

**ASPR/RHCC Meeting  
December 6, 2011  
9:00 a.m. – 10:00 a.m.  
Conference Call  
1-888-808-6929  
Passcode: 2687624#**

Linda Angarola, Carol Bell, Christina Boyd, John Brennan, Billy Carter, Brian Churchill, Mary Connelly, Dawn Davis, Troy Erbenraut, Jack Fleeharty, Joann Foley, Anita Guffey, Sue Hecht-Mikes, Stephanie Howard, Liz Houston, Theresa James, Nichole Jones, Brian Kieninger, Brandy Lane, Daniel Lee, Uei Lei, Misty Leonard, Carla Little, Evelyn Lyons, Mike Maddox, Bridget McCarte, John Meyer, Laura Prestidge, Jill Ramaker, Win Rawls, Karl Schmitt, Don Schneider, Kevin Sullivan, Bob Teel, Mark Vassmer, Irene Wadhams, Kathie Wagle, Duane Wagner, Lisa Wax, Shannon Wilson, Jerry Wiltfang, Masood Athar

TOPIC/DISCUSSION	ACTION
<p><b>Welcome/Call to Order</b> The meeting was called to order at 9:05 am by Stephanie Howard</p>	
<p><b>Review of November 10, 2011 meeting minutes</b></p> <ul style="list-style-type: none"> <li>• A motion was made by Don Schneider to accept the minutes and Jerry Wiltfang seconded the motion. Laura Prestidge requested that her name be added to list of attendees.</li> <li>• Minutes were then approved.</li> </ul>	Minutes approved.
<p><b>Review Hospital Quarterly Report Guideline</b></p> <ul style="list-style-type: none"> <li>• <b>Evelyn provided an overview of each page of the Hospital Quarterly Report Guideline.</b></li> <li>• First page provides a brief description of the ASPR grant program, why quarterly reports are required as well as identifies the specific deliverable. Due dates are listed at the bottom of page.</li> <li>• Second page lists step by step direction of how to complete report. Stephanie will review the quarterly report due dates at all RHCC meetings and will also send out quarterly reminder emails to the RHCC's. The RHCC's are to share those reminder emails with the hospitals in their region. <i>Any hospital that does not submit a quarterly report by the due date will receive a reminder email from their REMSC.</i> (Annual report tab at the bottom-you do not have to wait until the end to fill out. Can be filled out as you are moving along. Completion of this section would be due July 31<sup>st</sup>.)</li> <li>• Third page clarifies how the REMSC's are to review the quarterly report. Identifies the process of submitting AAR's and who to send AAR's to. Clarified with Molly that only AAR's that meet a specific deliverable need to be submitted, all other AAR's should be kept on file at the facility for review during surveys.</li> <li>• Evelyn will update guidelines and incorporate all suggestions.</li> </ul>	Memo on process of submitting AAR's to IDPH to be developed and sent to RHCC's and HPP hospitals.

<p><b>Fiscal Update</b></p> <ul style="list-style-type: none"> <li>• Region 6 Budget Workshop to be conducted on December 9, 2011.</li> <li>• Greg has prepared and submitted the carry-over funds request. He will notify those who put in requests for additional funds whether or not they were approved as soon as he is notified.</li> </ul>	<p>Greg will update on status at next meeting.</p>
<p><b>Training and Exercise Report (Brandy Lane)</b></p> <ul style="list-style-type: none"> <li>• Brandy discussed the possibility of offering CHEC Basic Class and CHEC Level II courses in Champaign if carry-over funds are awarded to T&amp;E. She identified 3 different weeks when the class could be conducted (week of March 19, 2012- April 4, 2012 – or Feb. 13, 2012). If you are interested in attending the class please send her an email as to which date you would prefer.</li> <li>• Another possible training opportunity through the Center for Domestic Preparedness in Alabama is being looked into. It was identified that July through September attendance to this would be best, and to email her if you are interested.</li> </ul>	
<p><b>JPATS Workgroup</b></p> <ul style="list-style-type: none"> <li>• Don Schneider stated that there might be funding available to facilitate meetings to look at a more comprehensive patient tracking system. Next steps that were identified to investigate this further were to 1) develop a planning committee 2) find out what the needs are throughout the state (ie; equipment such as scanners, computers, what capabilities rural areas actually have and supplies) 3) develop a survey and send out to hospitals to see what they have since some of hospitals do not have wireless computer networks. A wireless system will require equipment installs.</li> <li>• Currently looking at funding to work with MCHC and American Red Cross.</li> </ul>	
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• <b>Update on Mid-year Survey</b> We are working with Jon Elder to revise the mid-year survey. A lot of data that we no longer use has been removed, hopefully this will make it a little more user friendly. These surveys are due by January 16, 2012 in order for us to meet the January 31, 2012 federal due date. Sue Hecht asked when the survey will be sent out, advised we will try and get these out in mid December. Survey is being modified right now. Email list will hopefully be given out today for review. Anita Guffey asked if we will be sending to hospitals that she currently has or to the hospitals that may be in her region as of January 1<sup>st</sup>, advised that at this point send out hospitals that are currently in her region. Sue Hecht asked if we can we clarify that there are two reports due at the end of January. We are trying to have two separate due dates to clarify.</li> <li>• <b>Jack Fleeharty</b> wanted to thank Sue Hecht for being one of the witnesses that was asked to testify during the recent EMS Funding Task Force meeting on behalf of the role that the RHCC hospitals fulfill in local and state</li> </ul>	<p>A memo to clarify the 2 different report due dates to be drafted.</p>

disaster planning.

She did an excellent job of explaining the role of an RHCC coordinator.

- **SNS Requests**

Carla verified that SNS requests still go through the local health departments.

- **ASPR/HPP Site Visit** went well. Our federal partners identified specific areas that need work. All of the recommendations they gave were on target with what we had decided we needed to work on. Has been work with communications and alerting drills over the last couple of years. As soon as we get the written report from our federal partners, we will share at the January meeting.

- **Sub-recipient Monitoring** Linda Angarola has asked how the REMSC's are supposed to decide the order in which hospitals are to have their site visits scheduled.

- **Intermediate Medical Treatment Sites** Mary Connelly gave a brief update on the progression made to date.

- Don Schneider had questioned if any conference call had been set up with Training and Exercise to discuss the NIMS Guidance that Molly is working on. Advised him the NIMS Sub-committee is still reviewing at this time.

**NEXT MEETING:**

**9:30am-12:30pm**

**Thursday, January 19, 2012**

**PHEOC/Training Room, Lower Level**

**Illinois Department Of Natural Resources**

**One Natural Resources Way**

**Springfield, Illinois 62702**

**(Reminder: ESF-8 meeting will follow from 1:00pm – 3:00pm)**