





July 31, 2019	UC Healthcare Preparedness Coalition Executive Meeting	Page 1 of 4
Topic:	Action Taken/ Conclusions:	
<b>Meeting</b>	The meeting of the Upper Cumberland Healthcare Preparedness Coalition was held on July 31, 2019 at the Upper Cumberland Regional Health Office.	
<b>Present</b>	Brandon Smith, Mike Ethridge, Patty Anderson, Kristi Langford, Dawn Hickey, Candace McNeal, Jeremy Stoner, Alexis Green, Barry Weber, Steve McGregor, Charlie Parker, Randall Smith and Brian Tompkins	
<b>Introductions</b>	Kristi welcomed everyone to the meeting.	
<b>Approval of Meeting Minutes</b>	There were three previous meeting minutes that Kristi had emailed out to everyone to look over. Jeremy Stoner made a motion to approve the minutes. Brandon Smith seconded the motion and all approved.	
<b>2018-2019 Financial Report</b>	The 2018-2019 financial report was presented. The coalition sent back approximately \$16,370. This was due in large part because we had budgeted money to hire a student intern to work on the website but wasn't able to get anyone in the position before close of the budget year.	 2018-2019 HCC EXPENSE REPORT.xls
<b>Website</b>	Kristi introduced Randall Smith as the new website administrator for the coalition's website. Randall showed everyone the changes and updates that he has made to the website.	
<b>2019-20120 Deliverables</b>	Kristi went over the new deliverables for the next grant year. Kristi gave a copy of the deliverables to everyone to look over. There were no questions.	 HCC Guidance Manual Final.docx
<b>Budget</b>	Kristi announced that \$250,000 was approved for this fiscal year. Kristi reviewed what has already been planned for this budget year.	 BP3 Budget.pdf
<b>Strategic Plan</b>	Kristi gave a copy of the strategic plan to everyone. Kristi reviewed the changes she had made to the plan based on the current HVA. Kristi informed everyone that the Strategic Plan is due August 1, 2019.	 BP3 Strategic Work Plan.pdf
<b>National Healthcare Coalition Conference</b>	Kristi announced that the National Healthcare Coalition Conference will be held in Houston, TX on December 2, through December 5, 2019.	
<b>Clay County Hospital</b>	Kristi informed everyone that the items that the coalition purchased have been taken out of the Clay County Hospital. If the hospital should open back up all the items will be returned.	

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<b>Jamestown Regional Hospital</b>	Brian Tompkins has been in contact with Jamestown Hospital. Kristi and Dawn have made an inventory list of the items that the hospital has received through ASPR HPP funding. Kristi asked the committee their thoughts on getting the items back. The committee feels that we should at least send them the inventory list and make an attempt to locate the most beneficial items. Therefore, Brian will reach out to Tammy Gibson at Jamestown again.	
<b>CMP Grant</b>	Kristi announced the CMP Grant was approved and the coalition received \$138,000. Kristi discussed some of the items that have been purchased for the nursing homes.	
<b>Priority Planning</b>	Kristi discussed the priority plan and the committee rated the priorities. 1. Coordination 2. Website Maintenance 3. Pediatric Plan 4. Evac/Surge Exercise 5. Revise existing plans 6. CMP Grant 7. Evacuation Training	
<b>Communication Plan</b>	Following the Shaken Fury exercise, the coalition was instructed by HPP Director Robert Newsad that we needed a regional comms plan. How will we communicate with hospitals and nursing homes in the event that landlines and cell towers are out? Kristi asked if Barry Weber, Brandon Smith and Brian Tompkins if they would serve on the Communication Plan Task Force. It was suggested to add Mike Hellman to the committee also.	
<b>Patient Tracking</b>	Kristi is going to check if something could be added to the state patient tracking that would allow it to import patient registration information in the form of Excel data files. Randall agreed to learn how to do patient tracking so he would be able to train the hospitals.	

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<b>Funding Request</b>	<ul style="list-style-type: none"> <li>• A request was made to pay for the Smoky Mountain APIC Conference for our hospital infection control nurses. This request is not to exceed \$10,000. Jeremy Stoner made a motion to approve the request. Brandon Smith seconded the motion and all approved.</li> <li>• A request was made to purchase two 26-inch prize wheels. This request is not to exceed \$700. Jeremy Stoner made a motion to approve the request. Brandon Smith seconded the motion and all approved.</li> <li>• A request was made to pay Randall Smith for website maintenance. The request is not to exceed \$9,999. Steve McGregor made a motion to approve the request. Brandon Smith seconded the motion and all approved.</li> <li>• A request was made to have a Neonatal Resuscitation Training. The request is not to exceed \$2,000. Mike Ethridge made a motion to approve the request. Brandon Smith seconded the motion and all approved.</li> <li>• A request was made to purchase three Pelican lights. The request is to not to exceed \$4,999. Charlie Parker made a motion to approve this request. Brandon Smith seconded the motion and all approved.</li> <li>• A request was made for meals at meetings and trainings. The request is to not to exceed \$7,500. Steve McGregor made a motion to approve the request. Brandon Smith seconded the motion and all approved</li> <li>• A request was made for the website hosting and fees. The request is not exceed \$2,000. Jeremy Stoner made a motion to approve the request. Brandon Smith seconded the motion and all approved</li> </ul>	

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<b>Funding Request</b>	<ul style="list-style-type: none"> <li>• A request was made to get 9 custom-made linen cart covers. The request is not to exceed \$1,500. Steve McGregor made a motion to approve the request. Brandon Smith seconded the motion and all approved.</li> <li>• A request was made to purchase food for the MRC trainings. This request is not to exceed \$2,000. Charlie Parker made a motion to approve the request. Mike Ethridge seconded the motion and all approved.</li> <li>• A request was made to sponsor the 1-day pediatric conference at the UCEMS Fall Symposium. This request is not to exceed \$2,500. Charlie Parker made a motion to approve the request. Steve McGregor seconded the motion and all approved.</li> <li>• A request was made for purchasing miscellaneous supplies. This request is not to exceed \$2,500. Brandon Smith made a motion to approve the request. Steve McGregor seconded the motion and all approved.</li> <li>• A request was made to continue to support the ENPC/TNCC Class. This request is not to exceed \$12,000. Steve McGregor made a motion to approve the request. Brandon Smith seconded the motion and all approved.</li> <li>• A request was made to pay for rental of the storage building for linen. This request is not to exceed \$1,200. Charlie Parker made a motion to approve the request. Brandon Smith seconded the motion and all approved.</li> <li>• A request was made to continue to support the Critical Care Paramedic class. This request is not to exceed \$22,500. Steve McGregor made a motion to approve the request. Brandon Smith seconded the motion and all approved.</li> <li>• A request was made to pay for the Critical Care Paramedic Refresher Class. This request is not to exceed \$2,100. Jeremy Stoner made a motion to approve the request. Brandon Smith seconded the motion and all approved.</li> </ul>	
<b>Next Meeting</b>	The next meeting is to be announced. Next full HCC meeting will be held on September 5, 2019 fro. 1pm to 3pm.	
<b>Adjournment</b>	There being no further business, the meeting adjourned.	

  
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 Signature

10/22/19  
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 Date