

**St. Louis Area Regional Response System (STARRS)
Healthcare Coalition
Healthcare Subcommittee
Regular Meeting**

Meeting Details

DATE: Wednesday, January 20, 2021 CONVENED: 0930 HRS ADJOURNED: 1059 HRS
CHAIRS: J. Campbell C. Minks

Attendance

MEMBERS: A. Spier A. Blevins E. Hooks M. Tanton J. O'Brien E. Wondell
H. Sandkuhl H. Thomas M. Leasure R. Charney S. Icenhower V. Poston
N. Corliss D. Carver T. Horton J. Ryan S. Pratt

PARTNERS: B. Zoref D. Chambers D. Lohner A. Taylor J. Nowak J. Hauser
B. Marler M. Richard

GUESTS:

TOPIC Focus	DISCUSSION/RECOMMENDATION Analyze	ACTION ITEMS Develop
Call to Order	Meeting called to order at 0930 hours by J. Campbell via Teams.	No further action required.
Meeting Objectives	J. Campbell shared January meeting objectives: <ol style="list-style-type: none"> 1. Review subcommittee membership roster and organizational representation; identify improvement opportunities 2. Review and approve 2021 Healthcare Subcommittee Goal Development Plan, including goal/project leaders and members 3. Discuss CY2021 subcommittee meeting model for regular business, leadership, and workgroups 4. Identify and approve CY2021 subcommittee liaison representatives 5. Update subcommittee members on coalition/regional initiatives and opportunities 	<p>Objective Complete</p> <p>Objective Complete</p> <p>Objective Complete</p> <p>Pending Completion</p> <p>Objective Complete</p>
Meeting Minutes	<p>Refer to Attachment A of meeting materials packet.</p> <p>C. Minks submitted draft meeting minutes from Wednesday, Nov 11, 2020 for review and approval.</p> <p>Discussion No discussion.</p> <p>Recommendation Approve as submitted, with members able to submit corrections or revisions by Friday, Jan 29.</p> <p>Decision A. Blevins motioned to approve; E. Hooks seconded. Minutes approved as submitted</p>	<p>Members to submit any revisions/edits to Chairs by COB Friday, Jan 29, 2021.</p>

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Announcements		
Healthcare Subcommittee Scope and Focus	<p>J. Campbell presented renewed Healthcare Subcommittee focus on healthcare sector initiatives and scoping of coalition support.</p> <p><u>Focus</u></p> <p>Network of healthcare sector partners cooperating to:</p> <ul style="list-style-type: none"> - Facilitate constructive healthcare EM communication, programming, discussions, and outcomes - Strengthen organizational and industry preparedness - Provide regulatory/accreditation compliance solutions <p><u>Coalition Collaboration Role</u></p> <p>Support Executive Healthcare Coalition Committee via:</p> <ul style="list-style-type: none"> - Providing sector-specific expertise and guidance to regional interdisciplinary EM planning initiatives - Participating in regional training and exercise projects - Performance of healthcare EM roles and responsibilities, in accordance with applicable coalition plans and programs <p>Out-of-Scope activities include:</p> <ul style="list-style-type: none"> - St. Louis Medical Operations Center (SMOC) administration and management - Interdisciplinary regional strategic planning and coordination <p><u>Discussion</u></p> <p>Members acknowledged understanding of renewed healthcare subcommittee mission and scope.</p>	No further action required.
New Business		
CY2021 Subcommittee Membership Update	<p>Refer to Attachment B of meeting materials packet.</p> <p>J. Campbell presented subcommittee membership overview and related charter definitions:</p> <ul style="list-style-type: none"> - Currently approximately 50 organizations/agencies represented by ~ 80 individuals <p><u>Members</u></p> <ul style="list-style-type: none"> - Defined as representatives of healthcare organizations compliant with 50% attendance requirement - Healthcare organizations any CMS provider/facility type - Each member has 1 vote in subcommittee matters 	

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CY2021 Subcommittee Membership Update cont.	<ul style="list-style-type: none"> - Healthcare organizations may have multiple member representatives <p><u>Partners</u></p> <ul style="list-style-type: none"> - Defined as representatives of non-healthcare organizations and agencies collaborating on St. Louis regional healthcare EM projects/initiatives - Includes healthcare organization representatives without minimum attendance requirements - Partners do not have voting privileges <p>J. Campbell proposed a Charter revision/resolution to limit individual healthcare facilities, systems, and providers to 1 vote each.</p> <p><u>Discussion</u></p> <p>A. Blevins suggested establishing clear definitions for “healthcare system” and “hospital” prior to any Charter adjustments affecting vote allocation.</p> <p><u>Recommendation</u></p> <p>Establish Focus Team to develop Healthcare Subcommittee Charter membership definitions and vote allocation system.</p> <p>Focus Team members:</p> <ul style="list-style-type: none"> - A. Blevins, J. O’Brien, C. Minks, J. Campbell, B. Zoref <p><u>Decision</u></p> <p>Recommendation approved.</p>	<p>Focus Team to present draft definitions to members during next Subcommittee Meeting.</p>
Membership Form	<p>J. Campbell shared new electronic membership form designed to establish subcommittee representative “source of truth” and update communication directory.</p> <p>All current are new subcommittee members/partners are required to submit entries to refresh individual representative status.</p> <p>Form hyperlink: Healthcare Subcommittee Membership Form</p> <p>Form provides members and partners tool to easily update membership details, such as:</p> <ul style="list-style-type: none"> - Organization, facility type, agency, and system affiliations - Individual contact information - Volunteer support skills/interest areas <p><u>Current Status</u></p> <ul style="list-style-type: none"> - 28 total entries <ul style="list-style-type: none"> o 22 member healthcare organizations o 6 partner agencies 	

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Membership Form cont.	<ul style="list-style-type: none"> - 17 individual subcommittee liaison volunteers - 17 workgroup volunteers <p><u>Discussion</u> No discussion.</p> <p><u>Recommendation</u> Membership and partners submit membership form entries by Mar 31 to be included in initial data analysis.</p> <p><u>Decision</u> Recommendation to be shared during next meeting.</p>	Representatives submit individual membership form entries via Healthcare Subcommittee Membership Form .
CY2021 Goal Development Plan	<p>Refer to Attachment C of meeting materials packet.</p> <p>J. Campbell submitted draft 2021 Goal Development Plan and facilitated review of goal details and associated objectives.</p> <p><u>Overview</u></p> <ul style="list-style-type: none"> - 2021 Goal Development Plan is healthcare-sector specific workplan to advance four (4) distinct goals - Modeled from current Healthcare Coalition Strategic Improvement Plan <p><u>Goals</u></p> <ol style="list-style-type: none"> 1. Cultivate an inclusive healthcare subcommittee that is reflective of the St. Louis community and includes representation from all provider types. 2. Deliver healthcare/hospital outcomes defined in St. Louis Healthcare Coalition Strategic Plan. 3. Elevate healthcare subcommittee visibility & accountability via production of semiannual reports. 4. Optimize healthcare subcommittee management via revision/alignment of applicable Charters, Bylaws, & other administrative materials. <p><u>Discussion</u></p> <p>J. O'Brien asked membership to help determine metrics to define goal and objective success.</p> <p><u>Goal 1</u></p> <p>J. O'Brien emphasized need for regional cooperation and coordination with all healthcare partners, including representation from Missouri and Illinois organizations. B. Zoref agreed and clarified Illinois organizations are valuable partners, but not included within MO coalition/Region C grant scope.</p> <p>J. O'Brien recommended STARRS Healthcare Coalition and IL HOPE Coalition coordinate at least annually, to review mutual</p>	

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<p>CY2021 Goal Development Plan cont.</p>	<p>accomplishments, identify common challenges, and pursue shared solutions for regional preparedness.</p> <p>A. Blevins volunteered to serve as Goal 1 Leader.</p> <p>J. O'Brien volunteered to serve on Goal 1 Workgroup.</p> <p><u>Goal 2</u></p> <p>J. Campbell highlighted Goal 2 objectives are aligned to 3 distinct projects:</p> <ul style="list-style-type: none"> - Objectives A-C focus on healthcare executive engagement with regional coalition - Objectives D-G focus on subcommittee membership interface/portal solution(s) - Objective H focuses on updating the communication directory <p>J. Campbell clarified Goal 2 objectives related to senior leadership engagement with coalition are proactive, and not intended for COVID-19 regional incident analysis or corrective action.</p> <p>M. Tanton clarified "membership portal" context and confirmed description included both static information webpage and interface needs for membership.</p> <p>J. O'Brien recommended "packaging" objectives 2A-2G and volunteered to serve as Goal 2 Leader.</p> <p>V. Poston and D. Carver volunteered to serve on Goal 2 Workgroup.</p> <p>A. Blevins to incorporate objective 2H into Goal 1 scope and lead to completion.</p> <p><u>Goal 3</u></p> <p>J. Campbell volunteered to serve as Goal 3 Leader.</p> <p>A. Blevins, E. Hooks, and C. Minks volunteered to serve on Goal 3 Workgroup.</p> <p><u>Goal 4</u></p> <p>E. Hooks highlighted the personal and professional growth opportunities associated with administrative document management, and benefits to organizational and regional synergy as an outcome.</p> <p>Goal 4 leader still pending.</p> <p>E. Hooks, V. Poston, D. Carver, and B. Zoref volunteered to serve on Goal 4 Workgroup</p> <p><u>Recommendation</u> Approve as revised, with goal leaders and workgroup members identified.</p>	<p>Chairs to coordinate with A. Blevins for Goal 1 initial meeting.</p> <p>Chairs to coordinate with J. O'Brien for Goal 2 initial meeting.</p> <p>Chairs to coordinate with workgroup members for Goal 3 initial meeting.</p> <p>Chairs to coordinate to identify member leader Goal 4, and partner with workgroup members for Goal 4 initial meeting.</p>

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CY2021 Goal Development Plan cont.	<p><u>Decision</u> S. Icenhower motioned to approve; V. Poston seconded. CY2021 Goal Development Plan approved as revised.</p>	C. Minks and J. Campbell to update Goal Development Plan with applicable details.
CY2021 Meeting Model	<p>Refer to Attachment D of meeting materials packet.</p> <p>C. Minks presented subcommittee meeting structure for CY 2021.</p> <p><u>Regular Meeting</u></p> <ul style="list-style-type: none"> - Unchanged from previous occurrences <ul style="list-style-type: none"> o Bimonthly; 2nd Wednesday from 0930 - 1100 hours - Focuses on normal business matters and discussions <ul style="list-style-type: none"> o Project reports/updates o T/E opportunities o Regional partner highlights o Regulatory/accreditation updates <p><u>Workgroup Meeting</u></p> <ul style="list-style-type: none"> - Occur at least monthly, with each workgroup leader determining specific meeting day/time occurrence - Focuses on project/objective management activities <ul style="list-style-type: none"> o Progress updates and coordination o Task performance and decision making <p><u>Chair/HCC Meeting</u></p> <ul style="list-style-type: none"> - Monthly meetings occurring 4th Wednesday from 1600 – 1700 hours - Focuses on subcommittee leadership, including goal trending, administration, minutes review, and overall management <p><u>Discussion</u> H. Sandkuhl verified voting on subcommittee administrative and operational materials only occurs during regular meetings. Workgroup and leadership meetings establishing only for program and project development.</p> <p><u>Recommendation</u> Approve as submitted.</p> <p><u>Decision</u> A. Blevins motioned to approve; D. Carver seconded. CY2021 Meeting Model approved as submitted</p>	<p>J. Campbell to schedule monthly chairs meeting.</p> <p>Individual Goal Leaders to schedule monthly workgroup meetings.</p>
Designated Subcommittee Liaisons	J. Campbell reviewed current status of Healthcare Subcommittee liaison appointments and representatives.	

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Designated Subcommittee Liaisons cont.	<p>Team members reviewed liaison representative status for 6 subcommittees:</p> <ul style="list-style-type: none"> - Mass Fatality - EMResource - Interoperable Communications - Training & Exercise (T&E) - Public Health - EMS <p><u>Discussion</u></p> <p>Members discussed historical precedent of healthcare representatives on STARRS Mass Fatality Subcommittee, and agreed a liaison was still appropriate.</p> <p>D. Chambers recommended current liaisons representing other regional subcommittees to operation “two-directionally” to maximize coverage. Members agreed.</p> <p><u>Mass Fatality</u></p> <p>Coordinate with subcommittee leadership to identify potential representatives able to serve as liaison between teams.</p> <p><u>EMResource</u></p> <p>M. Tanton verified team still meeting routinely.</p> <p>A. Blevins volunteered to serve as EMResource Subcommittee liaison.</p> <p><u>Interoperable Communications</u></p> <p>B. Zoref confirmed team exists and still meeting, with B. Marler leading.</p> <p>T. Horton volunteered to serve as EMResource Subcommittee liaison.</p> <p><u>Training & Exercise (T&E)</u></p> <p>J. Campbell provided overview of T&E Subcommittee activities and experience as previous liaison representative, and indicated group was not developing or providing T&E opportunities/activities for the region.</p> <p>E. Hooks recommended reassessment of T&E subcommittee purpose, service, and scope prior to appointing a healthcare liaison representative.</p> <p>H. Sandkuhl and E. Hooks volunteered to coordinate with D. Chambers for T&E subcommittee review and output assessment.</p>	<p>Chairs and HCC coordinate to complete and provide update during next meeting.</p> <p>A. Blevins to provide update during next meeting.</p> <p>T. Horton to provide update during next meeting.</p> <p>D. Chambers, H. Sandkuhl, and E. Hooks to provide update during next meeting.</p>

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Designated Subcommittee Liaisons cont.	<p><u>Public Health</u></p> <p>T. Shaw volunteered to serve as Public Health Subcommittee liaison.</p> <p><u>EMS</u></p> <p>J. Nowak volunteered to serve as EMS Subcommittee liaison.</p> <p>J. Campbell inquired if any other regional subcommittee existed that may be supported with a healthcare representative. Members related all applicable subcommittees addressed.</p>	<p>T. Shaw to provide update during next meeting.</p> <p>J. Nowak to provide update during next meeting.</p> <p>No additional action required.</p>
Workgroup Reports		
Pediatric Surge Planning	<p>M. Tanton reported Pediatric Surge Planning Workgroup met informally once in 2020 to coordinate pediatric-specific COVID-19 planning and response efforts. Membership remains stable with support from Missouri Hospital Association (MHA).</p> <p>M. Tanton volunteered to continue serving as Workgroup leader.</p>	<p>No further action required.</p> <p>M. Tanton to provide update during next meeting.</p>
Cache Sustainment Planning	<p>J. Campbell and B. Zoref reported Cache Sustainment Planning Workgroup has not met during 2020 due to COVID-19 response and recovery operations.</p> <p>J. Campbell recommended workgroup leaders coordinate to reassess project status and prioritization.</p>	<p>B. Zoref and J. Campbell to coordinate and provide update during next meeting.</p>
Coalition Partner Updates		
Public Health	<p>J. Hauser reported Public Health Subcommittee reduced meeting frequency to allow individual jurisdictions opportunity to focus on COVID-19 response and recovery efforts.</p> <p>Public Health Subcommittee leaders are reviewing/updating membership roster in preparation for 2021 activities.</p>	<p>T. Shaw and J. Hauser to provide sector update during next meeting.</p>
Emergency Medical Services (EMS)	<p>J. Nowak reported EMS Subcommittee reduced meeting frequency to allow individual jurisdictions opportunity to focus on COVID-19 response and recovery efforts.</p> <p>Next meeting scheduled Jan 20, with objective to develop 2021 goals.</p> <p>Pending EMS Subcommittee goals include:</p> <ul style="list-style-type: none"> - Review, update, and expand 2021 membership roster - Update EMS cache resources and develop sustainment solutions 	<p>J. Nowak to provide sector update during next meeting.</p>
National Disaster Medical System (NDMS)	<p>No report.</p>	<p>Designated partners to provide sector update during next meeting.</p>

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Emergency Management	No report.	Designated EM partners to provide sector update during next meeting.
Regional Initiatives		
Complex Coordinated Terrorist Attack (CCTA)	<p>D. Chambers reported second CCTA policy workshop scheduled February 2021.</p> <p>CCTA Virtual Tabletop Exercise (TTX) Initial Planning Meeting (IPM) conducted Jan 19. TTX scheduled March 2021.</p> <p>TTX designed as first component of two-part progressive exercise series culminating in virtual Functional Exercise (FE) during Q2 2021.</p> <p>Exercise series to expand focus from initial response and incident stabilization to broader, mid-term challenges of command transition, fatality management, and reunification.</p> <p>Policy workshop and progressive exercise series completion to conclude CCTA grant activities.</p>	<p>D. Chambers to share final TTX materials with team.</p> <p>D. Chambers to provide update during next meeting.</p>
Healthcare Coalition & SMOC	<p>S. Icenhower reported previous and current Healthcare Coalition Committee Chairs met to coordinate transition and develop goals for 2021.</p> <p>Goals include membership review and bylaw/charter revisions.</p> <p>Next meeting scheduled Feb 19, 2021 at 0900 hours.</p>	<p>S. Icenhower and B. Zoref to provide coalition update during next meeting.</p>
Training and Exercise		
T&E Subcommittee Report	No report.	D. Chambers, H. Sandkuhl, and E. Hooks to provide update during next meeting.
Organizational T&E Opportunities	<p>A. Blevins reported Missouri State Emergency Management Agency (SEMA) 3rd Earthquake Summit is virtual, with webinars scheduled for February 2021.</p> <p>Details and resources accessible via this link.</p> <p>M. Tanton reported St. Louis Children’s Hospital (SLCH) hosting MGT-439: Pediatric Disaster Response and Emergency Preparedness, tentatively scheduled from Sep 30 – Oct 1, 2021.</p> <p>Participants are limited to 30 total students.</p> <p>Additional details and registration instructions pending.</p>	<p>No further action required.</p> <p>M. Tanton to provide update during next meeting.</p>
Healthcare Reimbursement Webinar	<p>Refer to Attachment E of meeting materials packet.</p> <p>D. Chambers shared details for vendor “Healthcare Reimbursement Webinar”. Course topics include federal funding sources, application assistance, and reporting compliance.</p>	Interested members to notify D. Chambers for registration instructions.

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Grant Funding Programs ASPR: HPP and PHEP	<p>D. Chambers reported Hospital Preparedness Program (HPP) funding applications and proposals are in development and due Jan 31.</p> <p>Notice of funding applications anticipated in Feb 2021.</p> <p>Federal partners are reconfiguring Coalition Surge Test (CST) exercise requirements; specific details/updates pending.</p> <p>No significant changes from 2020 are anticipated.</p> <p>B. Zoref reported updates to healthcare coalition regional response plan requirements. During 2021, coalitions are required to develop an Infectious Disease annex to supplement existing operational plans. Tentative deadline is Sep 2021.</p>	<p>D. Chambers to provide update during next meeting.</p> <p>B. Zoref to provide update during next meeting.</p>
Open Discussion	No open discussion occurred.	
Action Item Review	<p>J. Campbell reviewed action items from January meeting:</p> <p><u>Membership</u></p> <ul style="list-style-type: none"> - Representatives submit individual membership form entries via Healthcare Subcommittee Membership Form. <p><u>Goal Development</u></p> <ul style="list-style-type: none"> - Chairs update Goal Development Plan (GDP) with team leaders and members - Identify Goal 4 leader - Chairs coordinate with goal leaders for initial workgroup meetings. <p><u>Liaison Representatives</u></p> <ul style="list-style-type: none"> - Update roster with subcommittee liaison volunteers - Identify Mass Fatality Subcommittee liaison - Coordinate with partners to reassess T&E Subcommittee purpose and healthcare representation <p><u>Intake and Report Submission</u></p> <ul style="list-style-type: none"> - Develop electronic report submission process 	
Next Meeting	<p>Wednesday, March 10, 2021 0930 – 1100 hours Microsoft Teams – <i>link pending</i></p>	J. Campbell to schedule meeting accordingly.
Adjournment	J. Campbell adjourned the meeting at 1059 hours	No further action required

Respectfully submitted,

Jason Campbell
Chair
STARRS Healthcare Subcommittee