



Meeting: **HCC Planning Subcommittee**

Date: February 2, 2021

Location: Zoom (Webinar)

Meeting Leader (Chair/Chair Elect/Lead): Mr. Angel Juarez

Meeting Scribe: LaShanda Hernandez and Stephanie McKinnis

Number of individuals present:

Agenda	Discussion	Action Plan	Responsible Individual	Targeted Completion / Next Step
Call to Order, Welcome	Call to Order Welcome Announcements		Mr. Angel Juarez	
Review Meeting Notes	No official meeting notes			
Note Taking	Mr. Jacob Seil stated the NCTTRAC Staff is available to take notes.	Mrs. McKinnis was asked to take notes for Planning Subcommittee Meetings.	Mrs. Stephanie McKinnis	
Co-Chair	Mr. Juarez and Ms. LaShanda Hernandez spoke about the benefits to being a Co-Chair of the HCC Planning Subcommittee. Mr. Juarez offered to speak to anyone interested in the position.			
Review Plans	The Preparedness Strategy Plan was emailed to HCC-E partners for review and input on January 25, 2021.			
Infectious Disease Surge Annex	The Infectious Disease Surge Annex -Draft will be distributed by mid-February. Mr. Seil provided an overview of the goals and planning for the annex and tabletop exercise. Ms. Jessica Dupree stated she will include the three key elements under the Surge Staffing:	Mr. Juarez asked partners to schedule time with their Infectious Disease Professionals to review the plan and provide some feedback.	HCC-E Planning Subcommittee	

	<p>Staff Request Staff Management Staff Demobilization Ms. Seil wants this annex to serve as a Best Practices on staffing. Mr. Thomas Stidham suggested looking at our certified Crisis Intervention Stress Management partners to work together to offer their services. Ms. Brandi Lara offered her services to participate on a team of certified CISM to support a regional behavioral health coordination.</p>	<p>Be prepared to bring feedback to the subcommittee. Partners were asked to meet with their internal Staffing Coordinator and capture any input on the staffing challenges</p>		
<p>Infectious Disease Tabletop Exercise</p>	<p>Mrs. McKinnis provided an overview on the upcoming tabletop exercise:</p> <ul style="list-style-type: none"> • Schedule for Tuesday, May 4, 2021 (time to be determined) • Exercise will be based on Infectious Disease Surge Annex 	<p>Mrs. McKinnis will send out an email with the registration link to participate. Contact her if interested in being on the Exercise Planning Team</p>	<p>Ms. McKinnis</p>	
<p>General Comments</p>	<p>Mr. Juarez recommended to join the next two meetings with Training & Exercise Workgroup to work on planning the Infectious Disease Tabletop Exercise.</p>	<p>Mr. Juarez asked HCC-E partners to take the topics from the Infectious Disease Surge Annex and talk with their internal staff about their issues and challenges and bring notes to share at the next meeting.</p> <p>Mrs. McKinnis will ask for consensus from the Training & Exercise Workgroup to join the March and April meetings to work on the tabletop exercise.</p>	<p>HCC-E Planning Subcommittee</p> <p>Ms. McKinnis</p>	

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