

**Q1 of FY 2025 PHEP Advisory Team
Meeting Minutes
September 9, 2024**

Attendees

Skye Reid
Tamara Wilkerson
Luke Johnson
Nancy Griffith
Cindy Mullen (joined 1:55)
Steve Maheux
Randy Bowman
Lisa Beebe
Shelly Schneider
Dana Rickley
Kendra Baldrige

Meeting Start and Approval of Agenda

Randy Bowman started the meeting at 1:02 p.m. Randy asked if there were any changes to the agenda and none were identified.

PHEP Staffing Update

Kendra Baldrige provided an update on KDHE's recruitment for the Preparedness Section Director position recently vacated by Rebecca Adamson. The position has been posted, closed and beginning the interview process next.

Discussion on new members to coordinate between PHEP and HPP

Kendra Baldrige initiated this group discussion by sharing that since the agenda was developed additional clarification has been received by KDHE. To comply with new federal requirements, Kansas needs to identify two additional participants on this body but does not need to have current members of the HPP serve on PHEP or vice versa. We do need to add a member who represents Kansas' Federally Recognized Native American Tribes and another member that promotes readiness for health equity and social justice in the community.

The group discussed potential representatives of the Tribes, whether that is one individual to represent all Tribes, one per tribe, or someone who represents Tribes from the Governor's Office. The group consensus was for KDHE to extend an invitation to all four recognized Tribes through existing KDHE contacts under contracts between KDHE and the Tribes. If all four responded that will be beneficial, but if only one responds that will meet the requirements.

For a health equity and social justice member, the group discussed the potential of Wichita State University (Vanessa Lohf, KHDE staff, or individuals identified in the discussion (Dr. Tara Wallace or former Representative Ponka-We Victors-Cozad). After discussing the identified options, the consensus of the group was to seek an individual member who is representative of underrepresented communities and working in this area over a KDHE or University staff person. Kendra asked the group to please continue to think about this position and if any member of this group has an idea later, please send that information to Randy who will share the recommendation with the group.

Meetings will continue to be held virtually to accommodate participation by current and future members. No other membership changes were identified as needed.

Update on Budget Period 1

Luke Johnson provided an update indicating that the initial exercise planning meeting was held and two more meetings are scheduled with the last being held in December. The exercise will be a Workshop, with the objective will be to create an updated planning document that meets the sheltering needs of each particular agency. Whether that is a complete sheltering plan or shelter supporting document. This will test PHEP capabilities #2 community recovery, #7 mass care, #8 medical counter measures, dispensing and administration, and #11 non-pharmaceutical interventions. A couple of others would potentially be covered, these are the four of focus for this year. Length will be at minimum of 3 hours and up to 4 hours.

With the exercise, KHDE will be providing a blank plan document for use by Local Health Departments who do not have a current one to work from. In addition, a logistics check list will be provided for Regional Coordinators who are responsible for them.

In group discussion, members identified concerns that sheltering is not a function of the health department, which would be emergency management and hospitals. One region stated that their health department role in that instance would be to help in notifying the public of the location of a shelter. And unless every health department had an MRC that was activated to help with reunification plans, this is not really a function of health departments is a concern being heard from other Regional Coordinators. Unclear what is needed to help the regions test and how to be helpful in the exercise plan. And testing another entities plan can strain local relationships.

Luke offered that the goal of the exercise is to figure out where health departments fit into the sheltering plan, and offered that some counties are directly responsible for this instead of the Red Cross. If the role is for public information, that needs to be in the plan, not every health department will be responsible for sheltering or have a primary role in the support of a shelter but they will have a role and that role should be defined in a plan. He stated that sheltering will not be the primary focus of exercises going forward (future years) and was to fill a gap found in IPPW. The future full scale will be focused on an activity that is done by every health department.

The idea of testing capabilities in a different way than through sheltering was proposed. This would allow health departments to test a plan they have in place. A change in the exercise plan would have to be approved by others at KDHE but Luke can discuss this with them going forward. Kendra indicated that KDHE is open to changes, preferably without needing to change information submitted to the federal government and would like to see everyone do their piece. For some this might be a small or easier exercise in order to learn the process and make minor tweaks where beneficial.

In response to a question, Luke confirmed that KDEM has been involved in this planning and will be promoting the exercise with local emergency managers.

General PHEP Updates

- Operations Team Supervisor is now Amber Kelly. This promotion left the MCM/SNS Coordinator position vacant and now that position has also been filled. Notifications are being completed before a public announcement can be made. Those should be completed soon, and the person will start next week.
- No other updates or discussion by the group.

Future Meeting Dates

Randy asked the group if it would be beneficial to identify dates and times for our future meetings. Participants agreed it would be helpful to get meetings on our calendar for the months of November/February/May/August. He will send a doodle poll to the group to identify dates and then follow up with calendar appointments. Monday afternoon was one suggestion for meeting dates.

Adjournment

Kendra thanked the group for their participation and recognized the progress that has been made in the past years. That will continue with the new person.

Randy adjourned the meeting at 2:06 p.m.

Audio Recording

A Zoom generated recording of the meeting is also available at <https://us02web.zoom.us/rec/share/VuGlySgtivJEE8AUCXtpl5PKLIPqvDnaE1X5Q3I6NvS5iTNKfNzr9AlcdGkVThva.tMoWPssdHZt0eL0I>