



Director’s Advisory Council (DAC) on Local Public Health Meeting

**November 18, 2015
MINUTES**

ATTENDEES

MEMBERS

Nicholas Hughey (phone)
 Becky Hunt (in person)
 Hope Woodson (phone)
 Andrew Warlen (in person)
 Kristi Campbell (in person)
 Debra Hoehn (in person)
 Stacy Cox (absent)
 Brett Siefert (absent)

Jodi Waltman (in person)
 Elizabeth Gibson (phone)
 Olivia “Jean” McBride (phone)
 Robert Niezgoda (phone)
 Rhonda Suter (absent)
 Ruth Walters (absent)
 Rex Archer (absent)
 Dan Pekarek (absent)

PRESENTERS

Bret Fischer
 Steven Ramsey
 Harold Kirbey
 Bill Whitmar
 Melissa Friel
 Mike Henderson
 Becky Hunt
 Dan Alexander

Mahree Skala and Diane Weber, Jackie McCoy (Recorder), Audrey Gough (Shelby Co.) and 18 additional guests were also in attendance.

TOPIC	DISCUSSION	ACTION
Welcome and Introductions <i>Becky Hunt, DAC Chair, Administrator, Madison County Health Department</i>	The meeting was called to order by Becky Hunt, Chair, followed by a welcome and introductions.	
Recognition of Mahree Skala <i>Bret Fischer, DHSS Deputy Director</i>	Bret Fischer presented Mahree Skala, former Executive Director of MoALPHA, with a certificate of recognition for her 34 years of public service to the citizens of Missouri.	
DHSS Updates <i>Steven Ramsey, DHSS Legislative Liaison</i>	<u>Budget Updates</u> On October 19, the Governor placed expenditure restrictions on \$4.4 M of general revenue with a total of \$50 M statewide. The state will lose \$50M on the tobacco settlement because Missouri hasn’t passed sufficient laws and/or hasn’t exerted itself sufficiently regarding sales of the non-participating manufacturers. In October the state was at a 3% growth in general revenue. <u>Legislative Update</u> DHSS is finalizing its proposals on legislative priorities and plans for proceeding with potential partners.	
Environmental	The Environmental Child Care (EEC), within the	The DAC was in agreement

<p>Child Care <i>Mike Henderson, Assistant Chief, Bureau of Environmental Health Services</i></p>	<p>Bureau of Environmental Health Services (BEHS), is responsible for the statewide program which conducts annual sanitations inspections at all regulated child care facilities. There are around 3,700 child care facilities in the state of Missouri. In September 2014, the BEHS centralized all inspections requests from the Section for Child Care Regulation and Licensure (SCCR) to the Environmental Child Care (ECC) mailbox account. Because of the volume of mail received in the ECC generic mailbox a potential problem was discovered which could delay the prompt processing of high priority special circumstance inspection requests received from LPHAs. Examples of special circumstance inspection requests include, disease outbreaks, accidents, sewer backups, no water or electricity, etc. In order to expedite special inspection circumstance requests, an additional ECC generic mailbox account has been created. This mailbox will be used for LPHAs only to submit their special circumstance inspection requests and to submit their monthly EEC billing. The Bureau wants to ensure that these special circumstance requests, especially those of an urgent nature, be answered promptly to ensure the protection of children in care. Detailed special circumstance (both urgent and non-urgent) and billing procedures have been created and will be sent to all LPHAs via BEHS List Serve prior to the implementation date. BEHS will also add these procedures to the Environmental Health Operational Guidelines (EHOG).</p>	<p>with this process.</p>
<p>Summer Food Service Program for Children <i>Becky Hunt</i></p>	<p>In FY 2015 Summer Food Service Program for Children did not permit LPHAs to bill for inspections of school-based summer feeding sites. Sara Walker, Chief, Bureau of Community Food and Nutrition Assistance Programs informed the group that it a USDA change in rules to not allow for the inspection reimbursement of school-based summer feeding sites. It was also discussed that Scott County Health Department had issues with not getting their reimbursement for food inspection due to a missed temperature issue. Mike Henderson, Deputy, Bureau of Environmental Health Services, will reach out to Scott County Health Department. Mike also mentioned that information regarding future summer food program changes will be provided during the Missouri Milk</p>	<p>Sarah Walker contacted the School Lunch Program at the Department of Elementary and Secondary Education to ascertain if any federal funding is provided to DESE for inspections and learned there is none.</p>

	<p>Food and Environmental Health Association conference and along with additional trainings prior to the summer. BEHS felt the webinars last year weren't as effective as needed, so are planning these upcoming trainings.</p>	
<p>DHSS Grant Award Notification <i>Harold Kirbey, Director, Division of Community and Public Health</i></p>	<p>Discussion about ways to improve the process for sharing information of competitive awards to LPHAs was facilitated by Harold. Harold suggested looking at the resources that are being used now and the possibility of amending them. It was suggested that the map is a good visual tool and easy to share with legislators. Harold shared a map showing the Community Health and Wellness LPHA contracts funded by PHSS Block Grant and also CDC money related to tobacco. Harold stated that the department has the funding information, so it's a matter of putting it on the web to be more assessable for the LPHAs. Andrew Warlen said it would be helpful when grant awards are decided to know who was selected to be funded, the award amounts, and a general description of awarded activities. Harold acknowledged that DHSS could have done a better job communicating regarding the Ebola grant and was a learning experience. The timeframes were short for developing the guidance and for LPHAs response so all the questions or possibilities couldn't be anticipated. The contracts with the LPHA are not required to go through the Office of Administration process for contracts with public entities so the usual rigor of a bid wasn't structured. There was a discussion about sharing responses of applicants for grants. Consensus was that a listing of applicants, funded amount and a summary of the work to be accomplished would be appropriate to share. The information about the PHEP Ebola awards has been posted at http://clphs.health.mo.gov/lphs/lphahealthportal.php under the Office of Emergency Coordination button. It was suggested that part of the application process would include the summary provided by the applicant as is done with federal grants. Hope Woodson stated such information would have helped her better answer legislator questions. Harold suggested the award information might be shared on the intranet for LPHAs.</p> <p>There was additional discussion about the growing demands for communicable disease and</p>	

	<p>environmental health services in both metro and rural areas. Jodi Waltman stated she felt there is no honest conversation at the local level about local support as these activities are a part of public safety. Becky stated that the DHSS/DAC Public Health Workgroup had identified disease prevention and community health as a priority issue. Bret Fischer, Deputy Department Director stated that during state budget conversations with the legislature that it is more beneficial to have the locals sharing actual stories of the impact of the funding and needs as one good antidote is better than a ream of DHSS' data. Bret proposed inviting a LPHA(s) to testify and tell their story during the DHSS budget hearings. LPHAs whose representatives and senators are on the appropriation committees would probably have the most impact.</p>	
<p>DCPH Update <i>Harold Kirbey, Director, Division of Community and Public Health</i></p>	<p>In DHSS' budget request submitted to the Governor, DCPH has requested a supplemental budget (one time) for 2016 for \$3.5M of additional CHIP H.S.I. funding and an ongoing increase for FY 2017 of \$2.7 M. Now is the time to talk to your legislatures especially if your local legislature is an appropriation budget chair. The increase is based on a change at the federal level on their rate of reimbursement from about 74% to 90+%. The claims from LPHAs have remained steady overall.</p>	
<p>Courier Support <i>Bill Whitmar, Director, State Public Health Laboratory</i></p>	<p>For FY 17, the lab is looking at having to eliminate a substantial number of courier pick up sites due to the lack of funds. The shortfall is estimated at \$148,000. Due to a \$40,000 shortfall from last year, DCPH provided money from a grant with the STD/HIV program to cover. Bill stated that the cost of the courier is based on each stop. He has identified that a few hospitals on the courier list are not birthing centers. They are not critical in the regard to new born screening that they remain on the courier pickup site. If removed, the cost could drop to \$118,000 without affecting the new born screening process. The Department is funding this courier service at this time, through grants, general revenue, and the Missouri Public Health Services fund. Nick Hughey wanted to let the DAC know that the courier networking is very valuable and feels it is unacceptable to shrink it down. Bill stated he also feels this is a valuable service as a statewide public health service. Bill and Mary</p>	<p>Additional questions or concerns should be emailed to Mary.Menges@health.mo.gov. DAC members need to talk to their peers about what the value of the courier services and ideas for funding cost including if they willing to contribute funding for courier service from core public health funding. This along with the lab workgroup's report will be an item for discussion on the February DAC agenda.</p> <p>Mary Menges will develop written procedures for sending mail to Jefferson City agencies via the courier and the CLPHS will email to all LPHA</p>

	<p>Menges reiterated that DNR and the hospitals are paying their fair share to this service. Bill stated that the courier contract is up for renewal in April 2016 so the amount we are looking at could be higher or lower depending on the how the lab is funded. Bill asked the DAC for guidance to help with solutions that may identify some funds or different options. A workgroup will be convened by Mary Menges. Becky Hunt, Andrew Warlen, Nick Hughey, Robert Niezegoda, Elizabeth Gibson agreed to serve on the workgroup. Jackie Pfeneger and Brian Inman from the lab will also participate. Brett Fischer thanked the group for working on this and welcomes any questions regarding input or data but wanted to hear from the DAC that it would be ok to use Core Public Health dollars (general revenue and CHIP H.S.I.). If this were the agreement, the funding for the lab would be subtracted from the dollars distributed to the LPHAs.</p> <p>Mary Menges also shared that the LPHAs may use the courier service to send mail for state agencies in Jefferson City. Mary will develop written procedures and the CLPHS will share with all LPHAs.</p>	administrators.
<p>LPHA E-mail <i>Dan Alexander, Client Services Manager, Information Technology Services Division (ITSD)</i></p>	<p>Dan Alexander, the ITSD liaison with DHSS and specifically manages application development projects management efforts for DHSS, and Nathan Rackers who formerly worked with the help desk introduced themselves. Historically, DHSS established e-mail as part of an initial bio-termism grant to ensure all agencies had e-mail connectivity. DHSS and ITSD are trying to determine if the state provided lpha.mopublic.org e-mail is still being utilized. Currently there are 1,800 user accounts but within the last 60 days over half of them have not been accessed. Because of security reasons, ITSD can no longer support the POP function on IMail which would mean users would no longer be able to download emails to their local computers. LPHAs had resorted to downloading due to the 25MB limit on mailbox size. The ability to forward e-mail to another e-mail address or mobile device would also be disabled. Harold mentioned that the limitation on size of the IMail account is a problem especially if this is your only e-mail account. DCPH is committed to assure that everyone has a</p>	

	<p>functional e-mail system. Harold inquired if there are any resources or capacity in the communities that could impact this issue and thought we could provide technical assistance to their IT to help implementation (such as county government IT or other persons available for possible contract). Concern for rural areas being an issue was discussed. The need for instructions on how to access their e-mail on an iPad or other devices was expressed. Dan assured them that instructions could be provided. Elizabeth Gipson checked with her counties and they mentioned not being able to get their own email domain so their options would be gmail.com and she believes this might not be the best option for public health. It was questioned how secure this would be. Dan stated that right now the e-mail is secure in transport so, between DHSS and the locals it's secure but once that e-mail is downloaded to the agency's machine, security will vary based on local security policies on employees' computers. ITSD has identified that viruses on some of the agencies machines has also affected internet speed. DHSS will be working with LPHAs to figure out what agencies do not have any other e-mail options, and all e-mail lists will need to be updated to ensure we have a current e-mail lists that we can share. It was decided that a survey would be the best solution to see who is using another business e-mail.</p>	
<p>Mutual Aid Agreement <i>Melissa Friel,</i> <i>Preparedness</i> <i>Division Director,</i> <i>SEMA</i></p>	<p>Melissa Friel introduced Cheryl Gladney, State Fire Mutual Aid Coordinator who has been advising the LPHA Mutual Aid Agreement Subcommittee. Over a year ago Missouri State Emergency Management Agency (SEMA), DHSS and the Subcommittee created documents based on the Joplin tornado experience trying to eliminate the need for backing into mutual aid agreements. Illinois Public Health and Centers for Disease Control and Prevention (CDC) Mutual Aid Agreement templates were used as a model. We have learned that the Missouri Federal Emergency Management Agency (FEMA) Disaster Assistance Policy states, "The reimbursement provision of a mutual aid agreement must not be contingent on a declaration of an emergency, major disaster, or fire by the Federal government." Thus any agreement must be silent on reimbursement in order not to jeopardize reimbursement should a federal declaration be</p>	<p>Webinars and a draft rescind template letter will be provided to LPHAs for them to provide on their letterhead. A report of the Sub-committee will be on the Feb. 17 DAC agenda.</p>

made. Section Five of the LPHA mutual aid agreement signed by several LPHAs has language that addresses the reimbursement of responding entities. The current provisions related to reimbursement in signed LPHA mutual aid agreements put LPHAs at risk for not being able to receive FEMA reimbursement for mutual aid to a federally declared disaster. Current state statute allows for public health mutual aid without the existing agreement.

The Sub-committee met and is recommending that the DAC recommend that LPHAs rescind the existing LPHA Statewide Mutual Aid Agreement and adopt the Missouri Systems Concept of Operational Planning for Emergencies (MoSCOPE). This is a common framework used by Fire, Emergency Medical Services (EMS), Law Enforcement and Coroners and the Sub-committee saw an advantage of us utilizing the same framework as other response partners. Instead of having a separate LPHA mutual aid agreement, enabling legislation exists in state statute (Chapter 44.090 RSMo) and MoSCOPE outlines the plan for how mutual aid is operationalized with separate annexes for each discipline. The benefit is that all entities understand the basic method to be utilized for mutual aid and what to expect as the sending or receiving agency of mutual aid. The next step would be for the Sub-committee to develop the procedures and forms to be used by LPHAs for mutual aid.

Becky Hunt expressed that LPHAs need to understand that most mutual aid will not be reimbursed. She still tracks expenses and submits them to the agency whether there is reimbursement or not. Most of the time it becomes a donation.

Cheryl Gladney stated that when parties do not have a pre-event written mutual aid agreement or written pre-event agreement is silent on reimbursement requesting and providing entities may verbally agree on the type of in extent of mutual aid resources to be provided in the current event and on terms and conditions of costs of such assistance. This is what Fire Services has done and to this point it has worked. She reiterated that the decision to

make mutual aid is based on the assumption that there will not be reimbursement, if the sending agency can stand the financial cost associated, and if it can maintain its own agency operations. If it will impact your ability to do business, you won't provide mutual aid. It will be a decision on an event by event basis before you commit to mutual aid. MoSCOPE has been used by Fire Service for decades, but agencies should consult with their legal counsel.

Jodi voiced her concerns that she could spare her Environmental staff for a few days but not any longer. Cheryl said then you would replace that person with another agency's assets. She stated that you would need to eat the cost up front even if reimbursement were available as that process takes some time. If you can continue your assets up front then you can have the conversation with the local jurisdiction and have the discussion on making an agreement on how to get reimbursed. Melissa stated that the state would activate the Emergency Management Assistance Compact or the EMAC Compact to bring in other assets from outside the state if needed. The more agencies get on board the more they will be aware of the process and will inform you upfront they are willing to participate before you have to access EMAC, which costs. Cheryl explained that knowing Joplin's situation was going to be a drawn out event, you could be shopping around and polling to see what other LPHAs had available and for how long, and have them on standby, communicating with them from the beginning. A big part of the planning process is to know who other participants are, to predetermine the approval process for mutual aid, and to identify individual agency assets potentially available to provide as mutual aid, so you can be prepared for a long drawn out response. The statewide mutual aid process doesn't negate any local mutual aid agreements with other LPHAs. You can always request mutual aid from your surrounding partners. For needs beyond that, the statewide LPHA Mutual Aid Coordinator would be contacted who is Sheila Reed, LPHS Manager with CLPHS. LPHAs within a region may decide to additionally establish a regional coordinator, but this would be up to the LPHAs. Developing the procedures is part of the

	<p>next step. Cheryl offered to do educational trainings or discussions.</p> <p>Melissa stated that there are two options: amend the mutual aid agreement document and take out the language that is problematic or rescind it and use the MoSCOPE. Either way because of the FEMA policy LPHAs will have to take this back to their signing authority for signature. Becky asked if the plan would be adopted by the resolution of the governing body or in the meeting minutes. The discussion was that agencies would handle in the same way they do for approval of other plans.</p> <p>Nick asked for clarification, as to who the signing authority is. The discussion was that it is whoever ultimately approves the agency budget or controls those resources can sign this agreement. For most agencies this will be the Board Chair.</p> <p>Andrew Warlen suggested a template letter stating the termination of the agreement and that the agency adopts MOSCOPE.</p> <p>Consensus of the DAC was to recommend that LPHAs rescind any signed Statewide LPHA Mutual Aid Agreements and adopt MoSCOPE with a future annex for LPHAs to be developed. A draft template letter should also be provided to LPHAs.</p> <p>There are two webinars on Nov. 24 and Dec. 1 to explain the recommendation made today to all LPHAs. Melissa encouraged LPHAs and their governing entities to review the base plan of MoSCOPE which references all the applicable statutes. An update report of the Sub-committee will be provided at the next DAC meeting.</p>	
<p>Closing Remarks/Discussion</p>	<p>Andrew Warlen announced that one of their public health manager’s was named “nurse of the year” by March of Dimes.</p> <p>Jo Anderson shared that the DHSS/DAC Public Health Workgroup have met and the information from those meeting is posted on the intranet. Four subgroups have been formed from this workgroup. These groups will present feedback at the March Public Health Conference.</p>	

	Jodi Waltman announced that Peter Lyskowski visited her health department recently. Melissa Friel asked everyone to be vigilant due to the recent terrorist attacks with the upcoming holidays. If you see something – say something.	
Next Meeting:	February 17, 2016	