

# KET (KNOX EAST TN) HEALTHCARE COALITION GAP ANALYSIS ADMINISTRATIVE PLANNING MEETING NEW BP1

April 28, 2017

2:00

Knox County Health Department

## Members/Attendance (attached)

Wanda Roberts (East TN Regional Health Office) Charity Menefee (Knox County Health Department), John Brinkley (AMR/Rural Metro EMS), Bart Hose (TEMA), David Walton (Fort Loudon Medical Center), Janet Rowe (University of TN Medical Center), Trish Polfus (Methodist Medical Center), Sandy Monday (Roane Medical Center)

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## Meeting Minutes

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### By Laws review and update:

#### Suggested changes:

- To allow the Coalition to meet an identified gap with an non-member or member who is inactive.  
Section 1: Eligibility of Funding to state: Active Coalition Members (Article 4, Section 2 C) will be eligible to apply for and receive grant funding from the Coalition. Additionally, Active Coalition members may choose to financially support funding projects for non-active members and/or partner organizations or other projects that serve to fill gaps and meet the Coalition's mission in an effort to ensure enhanced community response to medical disasters and events. Partner organizations are identified in the Coalition's Administrative Plans. Inactive Members and Invited Non-members may, however, benefit from Coalition-funded training and exercise.
  - To specify the responsibility of borrowed items from others within the Coalition or from the Coalition cache, lies with the borrower.  
Section 3: Membership Responsibilities H.  
Maintain upkeep and/or maintenance of Coalition and/or organizational resources that have been assigned, shared, or borrowed. Assigned, shared, or borrowed resources MUST be made available for contract verification purposes per federal and state grant guidelines.
  - Discussion was held to suggest changes to attendance requirements for active members. This will be changed to reflect attendance of 4 out of six meetings for new attendees and 8 out of 12 meetings for those who have been in attendance for over one year. Once every six months, members will be required to attend a meeting in person.  
Article 6: Section B  
Attendance by a representative of the member organization at 8 of the last 12 months of Coalition meetings (excluding emergency meetings) defines Active Coalition members with the right to vote. New coalition members must maintain attendance at 4 out of 6 meetings for two consecutive quarters to become an Active Coalition member and gain voting rights. They must maintain such attendance until they reach 12 months of membership, where they must then meet the standard 8 of the last 12 meeting attendance requirement for future years to stay active. Article 7 Section 3: Members (or their designee) should attend one meeting every six months in person.
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- To specify voting rights for members  
Section 2 Votes A. Each member organization shall have one vote. Region 2 EMS Directors Association who are assigned to represent a metro 911 EMS service provider, a rural 911 EMS service provider, and a non-911 EMS service provider – whom will each receive an independent vote. Each of the three Region 2 EMS Director’s Association members must individually meet voting eligibility requirements.
- Meeting Attendance

### **Administrative review and update:**

Current user agreement for the generators needs to be updated to specify the approved usage of the generator. According to the gap analysis, the generator was not available when needed. The user agreement will be updated to reflect that the borrowing agency can use the generator up to 30 days. If it is needed beyond that, it must be requested through the Coalition. This will ensure the generators are available in the event of an emergency. We will also request PM from those housing the generators. David Walton will create a checklist that can be turned in with an appropriate schedule of what needs to be done.

### **Gap Analysis:**

Fourteen gap analysis forms were completed and sent to the group to review before this meeting. Each suggestion/item was taken into consideration. There were several items that were not allowable with grant guidelines. Allowable items were listed and will be presented to the Coalition as a whole for ranking. David Walton will present at the next Coalition meeting.

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