

**Q2 of FY 2025 PHEP Advisory Team
Meeting Minutes
November 6, 2024**

Attendees

Skye Reid
Tamara Wilkerson
Luke Johnson
Nancy Griffith
Steve Maheux
Randy Bowman
Amber Kelly
Lisa Beebe
Shelly Schneider
Dana Rickley
Kendra Baldrige
Doug Schreiner
Tom Langer (at 1:26 p.m.)

Meeting Start and Approval of Agenda

Randy Bowman started the meeting at 1:03 p.m. Randy asked if there were any changes to the agenda and it was decided to do introduction due to new members of the Advisory Team.

Introductions

Each participant introduced themselves to the group. Welcome Doug Schreiner as a new member representing the Pottawatomie Tribal Fire Department for the Prairie Band Pottawatomie Nation as their Fire Chief.

PHEP Staffing Update

Kendra Baldrige provided an update on KDHE's recruitment for the Preparedness Section Director position. An offer was made to a candidate who later withdrew from the hiring process. Currently she is working toward an offer to another highly qualified candidate and hope to be able to make an announcement in the next few weeks.

Update on Budget Period 1

Luke Johnson provided an update indicating that the current exercise planning is on schedule. A recent meeting was held with staff at the Kansas Department of Emergency Management (KDEM) to coordinate the process. From that meeting it was determined that there will be a questionnaire for Emergency Management and Local Health Department Coordinators to discuss roles in sheltering to determine what to bring to the exercise. This will be a guided document with specific

questions to ask and should come out by the end of the month as it is recognized that exercises begin in January. A final planning meeting is scheduled for early December. After which Luke will send out final drafts of documentation for final review. Then it will be reviewed by KDHE Communications before distribution.

General PHEP Updates

- Kendra shared an update on the invitation of additional members from each of the tribes and representing health equity after this group discussed this at the 1st quarter meeting. Doug has joined as well as representatives from the Iowa and Sac and Fox tribes who could not attend today. The identification of a representative from the 4th tribe in Kansas is ongoing.

KDHE has not invited someone to represent health equity and would like to try to identify additional options before extending an invitation. In the discussion today, no additional names were identified, however if any names come to mind later, please send an email to Randy at KALHD to forward to KDHE or directly to Kendra. KDHE will also work on specific email language to provide to Randy to send to this group.

- Lisas Beebe shared that FSR and progress reports have been received and went well for the quarter that just ended. Finalizing reports with some of the tribes.
- Nancy Griffith indicated that the grant team is preparing for the next grant application period for fiscal year 2026 that will open in KGMS on January 1, 2025. It will then close promptly at noon on March 17, 2025. This includes funding applications for health departments, CRI's and the Regions. Tamara Wilkerson added that the guidance document will be updated and provided before the system opens for applications.
- Amber Kelly reminded everyone that the HANs are also being posted to the KDHE website.
- Luke Johnson added that a week from now is the preparedness IPPW and the preparedness planning workshop to discuss any planning gaps and planning for the 5-year period. Will send an email with an agenda to those scheduled to attend.
- Randy Bowman provided two updates. First KALHD was invited by KDHE to join the Kansas Health Care Coalition Steering Committee and he attended his first meeting in Salina a couple of weeks ago. And secondly, he shared a link to the agenda for the Kansas Association of Counties (KAC) conference that is scheduled for December 3-5, 2024. This year we will have a session by Deputy Secretary Ashley Goss and Chief of Staff Matt Lara to discuss all things local health departments with a focus on roles of Commissioners in public health. This will include PHEP, but is not a PHEP specific session as sought to

maximize Commissioner attendance in this session by not offering multiple public health related sessions.

- The group discussed conversations that are beginning in other settings about possible changes with the incoming new Presidential Administration. Nothing specific is known at this time and just monitor future developments when they may arise.
- Doug Schreiner indicated that he tracked down the status of signing documents for 1st quarter for the Prairie Band Pottawatomie Nation. And that he shared that information with KDHE in a separate email.
- Randy reminded the team that our next meeting is scheduled for February 10, 2025 from 9:00 to 11:00 a.m.

Adjournment

Kendra thanked the group for their participation and for their work.

Randy adjourned the meeting at 1:38 p.m.

Audio Recording

A Zoom generated recording of the meeting is also available at [Randy Bowman's Zoom Meeting - Zoom](#)