

**SAC (Senior Advisory Committee) Meeting**  
Vermont Department of Health  
January 10, 2008  
Capitol Plaza, Montpelier  
**Minutes**

**MEMBERS – Present (or represented by)**

Gretchen Berger-Wabuti	Ed Haak	Mary Moulton (Gary Gordon)
Andrew Bushnell	Carl Hausler	Chris Phelps
Craig Butkus	Steve Haselton	Lori Real (Mark Roberts)
Chris Destito	Chris Herrick	Sonny Schumacher
Greg Farnum (Angela Barnett)	Michelle Lavallee	Gary Schultz
Barb Farr	Dawn LeBaron	Timothy Stetson
Kevin Geiger	Jim Leene	Ed von Turkovich
Rob Gougelet	Maria Mireault	Stephanie Winter

**MEMBERS – Absent or otherwise unable to attend**

Thomas Anderson	Ross Nagy	Jean Peterson
Peter Cobb	Mike O’Neil	Chris Reinfurt
Chris Grace	Jill Olson	Joanne Reiss
Madeleine Mongan	Marselis Parsons	Mary Shriver

**VDH:**

Larry Crist	Mary Celotti	Austin Sumner
Chris Finley	Brenda Robert	Chip Deasy
Mary Bronson	Dan Manz	Karen Crampton
Deb McAdoo	Susan Schoenfeld	Wanda Cosman
Bill Irwin	Eileen Underwood	

**GUEST PRESENTERS:**

Gary Kleinman	Jean Popiak
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~ DRAFT AGENDA ~

8:30-9:00	Coffee
9:00-9:30	Welcome, Introductions
9:30-10:30	Presentations and Q&A <ul style="list-style-type: none"><li>✓ US Health &amp; Human Services (HHS)</li><li>✓ US Centers for Disease Control &amp; Prevention (CDC)</li><li>✓ HHS Office of Assistant Secretary for Preparedness and Response - Hospital Preparedness Program (HPP)</li></ul>
10:30-10:45	Break
10:45-12:00	Open Discussion: mission, vision, charge to committee, state efforts, identification of gaps, concerns, feedback from committee.
12:00-1:00	Lunch
1:00-2:30	Committee Discussions (coffee/dessert) <ul style="list-style-type: none"><li>✓ Identify additional information and orientation needs/methods</li><li>✓ Designate a Chair</li><li>✓ Logistical Considerations (schedule/location/time)</li><li>✓ Open discussion</li><li>✓ Wrap up</li></ul>
2:30	Adjourn

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**SAC Minutes**

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At sign in, members were provided with an **information binder** containing summaries of the two grants that drive the SAC and fund preparedness efforts in the Vermont Department of Health (VDH) with a description of the overarching requirements of the two grants, brief overviews of VDH preparedness activities, a Senior Advisory Committee invited membership roster, a description of the VDH Office of Public Health Preparedness, as well as complete copies of both grants as appendices, and specific tabs for members to keep minutes and agendas. Note: Binders will be sent to those members unable to attend this kickoff meeting.

**Larry Crist** called the meeting to order at 9:10 a.m. Introductions were made.

**Gary Kleinman**, Region 1 (New England) Supervising Emergency Coordinator for the US Department of Health and Human Services (HHS) gave a presentation on Precepts from Recent Experience, a history of the evolution of the Office of the Assistant Secretary for Preparedness and Response (ASPR) after the enactment of the Pandemic and All Hazards Preparedness Act (PAHPA) of 2006, an overview of PAHPA and described the focus of ASPR roles and programs. For a complete copy of the Power Point presentation, please contact [pbrown@vdh.state.vt.us](mailto:pbrown@vdh.state.vt.us).

**Jean Popiak**, Vermont's Project Officer for The Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness Cooperative Agreement (PHEPCA) spoke on the committee's role, and the importance of the committee's collective view in helping Vermont move forward in preparedness efforts. She also announced funding changes that we need to prepare for. Specifically, funding for 2008-2009 would be decreased by \$11million, to about \$700million. Early Warning Infectious Disease Surveillance (EWIDS) and Chem Lab are predicted to be level-funding, Real Time Disease Detection (RTDD) and Cities Readiness Initiative (CRI) will not be funded, and Pan Flu will not be funded.

**Gary Kleinman** presented an overview of the Hospital Preparedness Program, the specific funding source within HHS which supports VDH's work with hospitals. He provided an overview of the authorizing legislation, goals of the HPP cooperative agreement, and spoke about the Metropolitan Medical Response System (MMRS).

**OPEN DISCUSSION:**

Committee members raised several concerns, including how to make recommendations and know that recommendations have been acted upon, how to get the pertinent information in a timely way so as to be able to make recommendations (advise) and what is the role of the committee in reviewing plans?

Larry Crist assured members present that recommendations coming out of this group will be given serious consideration.

Various options for orientation were discussed. Suggestions included: brief overviews; one or two days of presentations; a half day of presentation followed by half day of meeting; It was also proposed that a tabletop-type format to ask, "what would you do?" might be beneficial.

Also requested was basic information on Vermont's statewide preparedness efforts: how VEM, Homeland Security and VDH work together. Larry Crist suggested this could be built into an orientation.

Requests were made that meetings be scheduled well in advance, and that materials be provided prior to each meeting, not saved for handouts at the meeting. This was agreed upon.

Committee members also expressed the desire to understand past history of the SAC, (what worked and what didn't) and what the mission, goals & objectives are for this new SAC, to which Larry Crist provided a brief history. Suggestions for proposed mission, vision and objectives statements for the SAC have since been submitted by a few individuals. (See end of Minutes.)

Some members of the group suggested there were untapped resources through their places of employment, possibly including personnel, subject matter experts, equipment.

Much discussion ensued about plans and budget – and what the group's responsibility is to review, edit, etc, the various plans, and committee responsibility in regard to understanding and setting the budget. Mary Bronson distributed a comparison of Vermont's federal funding for budget years 2006-2007 and 2007-2008.

Larry Crist assured the SAC that there would be an orientation at the next meeting, that written material would be sent out in advance, and that the group would be provided with a schedule of meetings for the next six months.

A recommendation was made that because a lot of good work has already been done, the orientation begin by showing where we currently are, highlighting successes, and then let the group guide/advise on future directions.

#### **DESIGNATION of a COMMITTEE CHAIR:**

After discussion, a decision was made to postpone, until the next meeting, the action of choosing a Chair for the committee.

The meeting was adjourned at 2:30 p.m.

#### **Please Save the Date.**

*The next SAC meeting is scheduled for*  
**Monday, March 10, 2008.**  
*Location and details TBA.*

#### **SAC Proposed Meeting Schedule:**

- January 10, 2008 (Thursday)
- March 10, 2008 (Monday)
- April 21, 2008 (Monday)
- June 2, 2008 (Monday)
- August – open
- September 8, 2008 (Monday)
- November 10, 2008 (Monday)
- January 12, 2009 (Monday)

**PROPOSED: SAC Mission/Vision/Objectives Statements**

*Mission:*

- *To engage in the review and understanding of preparedness funding and programs, to increase the efficient use of resources, and to enhance Vermont's progress toward preparedness goals through advisory oversight to the Department of Health.*

*Vision:*

- *Vermont will have a system of public health emergency preparedness that will prepare for, rapidly identify, and appropriately respond to public health emergencies.*

*Objectives:*

- *To provide advice to the Department of Health in making priority decisions on resources*
- *To ensure liaison between related planning efforts*
- *To create a broader understanding of health preparedness in Vermont*
- *To provide an alternate perspective ("reality check") on Department of Health preparedness efforts*
- *To help the Department of Health identify desired outcomes for a health preparedness system*
- *To provide advisory oversight to public health emergency preparedness policy*