



**NORTHEAST CENTRAL OHIO REGION 5
PUBLIC HEALTH PLANNING COMMITTEE
SEPTEMBER 11, 2008**

Attendees: Kristen Hildreth, Medina Co. HD; Glen Moore, Akron City HD; Steve Schwarzwalder, Holmes Co. HD; Suzanne Albury, Tuscarawas Co. HD; Judy Tornabene, Tuscarawas co. HD; Joan Robis, New Philadelphia HD; Melanie Campbell, Carroll County HD; Kerry Kernen, Summit Co. HD; Bob Zehentbauer, Columbiana Co. HD; Margo Erme, Akron HD; John Ferlito, Kent City HD; Justin Bechtel, Medina County HD; Amy Rine, Barberton HD; Marlene Martin, Summit Co. HD; Nancy O'Diam, MORCHD; Marry Derr, MORCHD; Kelly Engelhart, Portage County HD; Kim Villers, Portage Co HD; DuWayne Porter, Portage Co. HD; Bob Hasenyager, Summit Co. HD; Susan Kovach, Mahoning Co. HD; Joe Diorio, Mahoning Co HD; Sandy Swann, Trumbull Co. HD; Daniel Raub, Medina Co. HD; Selene Layton, TCHD; David Randall, MORCHD; William Franks, Stark Co. HD

- Meeting was called to order by Kristi Kato, the new Public Health Regional Coordinator.
- Motion to approve the minutes from the June meeting was made by Margo Erme; second by Mary Derr. Unanimous approval.

REGIONAL EXERCISE WRAP-UP

Bob Hasenyager distributed and reviewed the After-Action/Corrective Action document for the regional exercise; handout provided. It was noted that Ray Herbst's name was inadvertently left off the planning group; that will be corrected.

2009 REGIONAL EXERCISE

Melanie Campbell led a discussion of the 2009 exercise requirements. There is no requirement for Public Health to hold a regional drill, but it may be beneficial to the region to do so. Discussion points included:

- Using the Corrective Action points from this year's drill as the objectives for a 2009 drill.
- Having a regional team develop an exercise, then distribute it to the region to implement when and how the individual departments deem appropriate, whether it be conducted singly or as a joint effort among a number of departments. An advantage of this approach would be that the same exercise could be held on different days in different locations, possibly utilizing the same controllers/evaluators, thereby increasing the ability of the departments to learn from each other's experiences.
- Consider expanding the exercise design team to include other disciplines
- Involve the Steering Committee

It was decided that a group would be formed to look at the exercise options for 2009; interested individuals are to let Kristi Kato know.

REGIONAL PUBLIC HEALTH PLANNING CONCEPT

Glen Moore presented an overview of the Plan Review Workgroup's Local Public Health Planning Assessment Summary; handout was provided. Related EOP templates, examples and samples have been posted to the NECO website library; Kathy Coleman provided a demonstration of the documents and how to locate them on the site.

- A motion to accept the report of the Plan Review Committee was made by Bill Franks; seconded by Kerry Kernen. Unanimous approval.

A vote will be held at the December meeting to adopt the report as a planning guidance document for the region.

NOMINATIONS FOR DECEMBER ELECTION

- Kristi advised the membership that Melanie Campbell's term as Chair is expiring and requested that nominations for the position be emailed to her. The vote will be held at the December meeting.
- It was noted that, according to the bylaws, the Vice-Chair position should also be filled, and nominations for that position should be sent to Kristi as well.
- Lengthy discussion was held regarding various bylaws, with the following actions occurring as a result:

Motion 1

Chip Porter made a motion to reduce the length of term for the Chair position to one year and the term of Vice-Chair to two years. Kerry Kernen seconded. Unanimous approval.

Motion 2

Chip Porter made a motion to:

- Eliminate the second sentence of Article XI (Voting) requiring that designees be submitted in writing, and
- Amend the second sentence of Article V (Membership) to include the phrase "as designated in writing."

The motion was seconded by Joan Robis and received unanimous approval. However, subsequent discussion led to a motion to reconsider.

Motion 3

Steve Schwarzwaldner made a motion to reconsider Motion 2 with a new vote; seconded by Daniel Raub. Motion carried by majority vote.

Motion 4

Chip Porter made a motion to eliminate the second sentence of Article XI (Voting) requiring that designees be submitted in writing; second by Joan Robis. Unanimous approval.

Motion 5

Bill Franks made a motion to amend Article XIII (Amendments to Bylaws) to read:

These By laws may be altered, amended, or replaced, either in part or in entirety, upon majority vote of a quorum of the membership at a regularly scheduled meeting of the Public Health Planning Committee and upon written notice of the proposed changes to all recognized members of the NECO REGION 5 PH Planning Committee at least thirty (30) calendar days in advance of the meeting to vote.

The motion was seconded by Daniel Raub and received unanimous approval.

Motion 6

Steve Schwarzwaldner made a motion to amend Article XI (Quorum) to include the statement:

Role call will be held at the beginning of each meeting to determine if a quorum is present.

Motion was seconded by Bob Zehentbauer. Motion passed by majority vote.

The proposed changes will be incorporated into the bylaws with the final vote occurring at the December meeting.

REGIONAL ASSESSMENT

Kristi advised the membership that ODH has requested that local departments complete a very general assessment of their capabilities and cost analyses. Kristi anticipates receiving the assessment from ODH during the second week of October and it has a due date of December 1, 2008. A committee will be formed to analyze the individual responses of the LHDs and prepare the assessment for the state. Individuals interested in participating on the committee may contact Kristi Kato.

- Motion to adjourn was made by Steve Schwarzwaldner; seconded by Daniel Raub. Unanimous approval.