Central MN Regional LTC Meeting Minutes

July 20, 2018

The meeting was called to order at 8:30 a.m. by Bruce Glanzer.

David Miller informed the group that the 2018-2019 budget has been approved by MDH and that the LTC sector has money approved for use in the budget. There is $2500 for use of a workshop or other training. Also, in this fiscal year, LTC facilities can be reimbursed for participating in Coalition activities in 4 areas:

1. Facility of the Advisory Committee member can receive funds
2. Individual facilities that complete a Resource Assessment Tool (known as RAT)
3. Facilities that attend MNTrac Training
4. Facilities that participate in the Quarterly Communication Exercises

*(Please note that funds have been calculated on 24 facilities participating – group discussions need to be had to determine “how” distribution will occur, i.e. – first 24 or participation and first 24 etc. While this seems limited, it will all for most facilities to participate and there are often additional funds available.)*

There are forms that need to be completed and submitted to the Coalition before reimbursement can be issued. They are:

1. A W-9 must be submitted by May 1, 2019
2. A Subawardee document must be submitted by May 1, 2019
3. Requests for Reimbursement must be submitted by June 1, 2019
4. Facility In-Kind Report Tracking Tool must be submitted by June 30, 2019

All these forms, instructions and deadlines are available on the Coalition Website for printing and completion.

Also, the Website has now been updated so if you plan to attend any specific exercise, training or event, you will need to register for it on the Website. To register for an event, Click on the “Menu” icon and them the “Events” icon. A calendar will come up. Click on the event you wish be a part of. The opens a window whereby a “Register” icon appears. Click on the “Register” button and enter the requested information.

The Committee discussed the “proposed ToolKit” development from the previous meeting that was tabled for this meeting. The question is, “What should be in the toolkit?” After discussion, the Committee decided to discontinue the idea.

The Committee discussed the proposed Workshop Training on ICS system. Ideally, this training should occur prior to the September 27th LTC Exercise. Proposed date was sometime at the end of August or early September. Annette Greely, Bruce Glanzer and Don Sheldrew will select a date and disseminate the information. The actual exercise is scheduled and the Injects and process are completed and ready to use.

The Committee members talked about recent events, exercises or surveys.

The first quarter Communications Exercise will be held at 12:15 p.m. on August 1, 2019. Don will be sending out a MNTrac alert to begin the exercise. Then facilities need to follow the directions. Remember, you can be reimbursed for participating in the quarterly exercises.

The Infectious Disease Exercise will be held October 30th. LTC facilities are welcome to participate if you’d like. Register on the Website if you plan to be a part of it.

Continuity of Operations Plan (COOP) training is being planned for this fiscal year – 7/1/2018 – 7/1/2019. Continuity Plans are for use before during and after an internal issue as well as disasters. This will include webinars and elab sessions. The webinars will be set dates and recoded and the elabs will allow facilities to complete independently. An informational session will be forthcoming. More information will be sent out as the dates and times are scheduled.

A 2 day PIO training is being planned for June or October of 2019.

Effective immediately, Annette Greely has accepted the role of being the active member on the Advisory Committee Board replacing Bruce Glanzer who is retiring in January. She will lead the LTC meetings in the future.