

**WC MN Healthcare Preparedness Coalition**

**LTC/Hospice/Home Health/Assisted Living**

**Emergency Preparedness Meeting Minutes**

**May 24, 2018**

**1400 - 1500**

**WebEx**

| **Topic** | **Discussion/Findings**  *These columns are not to be bolded.* | **Actions/Follow Up**  (include responsible person and due date)  *These columns are not to be bolded.* |
| --- | --- | --- |
| **Call to Order** |  |  |
| **Review of participants** | All participants who put there name in the Chat feature or emailed me are listed below. |  |
| **ICS Forms review** | * Reviewed the ICS forms that will be used during the exercise. |  |
| **Exercise discussion** | * Encouraged all facilitators to be proactive and take steps during the exercise to keep the participants busy – especially if no contact from a hospital that is evacuating. * Review plans and do not hesitate to reach out in MNTrac Command Center * Reviewed the situational update SurveyMonkey link * Reviewed the list of the participants in the exercise. | **Facility based AAR template has been loaded onto the regional website for facilities to use (if they wish)**  **The regional AAR will be shared with all participants.** |
| **MNTrac** | * MNTrac Bed Update alert was sent out today at 1 p.m. – strongly encourage all facilities to ensure that they respond to the request and update their current counts. * We will be using command center during the exercise next week. |  |
| **Budget** | * Budget has not been approved yet. |  |

Next Meeting: Wednesday, June 27th at 2 p.m.

Minutes Taken By: Shawn

**Attendance:**

| **A/P** | **Name** | **Facility** |
| --- | --- | --- |
| P | Angie Reinke | Community Memorial Home - Galeon |
| Abs | Brittany Thoreson | Knute Nelson Home Care |
| Abs | Calista Taffe | Traverse Care Center |
| Abs | Carly Kalina | St Williams Living Center |
| Abs | Cindy Stromstedt | Good Samaritan Battle Lake |
| P | Craig Larson | Eventide |
| P | Deb Bundy | Glenwood Village Care |
| Abs | Karen Meyer | Perham Health |
| Abs | Konnie Evans | Knute Nelson Home Care |
| P | Mark Rustad | Valley Care and Rehab |
| P | Sara Watkins | Pioneer Care Center |
| P | Kevin Rogness | LB Homes |
| Abs | Anna Boutwell/Stephanie | Pioneer Care |
| Abs | Travis Middendorf | Galeon |
| Abs | Trista Amble | Parkview Court |
| P | Paula Viker/Renee Noyes | Westwind Village |