

**Iowa Department of Public Health
Division of Acute Disease Prevention and Emergency Response**

**Preparedness Advisory Committee Meeting
January 26, 2011
Meeting Minutes**

Voting Organization	Member	Attendance
American Red Cross		
Indian Health Services	Sophilia Keahna	Absent
Upper Midwest Center for Public Health Preparedness	Laurie Walkner	Tim Beachy
Center for Food Security and Public Health	Cheryl L. Eia	Present
Iowa Counties Public Health Association	Julie Schilling	Present
Iowa Environmental Health Association	Lindsay Gorishek	Present
Iowa Emergency Management Association	Bridget Moe-Edson	Present
Iowa Emergency Medical Services Association	Curtis Hopper	Present
Iowa Hospital Association	Art Spies	Present
Iowa Medical Society	Dr. Jonathon Simmons	Present
Iowa /Nebraska Primary Care Association	Dawn Gentsch	Absent
Iowa Nurses Association	Linda Opheim	Present
Iowa Osteopathic Medical Association	Leah McWilliams	Absent
Iowa Pharmacy Association	Katie Derry	Present
Iowa Poison Control Center	Dr. Ed Bottei	Present
Iowa National Guard	Kevin Plagman	Absent
University Hygienic Laboratory	Beverly Pennell	Present
Veterans Health Administration	Marj Hedstrom	Absent
Safeguard Iowa Partnership	Jami Haberl	Absent
School Administrators of Iowa	Matt Carver	Present
Mental Health Association	Kathy Johnson	Absent
Public Health Region 1 Representative	Jane Condon	Present
Public Health Region 2 Representative	Betty Mallen	Present
Public Health Region 3 Representative	Laura Beeck	Present
Public Health Region 4 Representative	Belinda DeBoldt	Present
Public Health Region 5 Representative	Chrystal Woller	Present
Public Health Region 6 Representative	Tricia Kitzmann	Present
Hospital Region 1 Representative	Brenda McGraw	Present
Hospital Region 2 Representative	Thomas Craighton	Present
Hospital Region 3 Representative	Linda Bindner	Present
Hospital Region 4 Representative	Adam Wainwright	Present
Hospital Region 5 Representative	Bruce Spahr	Present
Hospital Region 6 Representative	Anne Strellner	Present
Contributing Organizations	Member	Attendance
Iowa Department of Public Health	Rebecca Curtiss	Present
Iowa Department of Human Services	Karen Hyatt	Present
Iowa Homeland Security and Emergency Management	John Halbrook	Present
Iowa Department of Natural Resources	Kathy Lee	Absent
Iowa Department of Agriculture and Land Stewardship	Kevin Klommmhaus	Absent
Iowa Department of Elder Affairs	Machelle Schaffer	Present
Iowa Department of Education	Charlotte Burt	Present

IDPH Staff: Alison Walding, Sharon Cook, Diane Williams, Alex Carfrae, Kari Catron, Judy Goddard, Steve Mercer, Heather Lloyd, Clark Christensen, Tom Boeckmann, Denyse Gipple, Kirk Schmitt, Brittany Biermann, John Hallman, Mary Jones, Chris Galeazzi, Matt Hobson, Rob Ramaekers

Guests: Michelle Lewis, Jeff Gauthier, Mary Chwirka, Elizabeth Faber, Teresa Higginbotham, Terry Davis, RD Keep, Bethany Conklin, Kristy Reedy, Carl Vogeler, Adam Hoffman, Brent Harmeier, Carla Van Langren, Dianna Lightner, Steve Cirrnia, Julie Schilling, Robyn Reese, Vernon Schwarte, Jo Lightner, Kristy Reedy, Linda Stoll

I. CALL TO ORDER & ROLL CALL

Chairperson Dr. Bottei called the meeting to order. Roll call of the Preparedness Advisory Committee was conducted.

II. Approval of Minutes

Thomas Craighton moved to approve the minutes from October 27, 2010. Bridget Edson seconded the motion. No discussion.

Motion carries.

III. FY10-11 Public Health Preparedness and Hospital Preparedness Program Updates

Rebecca Curtiss reported that the first Public Health and Community Health Center progress reports are due January 28, 2011. The first quarter hospital progress reports have been reviewed. 117 hospitals submitted progress reports for review. All were approved.

Federal HPP, PHEP and PHER Midyear Report

The HPP midyear report for the Department of Health and Human Services is due January 31, 2011. CDOR is currently working on compiling midyear data to submit for this report. CDC Waived the PHEP BP10 Extension Mid-year Report Requirement because this is an extension period and closeout year for the current project period. However, IDPH will be required to submit information on our status in meeting the HHS Priority Goal and the PAHPA staff notification benchmark. The PHER mid-year report is due April 30.

Public Health Carryover Funding Update

IDPH is waiting for approval from CDC for the use of carryover funding from FY 09-10. Contract amendments have been developed for the FY 10-11 Public Health Emergency Preparedness (PHEP) contracts. This funding will supplement current FY 10-11 preparedness activities. IDPH Fiscal has approved the contract amendments. The amendments will be released as soon as approval is received from CDC.

Hospital Carryover Funding Update

The hospital carryover contract amendments have been released. A signed original of the amendment needs to be returned to IDPH as soon as possible if not already submitted.

HPP Funding Formula Workgroup

This workgroup is comprised of 2 HPP representatives from each region. The purpose of the workgroup is to discuss and develop a funding formula for the HPP grant funds. The funding formula that will be developed will be maintained throughout consecutive grant cycles. The workgroup met for the first time on January 12, 2011 by webinar. Discussion centered on using bed numbers from the IHA website to provide for the data for the variable figure used to help divide up funding to the hospitals. The next meeting is scheduled for February 9, 2011 by webinar. Public Health did reach consensus last year that 50% base and 50% population will be used as the funding formula in the foreseeable future.

HAN Upgrade

The HAN upgrade has been completed. This upgrade will ensure seamless communications with our partners. Tom Boeckmann has been visiting with regions about the upgrade and he is available to conduct in-service training for any group that may want to participate.

Radio Tests

Several hospitals and local public health agencies did not answer the radio test conducted on January 5. We believe that the problem was with the system and not the radios or the users. The test will be repeated on the first Wednesday in February.

Iowa Public Health Advanced Capacity Tracking System (I-PHACTS) Update

The Surge Capacity Task Force Ad Hoc Committee, pilot hospital representatives, and HPP planners met on January 10, 2011 to review results from the program pilot and provide recommendations regarding improvements for the system. The group will also be provided an overview of the complete Advanced Incident Management System (AIMS).

IV. Public Health Emergency Response Funding Update

Rebecca Curtiss reported on the Public Health Emergency Response (PHER) Funding No-Cost Extension. The Public Health Emergency Response workbooks have been posted to SharePoint site. IDPH hosted a conference call on January 5, 2011 to provide an overview on the PHER contract and workbooks. These extended Public Health PHER funds require the submission of an H1N1 Improvement Plan Matrix (IPM). The IPM is due 2/25/2011. Please notify Kari Catron when your IPM is available for review.

Reference resources regarding the Public Health PHER funding are available. A recording of the PHER training Webinar is available at: <https://www1.gotomeeting.com/register/697445856>. PHER related questions and answers are available on the HAN at: [Home](#) > [Document Center](#) > [Documents](#) > [Grants](#) > [FY 10-11](#) > PHER H1N1 No Cost Extension. The document is titled "PHER Webinar Q and A".

CDOR and the Regional Public Health planners are jointly preparing a self evaluation rubric to assist with the preparation of your Improvement Plan Matrix. The tool will be available on 1/28/11 and will be posted to the HAN (see path above). CDOR is also preparing examples of Improvement Plan Matrices. These will be available on 1/28/11 and will be posted to the HAN (see path above).

A PHER specific Financial and Contractual Status Report will begin being distributed bi-weekly on 1/20/2011. It will come to each local public health entity as a separate (2nd) emailed report. Specific details regarding this funding can be found on the HAN at [Document Library](#) : [Documents](#) : [Grants](#) : [Grants-FY 10-11](#) : **PHER H1N1 No Cost Extension**.

V. Regional Alliance Update

At the October PAC meeting the PAC approved \$50,000 in carryover from PHEP and HPP funding for an RFP to be developed for a facilitator to the Regional Alliance Committee and to support attendance at the meetings. Request for Bids were received and scored. The State Public Policy Group (SPPG) was selected to facilitate Regional Alliance meetings starting in February 2011. The Regional Alliance Committee met on October 6, 2010. This group has been re-established to review the current priorities of the Public Health Emergency Preparedness and Hospital Preparedness Programs. One public health and one hospital representative from each region have been identified to serve on this committee. During the first meeting, the group reviewed the priorities identified in the 2006 Regional Alliance Committees recommendations to identify ongoing and new priorities. They also discussed fiscal issues concerning

the programs. The group will examine each priority closely and be seeking advisement from their respective steering committees.

The committee met again on November 17, 2010. The committee reviewed the Inventory of Programs from the October 2010 Meeting. The Regional Alliance committee met on January 19, 2011 to continue discussing activity priorities and strategic programmatic planning. Presentations were made regarding ISPPC, PHRT, Environmental Health and EMS. SPPG staff observed at this meeting.

For future meetings SPPG staff will be expected to develop a work plan, facilitate a minimum of 6 meetings, complete post meeting documentation, update inventory, and update budget spreadsheets. Final documentation will be presented to the PAC. Upon PAC approval, recommendations will be sent to the IDPH Director. Please contact your regional representative regarding information or materials shared at the meetings. Final documentation will be posted on the HAN. Money for regional contract administrators will be a contract amendment. The amendment is currently routing.

Surveillance Update

Judy Goddard reported Pertussis continues to be present in Iowa. Currently it is decreasing on the eastern side of the state, however IDPH is seeing a slight increase in the midsection of the state. Sporadic cases are occurring statewide. Influenza is increasing state wide and will most likely continue to increase for awhile before declining. Iowa has had a case of hantavirus reported. The case tested positive for hantavirus but negative for sin nombre virus, the virus that usually caused hantavirus. Specimens have been sent to CDC for additional testing. Exposure is well defined in this case and the clinical illness was compatible with hantavirus. Even though this is the first case Iowa has had reported since 2008 it is just a reminder that cases of Hantavirus can and do occur in Iowa.

State Hygienic Laboratory update

Bev Pennell reported that SHL has moved into a new building located on the southeast corner of Highway 965 and Oakdale Boulevard in Coralville. The move began 11/12/10 and SHL is 99% moved. The SHL was placed on inactive status on the LRN network during the move and revalidation of the equipment, but had agreements with neighboring states for support had it been needed. SHL is now back on active status with the LRN. SHL's fall Professional Forums were successful with 65 attendees from 46 institutions over the 6 IDPH regions. This is an increase of 38% in attendance over last year. Participants were from the clinical labs, ISU Veterinary Diagnostic labs and IDPH. SHL is offering Wet Workshops in March for 24 laboratorians. This workshop reviews the characteristics of biothreat organisms in both a classroom and laboratory setting.

PAC Subcommittee Reports

Education and Exercise Sharon Cook reported the Education & Exercise subcommittee met on November 17, 2010. A cumulative total of 6 hours of emergency preparedness training must be completed by public health and hospital staff that is responsible for responding to terrorist incidents or public health emergencies. All regions have submitted training plans and are scheduling educational sessions. Each local public health agency and hospital must complete 5 operational drills. All drill planning documents are posted on the HAN. A Pre-Approval form for a Write-In Selective Drill is posted on the HAN. The AAR template and the Drill Data Collection Sheets are posted to the Report Templates SharePoint folders. Additional information for the Public Health Risk Communication Drill is posted to the HAN. Directions for submission of AARs to IDPH for approval are included in the November Talking Points. Regions 3 & 4 completed an after -hours HAN alert drill for hospitals that volunteered to participate. Lessons learned from the drills: 1) 75% of hospitals responded; 2) Those hospitals not responding found that night shifts need additional training related to using radios, confirming alerts and accessing HAN to download Bed Capacity forms.

IDPH encourages all regions to perform similar after hour HAN drills for the hospitals. This would test the response capability of the staff that is less familiar with the HAN and 800 MHz radios. To schedule an after -hours HAN drill, contact Tom Boeckmann at 515-201-8733.

Public Health and Hospital Emergency Operation Facility training update. Two new online training courses were created and uploaded to the LMS. The training incorporated the new terminology of EOF or Emergency Operations Facility. The EOF terminology was found to be confusing by course participants. This subcommittee discussed changing the terminology to Public Health/Hospital Emergency Operations Center (EOC) or Incident Command Center. The subcommittee recommended using "Incident Command Center" because this language is consistent with HICS. IDPH will review the course language with Homeland Security and Emergency Management Division. Upon the appropriate revisions to the online course, a new version will be uploaded to the LMS. Next meeting is February 16, 2011 at 2:30 pm.

IT and Communications Tom Boeckmann reported the committee met on January 20, 2011. The HAN upgrade has been completed with a few minor issues that are being resolved. Performance measure tests were completed this month. Results are posted on the HAN. Some regions have done additional tests after hours. A suggestion was made that all regions should conduct an after-hours test. Boeckmann reported on the interoperability committee and their progress to date. A fact sheet, FAQ, and checklist for narrowbanding requirements have been posted under Announcements on the HAN and distributed via the talking points. The January radio test was conducted but results were very poor. It was determined that there was a problem at the Vinton site where the test was originated. It will not be rescheduled, rather, it will be done the first Wednesday in February as previously scheduled. The HAN upgrade now allows us to alert non-licenses users by using an Excel spreadsheet. Technology allows us to do this but we still need to work on the logistics. Committee members suggested that we ascertain which hospitals/agencies currently use an alerting product (i.e. Code Red or One Call). Those hospitals or agencies probably would not need to use that HAN for alerting. There was also discussion on fees for use of the service. Tom will take this issue to the HAN Officers group for discussion. An updated brochure describing the HAN system, adding users to the HAN, and 2010 facts has been posted under Announcements on the HAN. The Iowa HAN system has received PHIN Certification from the CDC for Cascade Alerting. Only a handful of states have completed this process. The next Conference call meeting will be held April 7, 2011 at 11:00.

Planning Diane Williams reported that the committee met on January 19, 2011 via webinar and discussed emergency support functions. HSEMD is working with local emergency management to update county response plans to the Emergency Support Function format. Some local public health agencies have been approached by county emergency management to assist with the county plan updates. Additionally, the question has been posed, will local public health and hospitals be changing their plans over to this updated format. The subcommittee discussed what this and other planning formats look like and determined the differences are primarily associated with how the plan is organized and not as much associated with what is included in the plans. The sub-committee representatives will be discussing this planning format with each of the regions to identify if there is a need for a consistent plan template that could be used by public health agencies and hospitals. The committee's next steps on this activity will be determined by the recommendations/ requests of the regions.

Surge Capacity Ad Hoc Diane Williams reported the committee met face to face in Des Moines on January 10, 2011 to discuss the hospital pilot of I-PHACTS and provide an overview of the full Advanced Incident Management System (AIMS) from Alabama. Overall, the pilot hospitals agree that I-PHACTS is an easy program to use and is an adequate mechanism for hospitals to report capacity information. Following the pilot the group made the following recommendations:

- Remove the staff capacity reporting portion of the program
- Add the hospital it hospital information sharing capabilities to I-PHACTS
- Consider additional bed types to include more specific behavior/mental health beds.

IDPH is following up on these recommendations. The Surge Capacity Task Force will be discussing a beta pilot of I-PHACTS and provide recommendations on support materials for the program.

Strategic National Stockpile Rebecca Curtiss reported that the SNS Sub-Committee met on Wednesday, January 12th via webinar. The committee reviewed medical countermeasure response during the H1N1 response. The report from Closed POD workgroup stated that 1) Recruitment material has been completed, 2) Includes workbook template, PowerPoint presentation, and brochure, 3) All material was develop for customization by local agency to match audience being recruited, 4)All material will be posted to the HAN in the SNS folder. The committee also reviewed Data Collection sheets for FY 10-11. These are required for all MSAs and optional for all other agencies. They are posted on HAN in SNS folder. The committee will review and submit comments on POD facility set-up checklist. Discussion began on inventory control at the local level. The committee will be working on a system that will allow a better inventory management and reporting capabilities by locals for deployed assets. The committee identified weakness during the H1N1 response. The next scheduled meeting will be Wednesday, March 9th.

Laboratory Bev Pennell reported that the Lab Advisory Committee last met in August. The next planned meeting is on Thursday-January 27, 2011.

All PAC subcommittee meeting minutes can be found on the HAN at [Document Library](#) : [Documents](#) : [Committees - State](#) : [Preparedness Advisory](#) : **PAC Subcommittees**.

VI. Fiscal Report Rebecca Curtiss reviewed the fiscal reports. The reports can be found on the HAN at [Document Library](#) : [Documents](#) : [Committees - State](#) : [Preparedness Advisory](#) : [FY10-11](#) : **1-26-11**.

VII. New Business

IDPH is pleased to welcome Mariannette Miller-Meeks, B.S.N., M.Ed., M.D., as new the new department director. Dr. Miller-Meeks joins the department with extensive experience as an educator, nurse, doctor, and in public health. Dr. Miller-Meeks is a retired Lt. Col. with the U.S. Army Reserves, serving nine years active duty as a nurse and she remains in the Reserves as a nurse and doctor. In addition, Dr. Miller-Meeks was named the first female faculty member of the University of Iowa Ophthalmology Department, and also served as the first female president of the Iowa Medical Society.

VIII. Future Meeting Dates

April 27, 2011

July 27, 2011

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