

Preparedness Advisory Committee

Wednesday, October 26, 2011

10:00am to 12:00pm

Webinar

Minutes

I. Call to Order & Welcome

1. This webinar was recorded. It is available at: <https://www1.gotomeeting.com/register/929196312>

II. Introductions

1. Ed Bottei-Chairperson
2. Diane Williams-CDOR

III. Roll Call

Present: Diane Williams, Ed Bottei, Brent Spear, Art Spies, Larry Linnenbrink, RD Keep, Chrystal Woller, Terry Davis, Rebecca Curtiss, Linda Bindner, Sandra McGrath, Julie Schilling, Bev Pennell, Gerd Clabaugh, Ann Strellner, Thomas Craighton, Jane Condon, Bethaney Conklin, Mary Chwirka, Ann Garvey, Kari Catron, Verson Schwarte, Laura Beeck, Cheryl Eia, Jeff Gauthier, Alex Carfrae, Linda Opheim, Leah McWilliams, Brent Harmeier, Tim Schroeder, Adam Wainwright, Brenda McGraw, Jennifer Mlocek, Cindy Heick, John Hallman, Jonathan Simmons, Kristy Reedy, Dawn Gentsch, Carl Vogeler, Curtis Hopper, Cathleen Atchison, Leann Orr, Katrina Derry, Laurie Walkner, Elizabeth Faber, John Halbrook, Tricia Kitzmann, Blaine Hudnall, Diane Anderson, Teresa Higgenbotham

IV. Election of Officers

The PAC committee by-laws state an election of officers needs to occur at the beginning of each year. The positions included are chair and vice-chair.

Motion: Maintain both positions as are (Ed Bottei for chair and Linda Bindner for vice-chair) by Thomas Craighton

Second: Bev Pennell.

Discussion and Request for objections: None

Vote by acclamation: Passed

V. Reports

1. **Center for Disaster Operations & Response**
 - i. **Public Health and Hospital Preparedness Program Update**
 1. **FY 10-11 Public Health Emergency Preparedness Program Close-out Report**
 - a. All public health FY 10-11 workplans along with the first and second progress reports were submitted, reviewed, approved and paid.
 - b. Six of the LPHA's did not receive payment for their end of year reports as they were unable to utilize all the preparedness funds allocated to their agencies by the end of the grant cycle. This is an anomaly being attributed to the substantial amount of PHER funding available during the grant cycle.
 - c. One LPHA did not receive payment for their AAR due to a late submission.
 - d. 99 LPHA's participated.
 2. **FY 10-11 Hospital Preparedness Close-out Report**
 - a. All hospital FY 10-11 workplans and the first and second progress reports were submitted, reviewed, approved and paid.
 - b. Twelve hospitals did not receive payment for their AAR's, eleven of the hospitals were submitted late or provided no submission.

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- c. Four hospitals did not receive payment for EOY Reports. There reports were not submitted or lacked critical information and were not re-submitted.
 - d. 117 of the 118 hospitals participated.
3. **IDPH Update**
- a. Funding remains from some unfilled positions.
 - b. The I-MORT and I-CHAT Public health response teams did not utilize all available funding. The I-CHAT was eliminated for FY 11-12 due to reductions in funding.
 - c. IDPH was able to meet all exercise expectations while remaining under budget for the exercise. After Action reports will be posted to the HAN.
 - d. The regional personnel budget underspent.
 - e. PAC Committee and sub-committee representation budget was underspent. Storage and communication costs were under budget.
4. **FY 11-12 Public Health Preparedness Program Update**
- a. During the final months of the FY10-11 grant cycle, priority activities were established for the FY11-12 grant period for public health agencies by grant writing committees and the PAC utilizing The *Public Health Preparedness Capabilities: National Standards for State and Local Planning*.
 - b. Each agency has been provided a work book listing these five priority capabilities. The work plan identifying the capabilities each agency has selected is due back to IDPH by October 28, 2011.
 - c. At mid-year each agency and IDPH will re-assess capability status and work completed on all fifteen capabilities in order to establish the priority capabilities to build upon or sustain in the second year of the project period.
5. **FY 11-12 Hospital Preparedness Program Update**
- a. During the final months of the FY10-11 grant cycle, priority activities were established for the FY11-12 grant period for hospitals by grant writing committees and the PAC utilizing the overarching and application requirements and level one Sub-capability.
 - b. Each hospital has been provided a work book listing the current year grant requirements. All participating hospitals have submitted the work plans.
6. **FY 12-13 Grant Alignment**
- a. White House National Security Staff has requested better alignment of federal emergency preparedness grant programs.
 - b. Office of Management and Budget seeking enhanced administrative flexibility to reduce unnecessary burden on state, local and tribal governments in implementing federal programs.
 - c. Stakeholders have requested alignment to reduce duplicative/conflicting activities and redundant reporting.
 - d. CDC, ASPR, FEMA, DOT, and HRSA are working to identify collaborative and innovative strategies.
 - e. The MOU is not a commitment to share or exchange funds.
 - f. As updated information is received it will be posted to the HAN.

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7. FY 11-12 Update

- a. IDPH will be hosting the Iowa Integrated Training Summit on April 25-27. This three day training will include at least half a day exercise. The Public Health Response Teams, Medical Reserve Corps, local public health, hospitals, emergency management and other partners will be invited to participate.
- b. IDPH will work to meet or demonstrate as many PHEP and HPP capabilities as possible in the exercise. Each agency/hospital will be able to determine that once the exercise objectives are completed.

ii. CADE Update

1. Coordinating closely with CDOR.
2. Developing a new course on disease investigation processes, IDSS, and report development in IDSS.
3. Updating the EPI annex.
4. Working with DIA on food borne illnesses just in time materials and other joint training opportunities.
5. Initiated influenza surveillance.
6. Continuing to conduct investigations on mumps, pertussis, and measles.

iii. SHL Update

1. Now in the new building. There was a CDC inspection in March which was passed with glowing reviews.
2. SHL conducted some wet workshops in March.
3. In June there was a virtual shipping exercise with CDC for packaging and shipping specimens.
4. Proficiency testing has been ongoing.
5. Development of a Google group for environmental health professionals working with municipal water systems is underway. Email Beverly Pennell for additional information.
6. SHL just finished a week long full scale exercise with 10 other states. An AAR will be developed.
7. Fall Forums-the advisory group determined that the fall forums should be conducted as webinars. The forums will cover process for identifying “select” agents and looking at bio-threat preparation.
8. Wanda Rider-Kent will be taking over for Ms. Pennell when she retires at the end of the year.

iv. EH regional Collaboration Update

1. The Environmental Health FY 11-12 Preparedness Capabilities Project has begun its roll-out at the IDPH EH Fall Regional Meetings. The Environmental Health Preparedness Capabilities Project goal is to assess regional inventory of previously developed plans, tools, resources, etc to demonstrate that local environmental health has the necessary elements to achieve Public Health Preparedness National Standards and to identify gaps that need to be addressed.
2. Templates were created for the EH Preparedness Capabilities Project and are available on the HAN in the folder titled “Environmental Health FY 11-12 Capabilities Project”.

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3. Each region will need to submit a Planning Template and Budget Template by the region's due date and final submissions due by June 29, 2012.

VI. Regional Alliance Committee Recommendations

1. The regional alliance report is posted to the HAN and represents the priorities established by the Preparedness Regional Alliance Committee through its deliberative process. The report is intended to provide a snapshot view of the Committee's decisions as related to specific tasks or functions of Iowa's preparedness programs. Decisions were made to hold, hold if possible but reduce if further cuts are required, reduce the percent of funding, or eliminate funding from these grants for tasks or functions even though these parts of the program may need to be sustained.
2. The Regional Alliance Committee understands that the PAC and others will review and, perhaps, adjust the priorities and recommendations based on additional factors. It is also understood that the Iowa Department of Public Health is ultimately responsible for fulfilling the conditions of grants awarded to the state, and the scrutiny that comes with those responsibilities.
3. The Regional Alliance report has been provided to the PAC members to review, discuss, adjust if necessary and submit to the Director of the Iowa Department of Public Health for use in future decision making processes as related to the preparedness program.
4. The recommendations are broad enough to line up with future grant requirements.
5. Dr. Miller-Meeks will determine how the recommendations are utilized and shared.

Motion: Present the report to Dr. Miller-Meeks as it stands by Thomas Craighton.

Second: Art spies.

Discussion: It is important to ensure that Dr. Miller-Meeks is aware these are recommendations of the Preparedness Advisory Committee and that Rebecca/CDOR is not responsible for these recommendations. He also reiterated that Rebecca/CDOR has the support of the PAC in representing this information. PAC is here to support CDOR on the presentation of these issues.

Vote by acclamation: Passed

VII. PAC Subcommittees Discussion

1. **Review of Iowa Code**
 - i. Briefly reviewed Administrative Code 641 Chapter 114.7 regarding PAC Subcommittees. The entire chapter was distributed with the webinar information.
2. **Assignment of Sub-committees**
 - i. Review of the sub-committees that were activated in the FY 10-11 cycle and associated projects, level of activity.
 - ii. The PAC committee representatives contact information for these committees is due to IDPH by November 18th.

Motion: The lab, risk communications and Surge committees remain active and that the PAC retain the power to activate committees as needed and that the committees be reviewed at least twice a year Thomas Craighton.

Second: Julie Schilling.

Discussion: The subcommittees need to develop mission statements and the PAC should be provided reports on the activities of the sub-committees.

Vote by acclamation: Passed

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VIII. Fiscal

1. Budget Report

i. FY 10-11 Budget Close-out Review

1. Reviewed the 2010-2011 Preparedness Funding Report for Preparedness Advisory Committee October 2011.
2. Reviewed the 2009-2011 Fall H1N1 Response Preparedness Advisory Committee Fiscal Report October 2011.
3. Budget was distributed with the webinar information.
4. Updated 11/2011 Unexpended FY 10-11 fund totals \$298,226.00:
 - a. HPP: \$170,030.00
 - b. PHEP:\$128,196.00

ii. FY 11-12 budget review

1. Following completion of the CDOR/Preparedness budget there are now expenses that were unforeseen when the budget was developed.
2. IDPH is now required to contract for all IT services (software, system maintenance, email, etc.) through the Department of Administrative Services. This has resulted in additional unexpected IT expenses.
3. IDPH has not provided salary increases to non-contract employees for the last 2 years. These employees will receive a 7% in this grant period resulting in unexpected increase in salary adjustments.
4. CDOR anticipates needing the carryover funding for these unexpected expenses. It is anticipated the costs will be close to the carryover amount. If there is more funding available than what is needed to cover these costs, this will be addressed at a later date.

Motion: The carry over funds should be used to cover the additional (IT and raises) expenses. If there is funding left after these expenses are addressed, it be can redirected at a later time by Thomas Craighton

Second: Art Spies.

Discussion: None

Vote by acclamation: Passed

IX. New Business

1. New business

- i. No new business.

2. Next Meeting

- i. **Wednesday January 25, 2012**

***Emergency meetings may be scheduled as needed**

X. Adjourned at 12:10