

**Q4 of FY 2024 PHEP Advisory Team
Meeting Minutes
June 17, 2024**

Attendees

Skye Reid
Amber Kelly
Erica Thomasson
Tamara Wilkerson
Luke Johnson
Rebecca Adamson
Nancy Griffith
Cindy Mullen
Tonya Medina
Steve Maheux
Randy Bowman
Lisa Beebe (at 9:59)
Shelly Schneider
Dana Rickley
Tom Langer

Meeting Start and Approval of Agenda

Randy Bowman started the meeting at 9:02 a.m. Randy asked if there were any changes to the agenda and none were identified.

KDHE Update on Kansas' application for funding for the next 5-year cycle

Rebecca Adamson KDHE provided an update in which she shared that the application was submitted, but no response from the CDC has been provided at this time. Currently waiting for a notice of award that will tell if any corrections are needed or any restrictions during a 30-day period to make those corrections. Have met with their project officer, who is not part of the review of Kansas' application, but she had not heard of anything big that needs correction. Seems to be standard with years past, it is possible that KDHE will hear something this week but it may still be longer.

Upcoming year- Budget Period 1 – exercise plan for LHDs/Regions/and CRI's

Luke Johnson KDHE indicated that for BP1 Kansas will for sure be doing a workshop for the 1st exercise in the capstone series per the requirements of the federal guidance. He reported that KDHE will do everything in their power to make sure the exercises in the capstone series also meet the requirements that a CRI has to meet.

KDHE sought and received input from the majority of the Regional Coordinators on the type of exercise they would like to do for workshop. Still in discussions to finalize that and have an idea, but not been officially decided. For general planning, whatever plan that end up workshoping in BP1, plan on testing later in the project period. Luke will facilitate all the exercises for BP1. Counties will need to attend, participate, and complete paperwork for reports. Luke will also provide guidance on completing reports to help everyone with that process.

In group discussion, the importance of scheduling on dates that work for everyone and provide advance notice is important. These need to be scheduled between January 1, 2025 and sometime in May, specific date not able to recall. Luke will attend to facilitate and if end up with schedule conflicts, Cynthia will attend to facilitate.

Once the plan is determined, KDHE will share that information at the first quarter regional meetings. Will then schedule approximately two planning meetings attendance will be optional at the planning meetings.

General KDHE Updates and group discussion

- The vacant Deputy Section Director position was revised and is now titled the Operations Team Supervisor. Amber Kelly was selected for this position and began in her new role on June 10, 2024. She will also continue her former duties as SNS/MCM/CRI Manager until that position is filled. Goal is to post the position this week.
- Budget period 1 begins July 1, 2024. KDHE is working on guidance documents that working very hard to try to have posted on the website by July 1st. Being reviewed internally currently.
- With the end of the current budget period approaching, reports will be due soon. Progress reports and FSRs will be due, so if a budget maintenance required those need to be submitted soon as they are required before FSRs can be submitted. July 15, 2024 is the magic date. And expenses must be incurred by June 30th. Shelly offered to help if any counties are struggling with the process. They can go onsite to help if needed.
- The KDHE Public Health Program has a open position in south central Kansas. Searching for the right candidate who can bring the necessary experience and skills. If anyone knows of a good candidate, please ask them to apply.
- It was asked if KDHE position vacancies can be emailed out to help increase awareness, and yes those could be shared with KALHD in the future who would distribute any notices received.
- Discussed the benefits of KDHE PHEP staff attending a Wednesday Webinar to provide information on the new project period since this is the first five-year change for newer

LHD administrators. Recommendation was to target the July 3, 2024 webinar for this topic. It was shared that KDHE will also present at the KALHD MYM next week.

- KDHE is currently reviewing website content and shared some documents with the team to get input. Reviewed Community Disease Containment SOG Annex C, E and F. Concluded that templates like this are still needed, useful, but needs to be updated as using terminology/documents that no longer used in practice. Some information has not been updated 2014 and having current information from KDHE is critical. Implementing a regular periodic review within KDHE was discussed as a need. Also including with future updates an indicator such as “new” or a revision date for documents would be helpful.
- It was shared with KDHE recent concerns in one region after a HCC personnel change. Generated comments among some in the region as the change did not align with their perception of how things were going. Seems to have settled down more recently but wanted to share with KDHE in case not already aware of the situation.
- One team member received an email from Cory Owen, advising that the Readiness and Response Coordinators with Healthcare Coalition Partners will begin attending the regional PHEP meetings in July. This has been discussed in a few previous meetings, but which regional meetings was not commonly understood by all in this group.
- Also discussed meetings being virtual and benefits of resuming in-person for one meeting per year. The first budget period will need to remain virtual, however KDHE will look at this moving forward.

Adjournment

Randy advised the team that they may receive an email from Zoom after the meeting as he used the Artificial Intelligence feature for this meeting to provide participants with more details.

He then adjourned the meeting at 10:03 a.m.