

Meeting: **HCC Planning Subcommittee** 

Date: March 2, 20201 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
	Mrs. Stephanie McKinnis provided a brief update	Recommendation to		
	on the changes to the upcoming Infectious Disease	subcommittee and		
	Tabletop Exercise (TTX). The Infectious Disease TTX	workgroup:		
Overview of changes to the	has been postpone until further notice.	Provide feedback to the	NCTTRAC EMCC	
current HPP Deliverables		Statewide Burn Annex.	Team	
	Ms. Jessica Dupree and Mr. Jacob Seil provided an			
	update on the following deliverables:	Continue working on the	HCC Planning	
	Statewide Burn Annex	TSA-E Infectious Disease	Subcommittee	
	<ul> <li>TSA-E Infectious Disease Annex</li> </ul>	Annex to the Response	and Training &	
	Burn Tabletop Exercise	Plan.	Exercise	
	<ul> <li>Infectious Disease Tabletop Exercise</li> </ul>		Workgroup	
	COVID-19 AAR (Mid-Point)			
		Next year, conduct a	Training &	
		tabletop exercise on the	Exercise	
		Burn Annex.	Workgroup	
		Determine functions of	HCC Planning	
		the Burn Annex to	Subcommittee	
		exercise in 2022.	and Training &	
			Exercise	
			Workgroup	

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Call to Order, Welcome	Call to Order and Welcome conducted by Mr. Angel Juarez.			
Review Meeting Notes	Mr. Juarez reviewed the notes from the February meeting.			
Note Taking	Ms. LaShanda Hernandez reminded the subcommittee that Mrs. McKinnis will be the Note Taker for these meetings.			
Co-Chair	Mr. Juarez announced the HCC Planning Subcommittee is still looking for a Co-Chair			
Infectious Disease Surge Annex	<ul> <li>Ms. Hernandez stated the following functions will be the focus for the meeting:         Safety and Infectious Control and Prevention         Surge Staffing         Patient Care Considerations         </li> <li>Patient Destination Decisions</li> <li>No recommendations for additions to the annex's Table of Contents.</li> <li>No recommendations for additions to the "HCC Role &amp; Responsibilities Chart for all HCID".</li> <li>Mr. Juarez and coworkers from various departments discussed the Infectious Disease Surge Annex and suggested for the sake of clarity, to limit the use of acronyms in the plan and include the long name or phrase.</li> <li>Supply Chain, Supplies, PPE: Mr. Juarez suggested to follow the recommendations of CDC for Personal Protective Equipment.</li> </ul>		NCTTRAC – EMCC Team will make the necessary revisions and update Appendix B: Index Acronyms & Abbreviations.	



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Agenda	Discussion	Action Plan	Responsible	Targeted Completion /
Agenda		Action Figure	Individual	Next Step
	Ms. Dinah Cannefax mentioned the			
	difficulty in recycling PPE and her Surveyors			
	encouraged her facility not to recycle PPE.		NCTTRAC - EMCC	
	Mr. Seil recommended to investigate		Team will	
	conservation strategies.		investigate	
	No recommendations for additions to the		conservation	
	"Laboratory Testing".		strategies for PPE.	
	Patient Care Considerations: Mr. Juarez			
	suggested to include treatment process			
	and visitation rights. Also, suggested that			
	we will need clinical involvement to provide			
	feedback to the annex. Mr. Seil stated the		NCTTRAC - EMCC	
	annex will be shared with the Disaster		Team will share	
	Clinical Advisory Group.		annex with the	
	Patient Tracking: Mr. Seil will review this		Disaster Clinical	
	section of the annex.		Advisory Group	
	Patient Destination Decisions: Dr. Sharon		for feedback.	
	Malone stated, divert is not a status in			
	EMResource. There is No Divert option in			
	our region. Multiple factors will determine			
	where patients go. It is important for every			
	hospital to understand that we must take			
	care of every patient.			
	No recommendations for additions to the			
	"Mass Facility".			
	No recommendations for additions to the			
	"Behavioral Health".			
	Criteria for surge staffing demobilization:			
	notifications from region and state on			
	scaling down supplemental staffing.			
	Ms. Cannefax mentioned the following as			
	considerations for demobilization of surge			
	staff: Staffing ratio, capacity, crisis			



NORTH CENTRAL TEXAS

Agenda	Discussion Discussion	Action Plan	Responsible	Targeted Completion /
G	standards of care, criteria: nursing ratio in ICU, caring for patients in Inter Mediate Care,  No recommendations for additions to the "Recovery".		Individual	Next Step
Training and Exercise	<ul> <li>Mrs. McKinnis provided an update on the Training &amp; Exercise Workgroup's tasks for 2021-2022:</li> <li>Multiyear Training and Exercise Plan approved, submitted to DSHS and emailed to HCC-E Coalition.</li> <li>Infectious Disease Tabletop postponed until 2022 or 2023</li> <li>Upcoming three virtual tabletop opportunities for HCC-E Coalition.</li> <li>Planning for the 2021 Coalition Surge Test Exercise will begin in July 2021.</li> <li>Planning and the Burn Tabletop Exercise will take place between January 2022 – June 2022.</li> </ul>	Planning for the 2021 Coalition Surge Test Exercise will begin in July 2021. Planning and the Burn Tabletop Exercise will take place between January 2022 – June 2022.	Training & Exercise Workgroup Training & Exercise Workgroup	
General Comments	HCC Planning Subcommittee requested a draft copy of the annex be emailed to everyone for review and to share with their coworkers for feedback.	Email the Infectious Disease Surge Annex to the appropriate HCC – E partners	Ms. Hernandez	By close of business on Wednesday, March 3, 2021.