



GREATER SULLIVAN COUNTY PUBLIC HEALTH REGION

5 Nursing Home Drive, Unity, NH 03743 · cell 603-398-2222 · F: 603-542-2829
www.sullivancountynh.gov/publichealth · email: phn@sullivancountynh.gov

Regional Coordination Committee Meeting Wednesday, August 17, 2011 9:00 – 11:00 am 14 Main Street, Newport NH

MINUTES

Present: Steven Cunningham (Croydon), Wayne Whitford (Newbury), Charles Baraly (Charlestown), Don Bent (New London), Wayne Conroy (Newport), Howard Sargent (Sunapee), Carla Skinder (VRH/CVHC), Pam Drewniak (NLH), Jessica McAuliff – facilitator. Greg Chanis, County Administrator, was present for the beginning of the meeting.

The meeting was called to order at 9:00 am.

1. IMPROVEMENT PLAN TASKS & PHN WORK PLAN

Jessica shared the FY 2012 PHN Work Plan and discussed next steps. She added an item to the work plan: JIVE 2011 – a statewide activity for September which is National Preparedness Month. Members discussed action steps for the JIVE events and agreed to post preparedness messages on municipal and hospital web sites, as I send them. Members present agreed that it would be better if one message was sent, and posted once – rather than multiple smaller messages during the month. Members discussed publicizing the CODE RED systems where this exists, and telling the public how to sign up. Charles suggested that Charlestown Safety Fair on September 24th is a good time to promote Preparedness Month. Jessica will contact the MRC about setting up a booth. Charles will email Jessica with the event contact information. Another one of the JIVE suggested activities was a door to door information campaign. Members felt it would not be do-able to go door to door with a preparedness message, and our region will choose not to participate in this particular JIVE activity.

Other ways to do community outreach during Preparedness month were brainstormed. Members suggested the Cornish Fair, a North Country conference, and speaking at REVITE – a recurring Tuesday am event televised on Newport Community TV. Jessica will follow up on these, and will contact B. Irwin of the Newport SAU about REVITE.

A work plan item includes municipal shelter surveys. Jessica asked EMDs present if they have completed this yet, as they should have been contacted by a member from the State about a survey project. Newbury has completed this, and others present discussed the project. Jessica stated that she can be a resource to municipalities to assist with these surveys of shelter sites. EMDs may contact her for assistance with the project.

The Improvement Plans from OPERATION MP4 (MACE exercise and POD drill) were shared and discussed. Improvements to Job Action sheets is an item that appears on both IPs. Members divided up the JAS's to work on and Jessica will email the current drafts out, as follows: Wayne



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Whitford will look at the POD Manager JAS, Howard Sargent – PIO, Pam D – Medical Section JAS, Carla – Behavioral Health and Functional Needs JAS.

One improvement plan item suggests that the committee and anyone who would staff the MACE needs WEB EOC training. Fallon Reed at HSEM has offered to make arrangements to come out and provide this for the regions, along with a SNS-101 training component (Strategic National Stockpile). Members present asked for Wednesday October 19th, for this training to occur during the time of the regularly scheduled RCC meeting 9 – 11 am. Since this meeting, Jessica has contacted Fallon Reed to confirm this – and Fallon has confirmed. Jessica has sent out a note asking for registration for this training.

Another improvement plan item suggests that more training is needed on MACE set up and basic operations (i.e. how to access the internet in the room, what is in the MACE box, etc) – Members present discussed this and agreed that the RCC should have a small bit of MACE intro training at each RCC meeting – familiarizing members with the MACE set up and operations gradually, and not at one all-day training which some may miss. Jessica agreed and will incorporate this into future RCC agendas. She started at this meeting, by showing members the location of the MACE boxes and telephones, in the Conference Room closet.

2. RCC MEMBERSHIP SURVEY PROJECT (DHHS)

Jessica shared the RCC Membership Survey project spreadsheet that the Dept of Health and Human Services has released. She has asked members present to review the spreadsheet (sent out via email) and send Jessica suggestions for additional organizations that should be added.

3. MRC Technical Assessment and Capacity BUILDING AWARD PROCESS

The Capacity Building award of \$5,000 is the only funding MRC can rely on this coming year. The new award process is also more competitive. The new recommendation letter process was discussed, emphasizing the need to follow the instructions very carefully. Jessica asked for two people who would like to complete a recommendation on behalf of the MRC award application. Carla Skinder agreed, and asked for more information about what the MRC unit is doing and has done. Carla and Jessica have arranged to meet separately on Tuesday August 23 at 1:00.

4. Strategic National Stockpile (SNS) Regional Technical Assistance Review

Jessica shared the technical questions that will need to be answered during the region's first TAR review. The TAR review meeting with Fallon will be held the end of this month. No action on the part of the RCC is required at this time, yet they received a head's up that future changes to the plan regarding their role in the Strategic National Stockpile process may be forthcoming.

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(continued)

5. RCC 3-DEEP LIST UPDATES

Members reviewed the current 3-deep contact list. Doing this monthly is an action item on the recent Improvement Plan. Steve stated we should add Skip Beard, Croydon Fire Dept. Other changes were made. Jessica will amend the 3-deep and send it out to RCC partners.

6. PUBLIC HEALTH ANNEX UPDATES

Jessica shared the new PH Annex, and handed out binders/ thumb drives to those who still needed copies. A spreadsheet was signed, to document who took a binder or drive.

7. MUNICIPALITY MEETINGS, per PHN contract (Jessica)

Jessica reminded members present that the PHN contract includes a requirement for Jessica to visit municipalities and speak to the town Selectboard and/or emergency management committees. Members should contact Jessica to choose a date that works best for the town meeting, for her to be on the agenda. Those present agreed to check calendars and get back to her on this, and it may have to avoid budget season.

8. OLD HOME DAYS and FALL EVENTS

Fall events were discussed – including the Cornish Fair, Langdon Country Fair, and an upcoming conference in the north country.

9. Roundtable (all)

Members discussed what is going on in their communities. Wayne stated there is a new high school principal at Newport HS, and he will get me that contact info. Wayne expressed concern over recent bicycle accidents. Members discussed possibility of starting a campaign on reflective clothing, safe biking and driver awareness in the month of September, as part of Preparedness Month. Members expressed agreement that this is a great idea and it is feasible. Jessica will reach out to MRC to try to start an outreach/communications campaign about this. Jessica will call WCNL about getting on the radio about the topic. Jessica will reach out to DHHS PIO to ask for material.

10. Review Future Dates:

9/21 Wed: RCC meeting 9:00 – 10:30 am at 14 Main St Newport

The meeting was adjourned at 11:00 am.



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EVALUATION NOTES:

After the meeting, evaluations were collected, and are on file with the PHN Coordinator. Comments and suggestions included:

- Please avoid acronyms, and explain them clearly at every meeting.
- Outline the organization and function of the Public Health Network. Outline where we are, where we are going and overarching goals
- Discuss JIVE at Sept RCC meeting
- Go over setting up the MACE
- Talk about Flu Season, as RCC meeting topic
- Today was organized and productive with good interaction
- Nothing to change. A good job
- A lot was covered.
- A good job was done.