NORTHEAST CENTRAL OHIO REGION 5
Steering Committee Meeting
March 25, 2010

Attendees: Bob Zehentbauer, Columbiana County Health Department; Melanie Campbell, Carroll County Health Department; Kelly Engelhart, Portage County Health Department; Raymond Herbst, Ashland County City Health Department; Stephen Schwarzwalder, Holmes County Health Department; Susan Varnes, Wayne County Health Department; Jim Smith, Shelby City Health Department; Susan Kovach, Mahoning County District Board of Health; Kristen Hildreth, Medina County Health Department; Glen Moore, Akron Health Department; Leanne Beavers, Barberton Health District; Adriana Pust, Ohio Department of Health; DJ McFadden, Holmes County Health Department; Kerry Kernen, Summit County Health District; Marlene Martin, Summit County Health District; Chris Barker, Summit County Health District; Judy Tornebene, Tuscarawas County Health Department; Joan Robis, New Philadelphia Health Department; Suzanne Albury, Tuscarawas County Health Department; Mary Derr, Manfield/Ontario/Richland County Health Department; Daniel Raub, Medina County Health Department; Lynette Blasiman, Ravenna County Health; Sue Mischka, Ravenna Health Department; Margo Erme, Akron Health Department; Nancy O'Diam, Mansfield/Ontario/Richland County Health Department; Carrie Rubin, MPH Student; Kristi Kato, NECO Public Health

- The meeting was called to order by Kristi Kato, NECO Public Health Coordinator. Role call was made and quorum was met.

- Dr. McFadden called for an approval of the last meeting minutes. Jim Smith made a motion to approve the minutes and they were seconded by Kerry Kernen.

- Margo Erme presented on the Epidemiology Incident Management Document. She addressed the objective, situation and assumptions and the four levels inclusive to the concept of operations. This includes actions for different health jurisdictions to consider. Tom Quade made a motion to approve the document and Kerry Kernen seconded. The motion was approved.

- Kristi Kato presented on the Public Information Incident Management Document. She addressed the objective, situation and assumptions and the four levels inclusive to the concept of operations. Kelly Engelhart made a suggestion to include a brief synopsis of what each Ohio Revised Code Section states. Kristi will make that change. Raymond Herbst made a motion to approve the document and Melanie Campbell seconded. The motion was approved.

- Kristi Kato provided an update on the H1N1 Interface Between State and Local Public Health – A Regional Discussion. AOHC has been asked to host a series of regional discussions regarding the State/Local interface during our combined response to the H1N1 flu pandemic. This is an opportunity to provide valuable feedback to our State and Local Public Health partners on all aspect of H1N1 public health response. This meeting will take place on April 5, 2010 at the Ralph Regula Conference Center at NEOUCOM in Rootstown from 9:00 to 2:00. If you have any questions please contact Jim Adams at adamsjam@gmail.com.

- Kristi Kato provided an update on the exercise design team. The communications drill is scheduled for May 11. This is a regional exercise however each local health department/district is to utilize their plan. If you have any questions or concerns please contact Kristi.

- Adriana Pust from the Ohio Department of Health presented on Public Health Emergency Preparedness Match Requirements. Please see attached worksheet. Adriana stressed the importance of not imputing your match into GMIS. Use the worksheet or a form of it attached.

- Kristi Kato presented that the Epidemiology Workgroup would like to purchase flashdrives to store their IMD, along with the communicable disease manual. Kristi proposed purchasing HP 125w USB Flash drives 2GB, thirty of them. The group determined to purchase sixty, 4GB Flash drives. The motion was made by Kerry Kernen and seconded by Tom Quade. The Planning Committee carried through the motion.

- Some Public Health Planning Committee members are not receiving emails from Kristi Kato. During the next month Kristi will be sending out test emails. Please respond if you receive a test email.

- The next meeting will be on June 24th at NEOUCOM.

- There being no further business, a motion to adjourn was made. Unanimous approval.