

MINUTES

MI-MORT Committee Meeting

March 20, 2014

10:00 a.m. – 2:00 p.m.

Meeting called by

Attendees: Shelley Norris-Chapman, Kevin Chau, David Foran, Bill Funk, Cana Garrison, Hilary Gentry, Bob Gilbert, Terri Lockwood, Patti Lyons, Dutch Nie, Tim Schramm, Sherry Wyman, and Gloria Zunker, Dr. Berman.

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
Call to Order	Gloria Zunker from OPHP opened the meeting by acknowledging that Shelley Norris-Chapman will be the OPHP Point of Contact for MI-MORT. Shelley will be a good fit for the team since she has her Bachelor of Science in Mortuary Science, a Master of Science in Administration and is currently seeking her Doctorate from Central Michigan University. Gloria Zunker will remain in the background for the committee. The committee thanked Gloria for her assistance.		
BP3 Budget Discussion	Gloria then announced that the Assistant Secretary Preparedness and Response (ASPR) funding allocation to Michigan has been cut 39.6%, resulting in a \$4 million cut (out of a \$10 million budget). However, the Public Health Emergency Preparedness (PHEP) side of the Office of Public Health Preparedness has received a budget increase, which includes a Mass Fatality component. OPHP is looking into what this means for the OPHP office as well as the state as it relates to	Gloria Zunker	Advised committee of state budget cuts, and for MI-MORT to see alternate funding opportunities.

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	<p>preparedness. In the past, the five-year budget period allowed for carry-over funds from year to year throughout the five year period. However, recently ASPR indicated they will only allow a one year carry-over of funds. For example, money from Budget Period 1 must be spent in budget period 2. We are currently in budget period 2 of a five year budget period cycle. Budget (BP3) begins July 1, 2014 and goes through June 30, 2015. A question was asked whether this committee should look into other funding opportunities. Gloria confirmed that MI-MORT may seek other funding options. Gloria informed the committee that all eight emergency preparedness regions have been asked to become 501 (c) (3) non-profit organizations in order to seek funding opportunities. The MI-MORT committee stated that they have explored Homeland Security funds, and have received grant funding from other sources.</p> <p>Shelley Norris-Chapman then advised the committee that the budget cuts were just announced on Tuesday, March 11th and that Linda Scott from OPHP will attend the National Healthcare Coalition conference in Atlanta April 1, where there will be further budget discussions. Linda will also attend a meeting with CDC and ASPR partners on March 31st to discuss the budget and will provide further guidance when she returns. Shelley stated that there should be less concern for funding cuts during BP3, since carry-over funding will be available, but that BP4 funding may be a concern. Shelley re-stated that Fatality Management is a very high priority of OPHP and reported that MI-MORT may also work</p>		

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<p>Engaging MI-MORT Members</p>	<p>with the PHEP section to identify ways they can provide assistance.</p> <p>It was discussed that a full scale exercise should be planned every other year, with a component exercise held during the off years to keep participants engaged, and it has been 4-5 years since the last exercise, so there is concern about member apathy. Gloria Zunker, Shelley Norris-Chapman and Kevin Chau will be available for assistance to help the committee stay on target, to ensure exercises are not postponed or delayed, assist with the BP3 work plan, and see to it that MI-MORT is given high priority. OPHP recently had a CDC Project Officer visit who stated she would like to see Mass Fatality exercises held on a more frequent basis.</p>		
<p>DPMU Inventory Update</p>	<p>Shelley Norris Chapman talked to the OPHP Finance Officer, Barb Bidigare, last week who told her that there was carry-over money available from BP1 that needed to be spent by the end of June 2014. Shelly Norris-Chapman suggested that the committee conduct an inventory to determine what is needed for the DPMUs as soon as possible.</p> <p>The DPMU team will complete the needed inventory and provide its inventory request to Shelley Norris-Chapman. When the last inventory was completed, some poles, sinks and faucets did not match. Once this new inventory is complete, a list of recommended purchases will be given to Shelley, and the supplies will be repacked and made ready for the June 2014 exercise.</p>	<p>MI-MORT DPMU Committee</p>	<p>Provide Inventory Items to Shelley Norris Chapman before June 20, 2014.</p>

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<p>Exercise Expenses</p> <p>BP2 and BP3 Exercise Schedule</p>	<p>A question was asked whether expenses were covered for sending members to joint outside exercises or trainings as in the past. Shelley Norris-Chapman suggested that a list of costs, number of participants, and dates be sent to her, and once the inventory list is established, she will discuss with Barb Bidigare to see if funds are available. A suggestion was made for the committee to provide other training opportunities expenses, especially annual events, to OPHP in advance. Kevin Chau, Gloria Zunker and Shelley Norris- Chapman will meet again to discuss budget issues.</p> <p>Kevin Chau continued discussion on the upcoming BP2 and BP3 exercises and suggested that the MI-MORT committee expand exercises and become linked to other regional exercises to justify or consolidate future expenses and create more complex exercises to maximize hospital surge. Kevin then updated the committee on current exercises:</p> <ul style="list-style-type: none"> • Exercise for DPMU on June 11, 2014, at the Filley warehouse in Lansing. DPMU Planning Committee members are: Kevin Chau, Hilary Gentry, Bob Gilbert, Bill Funk, Shelly Norris-Chapman and Gloria Zunker. Kevin anticipates finalizing the exercise plans by the end of May. <p>Kevin brought up the x-ray machine and whether it had been exercised in a while. There was a discussion about the possibility of moving the x-ray machine from its current location at the Filley</p>	<p>Kevin Chau</p> <p>Kevin Chau</p> <p>Kevin Chau</p>	<p>Provided list of BP2 and BP3 Exercises.</p> <p>Finalize exercise plans by May 2014.</p> <p>Create a DPMU functional exercise time</p>

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	<p>Warehouse to MSU's Anthropology Department, similar to what is done with the DEXIS. Gloria mentioned she shared a copy of the MOU with Dr. Fenton for review but that Linda preferred not to have different components of the MI-MORT in different locations for ease in deployment. A suggestion was made to have an exercise right at the warehouse providing instructions to test the x-ray unit with students. The June 11 exercise may provide an opportunity to use of the x-ray machine, and Kevin Chau will create a timeline with specific for its incorporation into the overall DPMU functional exercise.</p> <ul style="list-style-type: none"> • A large scale MI-TESA exercise will be held during BP2 at Ferris State University May 19-21, and MI-MORT committee members are welcome to attend. • VIC workshop on July 30, 2014, at OPHP. Team members are: Tim Schramm, Hilary Gentry, Kathy Wahl, Brook Babcock, and Terri Lockwood. Brook Babcock will set up the IT equipment, but assistance may be required of Jay from Region 2S as well as additional IT personnel who are deployable. Kevin Chau suggested adding IT personnel from within the group as backup. Shelley suggested using the Michigan Volunteer Registry to search for IT assistance or to contact local universities. This workshop should be straight forward familiarizing lead team members with the equipment. Kevin Chau will confirm the workshop with OPHP and members of the committee. 	MI-MORT	<p>line, and include x-ray test and MSU anthropology students.</p> <p>Contact Gloria if interested</p> <p>Kevin Chau to confirm exercise with MI-MORT members and OPHP.</p>

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	<p>After further discussion about the July 30, 2014 workshop, it was decided to move the workshop to a facility outside the state facilities to better configure the components talking with each other. A suggestion was to move the exercise to the MFDA facilities or find another facility.</p> <ul style="list-style-type: none"> The next functional VIC exercise is planned for September 17 and 18, 2014. The DART portion will be a tabletop, with an exercise for the VIC and MIC. A suggestion was to use the Brighton Fire Department, where the facility was divided into two rooms. One half of the exercise would be in the morning doing data entry, and the other half will interview, and then the teams will switch. Another alternative location could be in Livingston County by the airport. Kevin questioned whether the facilities could manage all the volunteers, and whether it could facilitate the set-up. A suggestion was made to do the workshop all in one day on September 17 for the VIC portion. The state equipment was brought over last time by OPHP staff Brook Babcock and Jerry Ellsworth on racks. Logistics still need to be established. Other committees or units are welcome to come and observe to get a better understanding of the equipment. Kevin stated that challenges may happen while setting up the network systems outside of the state facilities, where requirements may be different. 	Hilary Gentry	Confirm exercise location.

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<p>Identifying Gaps</p> <p>Next Meeting</p>	<p>applied. Tim has a list from Kathy Wahl of about 30 names of participants that will also be added.</p> <p>The new MI- MORT web site will also contain links to events, exercises, minutes, job postings, state training opportunities and other mass fatality resources to engage members. A question was asked whether the website could be linked to other organizations, such as the Dental Association, to encourage other organizations to link their resources.</p> <p>The MI-MORT brochure has been modified to include OPHP general contact information as opposed to specific names.</p> <p>Gloria Zunker suggested that regional coalition coordinators and health department officials become MI-MORT members for further engagement. The committee stated that Rick Drummer from Region 2N is a member of MI-MORT. It was mentioned that some local health departments are unaware of all the resources and services that are available through MI-MORT and more information should be shared with local health departments and hospitals. Gloria Zunker will send updated list of registry members for review.</p> <p>The next meeting is scheduled for April 17 from 10:00 a.m. – 2:00 p.m. A suggestion was to add Sue Atwood (Jenson) Federal DMORT to the advising link.</p>	<p>MI-MORT</p> <p>Gloria Zunker</p> <p>MI-MORT</p>	<p>Develop website for membership engagement.</p> <p>Will send updated list of registry members to MI-MORT</p> <p>Will review registry for membership</p>