
SAC Minutes – April 21, 2008

Meeting was called to order at 9:00 by Ed Haak, Chair.

General announcements / introductory comments by Ed. Agenda will keep same basic format, etc.

SAC Members Present:

Gretchen Berger-Wabuti	Carl Hausler	Ross Nagy
Andrew Bushnell	Steve Hazelton	Jill Olson
Peter Cobb	Chris Herrick	Chris Phelps
Chris Destito	Michelle Lavallee	Chris Reinfurt
Kevin Geiger	Dawn LeBaron	Tim Stetson
Gary Gordon	Jim Leene	Stephanie Winters
ED Haak – Chair	Madeleine Mongan	

SAC Members Absent:

Craig Butkus	Maria Mireault	Gary Schultz
Greg Farnum	Mike O’Neil	Sonny Schumacher
Barb Farr	Jean Peterson	Mary Shriver
Rob Gougelet	Joanne Reiss	Heather Skeels
Chris Grace	Mark Roberts	Ed VonTurkovich

VDH Staff:

Larry Crist – Director, OPHP	Mary Bronson – CDC Project Director
Sharon Moffatt – Commissioner, VDH	Deb McAdoo – HPP Program Administrator

- **Director’s Report – Larry Crist**

Announced that VDH had received draft Guidance from CDC for the Public Health Emergency Preparedness Cooperative Agreement (PHEPCA) and, final guidance for State Pan Flu Plan has been issued– Revised PF plan is due in June. Larry remarked that this is a new initiative, and he is working with federal counterparts for clarity on guidance/initiative. Larry asked the SAC for help with what to focus on relative to our preparedness capacity in Vermont, and provided an example of how easy it is to get pulled away from a project by competing requirements, most often due to understaffing. Larry announced that VDH would be increasing the time (from 0.5 FTE to 1.0 FTE) for some staff in the district offices to help address the workload.

Discussion:

- a. It’s important that VDH knows what SAC wants us to do – & vice versa – and what the possibilities are for completing it.
- b. Chris Herrick suggested that plans address ‘common’ preparedness issues and then adapt to the specific issue.
- c. Ross Nagy reminded the SAC that there are several ongoing interagency initiatives (HSU, VEM, other agencies) to establish a framework for a system, and that regardless of HHS guidance, we can’t lose sight of the state emergency operations plan (SEOP).
- d. Larry Crist agreed to produce a quarterly report on VDH preparedness efforts (See Larry’s ‘mid-year’ report). Suggestion made that items in the report identify where possible the grant deliverables they address.

Business Meeting 4/21/08:

- **Minutes Approval:** Minutes from March 10, 2008: Request made to add “Respectably submitted” and author to minutes/agreed. MMS to accept minutes/ Tim Stetson, Dawn LeBaron. Approved.
- **Guests/In-service:** None
- **Old Business:**
 - (1) Homework Review: HPP & CDC grant overviews, OPHH mid year report; Consultation plan.
 - (2) Other: -None
- **New Business:**
 - (1) Attendance – Consistency of attendance and participation? Discussion. To send substitute or not: Send consistent representation or none at all? Generally there was strong opposition to sending a representative, unless member keeps them up to speed and informed/briefed.
Attendance expectation: attend > 2/3rds of mtgs. MMS/ Chris Herrick, Chris Reinfurt. Passed.
 - (2) Membership Composition – Important to look at the organization represented, not the individual. R.Nagy noted there are 3 from VEM on membership list, but VEM can’t ever send all three at once. Suggested additions to the membership/and person who will follow up:
 - a. Chamber of Commerce – **Larry Crist to ask**
 - b. Local Emergency Management representative – there’s one in every town. VEM would do that search and make recommendation: **Ross Nagy to ask**
 - c. Pharmacy rep – (**Mary Bronson to ask Anthony Otis**)
 - d. VT State Nurses Ass’n – Marilyn Rinker, president: **Fran Keeler to ask.**
 - e. Town Health Officer – **Kevin Geiger to ask**
 - f. Vermont League of Cities and Towns – **Larry to ask.**
 - g. Media – **Larry to talk to Nancy Erickson**
 - h. School Crisis Management Committee – **Ross to follow up**

Discussion:

try to get statewide representation, not just from ‘here’

Suggested Subject Matter Experts to be brought in on an ‘as needed’ basis:

- i. Local police – Police Chiefs and Sheriffs? (State Police are represented) Chris Reinfurt will explore, but likely SME/bring in only as needed.
 - j. Post office – SME/bring in only as needed
 - k. US Marshall Service – SME/bring in only as needed
- (3) Mission/Vision/Objectives – Temporarily tabled
- (4) Other – none

- **SAC/VDH Immediate Needs**

- (1) Grant Guidances:

- a. Hospital Preparedness Program – Deb McAdoo:

Notes/Updates:

- ✓ No guidance has yet been received for 08-09.
- ✓ Name Change: from Hospital Preparedness Program (HPP) to Healthcare Systems Preparedness Program (HPP) to be more inclusive of other healthcare entities.

- ✓ \$398M nationwide this year (\$169M less than last year). No specifics yet on individual states.
 - ✓ New guidance will include a cap on carryover funds.
 - ✓ If incorrect spending of funds – funds will need to be returned.
 - ✓ Match will be required: 5%, then 10%
 - ✓ When guidance arrives, Deb will send to committee and set up 2 conference calls for committee.
 - ✓ Deb will set up workshop at Healthcare Preparedness Conference to present new guidance.
 - ✓ April 11 – State-wide Med Surge exercise. Well attended.
 - ✓ VY Drill – last week. Deb sat with Division of Licensing and Protection as part of her role in the PCU. Issues noted: Risk communication, need for common language, medical assistance, behavioral assistance.
 - ✓ Upcoming events:
 - (a) May 21st – HPP sponsoring VT Healthcare Emergency Preparedness Conference at Killington. All SAC invited. Brochure will be sent out to all SAC members.
 - (b) June 11 – Functional state-wide Med Surge exercise.
- b. CDC: Public Health Emergency Preparedness Cooperative Agreement – Mary Bronson:
- ✓ Total allocation for VT: \$5,041,316. This represents an \$800,000 cut in VT’s allocation for 08-09. Although we probably won’t feel it this year – we’d be wise to tighten our belts because we’ll feel it in future years (fewer funds will be available for carryover).
 - ✓ The mid year report (Interim Progress Report – IPR) and the application for next year’s funding will be one submission. Guidance will cover both.
 - ✓ New, sharper “teeth” in the guidance – stemming from requirements in PAHPA (Pandemic and All Hazards Preparedness Act of 2007)
 - (a) Maintenance of Effort will be required
 - (b) Match is mandated (5% next year, 10 % year after)
 - (c) If we cannot show match, funds may be withheld until we can show match.
 - (d) We are required to participate in ESAR-VHP (Emergency System for Advanced Registration of Volunteer Health Professionals) in 2009-2010.
 - (e) Funds may be withheld if we do not adhere to Performance Measures or complete tasks we say we’re going to complete.
 - (f) Pan Flu plans must meet national standards or funds will be withheld
 - (g) Funds spent inappropriately will have to be returned.
 - (h) Carryover requests will be capped.
 - (i) We must have a state audit at least ever 2 years.
 - ✓ Draft guidance will be posted on SAC web page: <http://healthvermont.gov/emerg/sac.aspx>
 - ✓ Final guidance, when received, will be emailed to each SAC member, with conf calls set up for discussion.
- **Brainstorming session.** Brainstorm session tabled until mission/vision/objectives determined.

- **Mission/Vision/Objectives:** After discussion, the following statements were proposed. Committee agreed to review the statements and vote on them at next meeting.

SAC MISSION:

To review and understand preparedness programs, to ensure the efficient use of resources, and enhance Vermont's preparedness through advisory oversight to the Department of Health.

SAC VISION:

Vermont and its citizens will be prepared to respond to public health emergencies.

SAC OBJECTIVES:

- (1) To provide advice to VDH in making priority decisions on Emergency Preparedness policy and resources.
 - (2) To coordinate related emergency preparedness planning efforts
 - (3) To create broader understanding of health preparedness in Vermont Department of Health
 - (4) (still requiring wordsmithing:) To ensure public education is an integral part of public health emergency preparedness....or ...To ensure that emergency health preparedness includes educating the public.
- **Brainstorming Criteria for next meeting**
 - (1) Suggestions:
 - (2) Most important item to address:
 - **Meeting adjourned** at approximately 11:45 for lunch and networking.

Respectfully submitted,
Mary Bronson

Mark your calendars for the next meeting:

June 2, 2008
9-1 at Capital Plaza/Montpelier

Reminder: SAC Meeting Schedule

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