**MI-MORT Command Staff Meeting**

**January 28, 2021**

10:00 a.m. – 12:00 a.m.

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| **Call to Order** | Tim Schramm |
| **Attendance:** Tori Arnold, Brook Babcock, Linda Clegg, Kesha Dixon, Rick Drummer, Jerry Ellsworth, Dr. Todd Fenton, Dr. David Foran, Hannah Friedlander, Cana Garrison, Jessica Gould, Patti Lyons, Kelcy McArthur, Tracee McIntosh, Dr. Brian Murphy, Marcus Neuhoff, Benjamin Parker, Dr. Maureen Schaefer, Tim Schramm, Jennifer Lixey Terrill, Ryan Wilkinson**Updates*** **MI-MORT Financial Report Update**
	+ To date, $1,373.00 was spent from the $10,000 annual allowance leaving a remaining balance of $8,627.00.
	+ Should we make plans to spend the additional funding since most of it has been used in the past toward lunches as we continue with Teams meetings? If there is no activation before the June 30 spending deadline. What supply/equipment items might the team need? Jessica suggested we finalize spending in May prior to the June 2021 deadline when we will get another $10,000 added to the budget.
	+ If you are attending the call today, please send Jessica any items needed through email so she can compile a list for the next meeting.
* **Current COVID Update**
	+ Statewide COVID-19 cases are remaining consistent. Jessica is monitoring the average death rates for COVID and said all regions are currently sitting in a good spot.
	+ From a Funeral Directors’ standpoint, they have seen short flareups during the January 8-19, 2021 period, but are experiencing the same death rates in some areas as seen last May. There are consistent pockets of flareups relatively to the 14-21 days post-Christmas and New Year’s break.
	+ Jessica is monitoring hospital morgue facilities across the state, which does not collect data from funeral homes or crematories.
	+ Yesterday 16 hospitals had 50% morgue availability. Six hospitals were below 30%. Some hospitals are always at those spots, sometimes due to something not COVID related, and there are few hospitals that bounce in and out as they recover and move on to the next surge.
	+ A new location for a central collection site, centrally located to the state, is currently under contract. If the facility is needed it is ready to go, but at this time it is not needed.
	+ Tim Schramm reminded everybody including the planning teams, that any activation is strictly confidential, so do not discuss with media or post on social media so we can maintain confidential security for everybody’s protection.
* **Kesha Dixon Administrative Update**
	+ Kesha Dixon checked with the 130 individuals who did not respond to the last call out exercise to check on their membership status.
	+ Forty-six volunteers did respond, and from that 38 did not want to remain on the team and wanted to be removed. The other 85 team members Kesha will contact. She did not want to contact them through email, since they did not respond previously. Tim asked the team if anyone would like to assist Kesha with the response. Roger Simpson, Dr. David Foran and Dr. Brian Murphy will assist Kesha.
	+ Kesha will also share lists with section chiefs and with Tim Schramm to assist with contacting those who did not respond.
	+ Please let Kesha know who was contacted from the response so she can update her records.
* **Snap Unit Procedure Discussion Update**
	+ Kelcy McArthur provided an update that since she received no updates from anyone regarding the Snap Unit procedures, she has made no changes. Kelcy said MSP troopers in her unit are willing assist in an incident if asked.
	+ Dr. Brian Murphy reviewed the document and asked how the tool will work on remains. Kelcy said she has been in touch with troopers regarding the fingerprint scanner and said the scanner may or not may not work well depending on the condition of the remains, but they do get good returns on the facial recognition system.
	+ Kelcy initially received the Snap Unit Procedure document from Tracee McIntosh. Jessica Gould said if everyone is happy with the document content, and if so, it will be added as an Annex to the Mass Fatality Plan Standard of Procedure document. If there are any changes, please let Kelcy know as soon as possible so she can update the document.
	+ Tim asked from a DPMU standpoint, will the team work within the fingerprint section or does the Snap Unit want a separate location? Kelcy said it could go either way and she is open to both. Tracee McIntosh said she felt two different units might be better in a separate section because of the inking and powdering process. She also thought the Snap Unit should be prior to the fingerprinting section. Kelcy and Tracee will work out a system.
	+ Rick Drummer asked that in the MIC section if documents need to be added, this process will need to be added. Kelcy said if documents are added using a mobile device, she will add the information to the folder, or if the morgue took a photo it will need to be added to their investigative folder. If updated are added to the photo through Photoshop, this is a different process and documentation will be needed to be added to the proof.
	+ Kelcy questioned the timeline for producing a final document. Dr. Murphy said body parts go through the morgue within an hour. If it takes 24 hours to process or is delayed, they will have to wait for it.
	+ Brook Babcock questioned what type of technology station would be needed. Kelcy said if troopers take pictures, they can send it direct through their cell phones. Brook questioned whether they might need additional computers on site for this process. Kelsy said troopers could use their own equipment to send pictures; but new equipment might be necessary to receive results at the MI-MORT side. Brook asked whether a dedicated state shared mailbox would be needed? Rick questioned the security of the sites. Tracee said they need to be careful since confidential information cannot be sent, so check the process since they will be using a wireless printer. Kelcy will double check the process with her team to see if there are other processes that should be considered especially with mobile units.
	+ Rick said there is a folder in the MIC/VIC section where all information ends up on an identification computer so that all materials are in the same folder.
	+ Jessica said the process flow may be different on the current Snap Unit documentation so she will update. Tracee said the Mobile ID information in the SOP is different so it will also need to be updated and she thought it would be better to keep the process within one section, so she took back her recommendation on having two separate sections after listening to the process update.
	+ Jessica said the procedure includes multiple types of identification and she was considering changing the name of the document to Biometrics. Dr. Foran said DNA is under biometrics and is in a different section within the morgue process. Jessica will work to get a name for the document that keeps the scope narrow.
* **Region 7 Full Scale Exercise (Spring 2021)**
	+ Tim Schramm or Roger Simpson have not received any additional information or received invitations to the Region 7 Full Scale Exercise, since the Initial Planning Meeting. It is assumed the exercise was paused because of COVID-19. Jessica said that was also her understanding.
	+ MI-MORT’s responsibility for the exercise was also limited but was open to participating in future exercises.
* **Improvement Plan**
	+ Jessica thanked Maureen and Tracee for assisting as scribe during recent meetings.
	+ The security system has been updated by Brook and Tim wants purchases to continue for the system especially with not everyone being always present. The cost of the unit will be between $1500-$2000. Jessica asked that the purchase be made before May 2021.
	+ Tim asked Jessica to send the updated Improvement Plan to all staff as soon as possible so that staff could address the top five purchase priorities during the during the February 25, 2021 meeting.
	+ Additional rails for the MERC system were discussion. Jessica will discuss purchases with Jerry Ellsworth.
* **Dexis Update**
	+ Jennifer Lixey Terrill updated that Jessica Gould completed the necessary forms to purchase the Dexis machine. Documents are under review.
	+ Jennifer said BETP will purchase the Dexis unit first and get reimbursement from the financial division downtown Lansing, which may take 4-8 weeks to get updated.
	+ Jennifer asked the team to think about additional project purchases to submit over the summer.
	+ Due to COVID-19, there has been an increased awareness and appreciation for the MI-MORT team.
	+ FEMA will be here next week to assist with the vaccination implementation process with both staffing and the mobile unit process. We received a memo from FEMA recently that until Section 32, the federal government has agreed to reimburse COVID-19 costs at 100%, and not at the 75/25 normal rate.
	+ Tim questioned whether MI-MORT team members working as state responders could qualify for 1A vaccination status. Tim said mortuary workers qualification is spotty, but federal mortuary workers have been certified as 1A priority workers, according to Tim. Jennifer will follow up on the qualification since Tim said after deployment it may be too late.
	+ Jennifer provided an update on the 3,000-vaccine allocation process currently under review for state essential workers. More information to follow.
	+ Once other doses are available, Jennifer will see if other MI-MORT and MI-TESA staff could be added. The MI-MORT team consists of under 300 staff members, but with a deployable team of 100, so Jennifer and Jessica will try to get details worked out.
	+ Maureen Schaeffer offered to assist with vaccinations and asked how to proceed. Tori Arnold recommend she call her local health department since each local health department has different process for volunteers.
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| **2021 Meetings** |
| * February 25, 2021
 | * August 26, 2021
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| * March 25, 2021
 | * September 23, 2021
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| * April 22, 2021
 | * October 28, 2021
 |
| * May 27, 2021
 | * No November 2021 Meeting
 |
| * June 24, 2021
 | * No December 2021 Meeting
 |
| * July 22, 2021
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