functional exercises. <p>Fall Exercise has been set for September 21st from 9:00AM – 11:00AM.</p>			
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Topic	Major Points Discussed	Resolution and Actions Required	Assigned to	Due Date
Possible Approval of the Pandemic Influenza Plan		Motion by Theis seconded by Lorenz the Pandemic Influenza Template. Motion carried.		
	<p>Muhlenbeck gave a brief overview of the binder system that will be distributed to the Commission. Each county will get 3 binders:</p> <ul style="list-style-type: none"> • State Template binder • Regional Plan binder • Local plan binder 	<p>Delmore will compete the Regional binders when all updates have been received.</p>	Delmore	May
	<p>Staff requested when the counties write their Mass Clinic Plans, to update the dispensing site information. Discussion ensued regarding possible MOU's that would have to be signed with the schools; some counties advised that it was not needed in their counties.</p>	<p>Commission requested BT staff to look back to find anything that was either signed by the schools or given to the schools to sign by the previous Program Coordinator. Columbia County requested blank dispensing site worksheets. Delmore will forward that information to each Health Officer.</p>	<p>BT Staff</p> <p>Delmore</p>	May

<p>Review of PHEP 3.0/Mini Scenario</p>	<p>Most of the counties reviewed the Surveillance Section with their staff prior to the meeting. It was decided no changes need to be made to that section in the regional plan There was some confusion on the monthly process. The process is as follows:</p> <ol style="list-style-type: none"> 1. The scenario will be sent out 3 weeks prior to the Commission meeting. 2. The Health Officers will distribute scenario to their staff for review. 3. The staff will discuss scenario at there staff meeting. 4. The comments and concerns will forward to Clark at the Commission meeting. 5. Discussion with Commission regarding comments and concerns. <p>Next meeting is Section 10. Isolation. Juneau County was chosen to set up next months mini tabletop scenario.</p>			
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<p>Review of the Mass Vaccination Plan</p>	<p>No discussion on this topic.</p>			

<p>Old Business</p>	<p>WEAVR:</p> <ul style="list-style-type: none"> • Clark advised the registration list has been reviewed however, only 26 people out of 78 have indicated willingness to have the BT Program Coordinator contact them. <p>Go-Kits:</p> <ul style="list-style-type: none"> • Delmore reported all of the equipment has been delivered. Dates have been set to meet with each county with in the next week to set up personal bags and deliver the agency go-kit. <p>BRAT Quarterly meeting update:</p> <ul style="list-style-type: none"> • Discussion regarding the success of the April 20th BRAT meeting regarding Children Issues was held. • The group decided to target day-cares with a media message. • Discussion regarding the July meeting included: • Target audience for July: <ul style="list-style-type: none"> • Law Enforcement • Judges • Corp Counsels • Jail Staff • Public Health • Administrative Coordinator 	<p>Commission requested Clark begin by sending an introduction letter to the few non-BRAT member WEAVR volunteers.</p> <p>Commission requested Clark to draft a letter to summarizing the Objective and it developments. The letter will be sent to appropriate agencies and colleagues</p> <p>The Commission requested Clark to contact Carolyn Jarrett for clarification regarding the number of groups to target.</p> <p>Motion by Theis seconded by Lorenz to follow Muhlenbeck's lead to only invite the agencies in our consortium to the meeting. Motion carried.</p>	<p>Clark</p> <p>Delmore</p> <p>Clark</p> <p>Clark</p>	<p>April 28th – May 5th</p> <p>30 days</p> <p>30 days</p>
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<p>Old Business cont.</p>	<ul style="list-style-type: none"> • Coroners • Meeting date, time and location <ul style="list-style-type: none"> • July 20th, 2005 • 8:45 AM – 11:30 AM • Kalahari Resort <p>SNS/HRSA update: Referenced in the Fiscal Agent report. Clark reported that Joe Cordova mentioned the Mass Clinic training at the Program Coordinators meeting.</p> <p>Communications Equipment update:</p> <ul style="list-style-type: none"> • Date set for the Integrated Communications Meeting. • May 9th 1:30PM – 3:00PM at the Sauk County West Square Building. • Target Audience: <ul style="list-style-type: none"> • Emergency Managers • Health Officers • Communication staff local and state. 			
<p>Coordinators Report</p>	<p>Clark indicated topics from his worked were reported in other sections, in addition:</p> <ul style="list-style-type: none"> • A Pandemic and Mass Clinic Plan review #1 summary was given. • Clark informed the Commission that he is collecting questions for Tom Haupt for the May joint meeting. 			

<p>EPI Report</p> <p>County Sharing</p>	<ul style="list-style-type: none"> • Clark gave a brief report on the Focus E - PHIN/HAN meeting in Wausau on Monday. • Clark reported he has spoken to the state on media materials as directed. • Clark discussed the possibility of dropping the Focus Areas for next years Objectives. <p>Delmore gave a report on the EPI meeting. The EPI group is working on their Objectives and Focus Field Epi independent course study.</p> <p>Marquette County:</p> <ul style="list-style-type: none"> • Kristine Leverich is the new Emergency Manager. • May 24th the county is having a tabletop on the Emergency Operations Plan. <p>Adams County:</p> <ul style="list-style-type: none"> • Jane Grabarski is the new full time Emergency Manager. Lenora Borchardt is no longer with the county. <p>Columbia County: Nothing new to report Juneau County: Nothing new to report Sauk County: Nothing new to report</p>	<p>Clark will have a media kit prototype by next meeting.</p> <p>Epi staff will continue to complete their Objectives and complete the independent study course, Focus Field Epi.</p>	<p>Clark</p>	<p>May 25th</p>
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<p>Training</p>	<p>Training: Refer to Clarification from Steve Marshall and Sherry Gehl.</p> <p>Commission will decide who for their county will take the PPE Train the Trainer class in August.</p>	<p>Commission requested Clark to research WMD Courses available and Basic Disaster Life Support training.</p>	<p>Clark</p>	<p>May</p>
<p>New Business</p>	<p>Power point: This requested a copy of the updated power point. Clark advised BT staff will burn a CD copy for each county.</p> <p>Trainer update: Clark advised an updated job description has been sent to Human Resources. Clark will forward a copy of the description to Health Officers when available.</p> <p>Next meeting: May 25th 8:30 AM Joint meeting with Epi Staff Guest: Tom Haupt Training on the TRAIN</p>	<p>Motion by McFarlin seconded by McCartney to adjourn. Motion carried.</p>	<p>Delmore</p> <p>Clark</p>	<p>ASAP</p> <p>ASAP</p>