NECO-5 Public Health Plan Review Workgroup Meeting Minutes

DATE: December 30, 2008 from 10:00 AM to 12:30 PM.

LOCATION: Medina County Health Department, Medina, Ohio 44256.

ATTENDEES: Glen Moore—Akron City HD/PHPRWG Chair; Justin Bechtel—Medina Co HD; Kristi Kato—NECO-5 Reg. PH Coord.; Amy Rine—Barberton City HD.

TOPICS:

1. Welcoming & Introductions—No new representatives were present.

2. Concerns were discussed regarding the role of the Public Health Plan Review Workgroup (PHPRWG) in contrast with a Plan Review Workgroup suggested to be developed that would fall under the Steering Committee as part of the Executive body:

    a. Questions were raised whether this Plan Review Workgroup had been developed as part of the Executive Committee and if they were meeting? It was noted in the Steering Committee meeting minutes that development of such a group was suggested when Tim Adams was the Regional Public Health Coordinator, but no one knew if that group had been developed, what their mission, role, and/or purpose was if they had been developed.

    b. It was strongly suggested by the Public Health Plan Review Workgroup that if a Plan Review Workgroup was to be formed under the Steering Committee for the purposes of reviewing documents developed by the individual Workgroups, Sub-Groups, and disciplines in the Region that the Plan Review Workgroup be composed of planners from all disciplines. Not just one or two disciplines.

    c. It was also strongly suggested by the Public Health Plan Review Workgroup that if a Plan Review Workgroup was going to be formed under the Steering or Executive Committee that the following questions should be addressed by the Region as a whole before such a group is developed: 1. Does the Region agree a regional document is necessary? 2. What does the Region perceive as being the purpose and intent of such a document (plan or coordinating document)? 3. What role do you want this newly suggested Plan Review Workgroup to plan in the development of such a document? 4. What role does the region want the Plan Review Workgroup to play in the region?

d. Question was raised as to why the meeting minutes from the Steering Committee were not posted for ease of access on the NECO website as all of the other groups minutes were. Discussion ensued and this question will be raised by the regional coordinator.

3. Regional/Local Plan Formats:

The Public Health Plan Review Workgroup discussed the possibility of the development of a regional document or plan.

a. The group discussed Hospitals being required to use a format standards proposed by the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) for developing their emergency plans.
b. It was suggested that if a regional plan or document were developed that it should follow the Emergency Support Function (ESF) format.
c. Local Health Departments are encouraged to use the Traditional Annex format, but all plans must be horizontally and vertically integrated with other jurisdictional plans.

4. The Public Health Plan Review Workgroup reviewed what had been accomplished in 2008:

a. The Local Public Health Plan Assessment report and Planning Guidance were adopted by the NECO-5 Public Health Steering Committee in 2008.

5. The PHPRWG discussed how to approach continuing to provide local planning assistance, as directed by the NECO-5 Public Health Steering Committee?

a. The Planning Guidance documents, samples, and templates should provide a useful starting point to help standardize Local Public Health Department Plans in the NECO-5 Region.
b. The PHPRWG agreed that the PHPRWG will not write the plans for the locals, but will provide guidance and assistance on how to develop plans and planning documents.
c. The PHPRWG determined that ongoing assistance will be provided by holding three meetings where planning personnel from health departments can either attend the meetings (listed below) or join the meeting on a conference call to address questions regarding planning and plan development:

i. Upcoming PHPRWG Planning Guidance Meetings:

Date	Time of Meeting / Conf. Call	Location
Friday, January 30, 2009	2:00 PM to 3:00 PM	Medina Co. HD, Admin Conf. Room (10 Seats)
Monday, February 23, 2009	9:00 AM to 10:00 AM	Summit County HD
Wednesday, March 04, 2009	10:00 AM to 11:00 AM	Medina County Health Department, Conf. Room C/D

ii. Conference Call Number: **1-866-873-9591**—Pass Code: **7873768**.

6. Providing Samples of Exercises:

   a. It was discussed and determined that development of an exercise repository would be the Education and Training Workgroup's duty, but Kristi Kato stated that Education and Training Workgroup was disbanded.

   b. Kristi Kato will work with Cathy Coleman at Summit County HD (NECO-5 Website Administrator) to develop a section to post the samples of exercises.

7. Repository of Standard Operating Guidelines (SOG):

   a. The Public Health Plan Review Workgroup will work with Cathy Coleman, to develop an area on the NECO-5 website where an SOG repository can be maintained.

   b. Justin Bechtel questioned the development of a repository for posting SOGs because of the sensitivity of SOGs and the agency specificity. Glen Moore stated that positing of SOGs is optional but he pointed towards providing more general SOG items such as Job Aids (e.g. job action sheets), and formats that can be used.

8. CPG-101 and NIMS Documents—Updates:

   a. FEMA has released a *Comprehensive Preparedness Guide-101* (CPG-101), December 2008, which is in draft and under review. This CPG-101 is proposing some major changes, mainly those on conceptualization of plan development: CONPLAN (Concept Plan) versus OPLAN (Operations Plan). These are military planning concepts that are proposed for civilian use due to the Department of Defense integration that is occurring. CONPLANs are focused towards agencies that are primarily coordinating agencies (e.g. EMAs). OPLANs are for response agencies that have specific response functions (e.g. fire/EMS, law enforcement, HazMat, public health, and hospitals). Primarily, the changes are regarding terminology and are in an effort to further promote horizontal and vertical integration between levels of plans. The format proposed for use by local health departments for plan development by The Public Health Plan Review

Workgroup still aligns with the new conceptualization being put forth in the new CPG-101.

b. NIMS has an update document that was just published in December 2008. Changes of significance include expansion of the Intelligence/information functions, and incorporation into the National Response Framework (NRF).

c. Upon their finalization the Public Health Plan Review Workgroup will ensure these documents are posted to the NECO Web Site.

Meeting Adjourned at approximately 12:30 PM.

Meeting Minutes Tabulated By: Justin S. Bechtel, RS
Medina Co. Health Department