

Gateway ESSENCE Operations Council (GEOC)
September 1, 2006 Meeting Minutes

Present: Cindy Butler, Maranda Witherspoon, Alison Tucker, Elizabeth Gibbs, David Noe, Chae Li Yong, Kristy Baumgart, Christine Zirges, Nancy Gemeinhart, Debra Lueckerath, Bridgette Collins and Deborah Beezley (by conference call)

The former St Louis MO-IL Metropolitan Regional Surveillance Work Group has officially changed to the Gateway ESSENCE Operating Council or GEOC. This is modeled after how the National Capital Area manages their regional surveillance system. Since GEOC will encompass both hospitals and public health agencies, the method of reporting to STARRS and advising on UASI fund expenditures is being explored.

Cindy Butler welcomed new members from hospital and the Missouri APIC Chapter to the group.

Hilda led the group in a review of draft by-laws for GEOC. These were modeled after the ones developed by the East West Gateway Operating Council with substantial modification. Those present had many excellent revisions. Nancy Gemeinhart offered to revise the section on hospital participation, membership and representation for voting.

GEOC opted to hold meetings on the fourth Friday of the month with the exception of November and December where meetings will be held on the third Friday of the month to accommodate the holidays. Some meetings will be held in Illinois when participation increases from that state.

David Noe's position in Franklin County is in jeopardy since the Franklin County contract from the state was severely reduced.

Hilda is leaving the City Health Department at the end of September. The group opted to have co chairs, one from Illinois and one from Missouri. Chae Li was elected to be the co- chair from Illinois. While Nancy Geminant and Kristy Baumgart were nominated to be the co-chair from Missouri, no final decision was made.

Hilda posed to the Council that they consider asking STARRS to hire her as a staff person for the GEOC. The group voted to support that concept and identified some funding from the ESSENCE budget for the position.

The next meeting will be on September 22, 2006.

Gateway ESSENCE Operations Council (GEOC)
September 22, 2006
Meeting Minutes

Present: Pat Giacini, Deb Stephens, George Turabelidze, Alison Tucker, Liz Gibbs, David Noe, Maranda Witherspoon, Shanica Alexander, Nancy Gemeinhart, Hilda Adams, Kristy Baumgart, Chae Li Yong, and via conference call: Marsha Wild, Amy Kelsey, and Bridgette Collins

After introductions, Chae Li announced that Gloria Henderson at the Eastern District Office will be the contact for setting up future conference calls. She will need at least 1 week notice to set everything up and will be available by email: Gloria.Henderson@dhss.mo.gov. Chae Li asked that she also be cc'd on that request.

Discussion regarding the nomination of the MO co-chair began. Nancy Gemeinhart was previously nominated during the September 1 meeting. Nancy appreciates the notion of offering the position for a hospital representative, but after careful consideration, thought the position should be more public health driven. Nancy nominated Kristy Baumgart for the position. Because Cindy Butler had nominated Kristy at the September 1 meeting, the motion was made to vote and everyone approved Kristy Baumgart as the MO co-chair.

“Governance” was a hot topic. Miscommunications between STARRS, GEOC, and the Public Health Committee were discussed. It was decided that the surveillance workgroup would come up with a clear mission statement and vision and include those in a brief presentation of syndromic surveillance to the PH Committee at the October 17 meeting. Chae Li would ask Dr. Williams for permission to be on the agenda. Nancy Gemeinhart and Kristy Baumgart volunteered to put together the power point, along with assistance from Hilda Adams. The presentation will also explain the importance of the PH/hospital partnership. Dr. T., Bridgette Collins, Alison Tucker, Shanica Alexander, and Kristy Baumgart volunteered to work on the mission statement. They will have this completed and sent to Nancy G. by October 10. It was decided that GEOC needed to get some clarity before they go any further in the development of by-laws including hospital voting and protocol/procedures, etc. The group shall remain under the auspices of the STARRS Public Health Committee.

Chae Li passed out STARRS committee applications for those that had not previously applied to a STARRS committee.

Hilda is still in talks with STARRS regarding a contracted position.

After September 29, Hilda Adams will be able to work on a game plan pertaining to the Illinois hospitals. Chae Li and Marsha will work with Hilda. Chae Li will ask Dr. Byrne to advise.

Chae Li spoke with Don Schneider and there is a possibility HRSA funds could be used to implement ESSENCE in the Illinois hospitals. More info is needed.

Dr. T. and Amy Kelsey mentioned up-coming training for MO ESSENCE. Cindy Butler will receive the training and will hopefully be training Region C epi's soon. The state training will be October 12-13.

Future meetings will continue to be on 4th Friday of the month, except for November and December, which will be on the 3rd Friday due to the holidays.

Hilda mentioned that APL may be able to use leftover Biowatch funds to begin creating the regional view in ESSENCE for us. This could include the CRI counties, which would expand the view from UASI counties. Instead of patients being listed as "out of jurisdiction," the county of residence will be revealed. Chae Li admitted she asked for four additional counties besides the IL CRI counties. Talks with CDC and BioSense have continued. They may still be willing to financially assist Illinois hospitals, but nothing concrete has been decided. Kristy Baumgart volunteered to be the new BioSense contact.

The next meeting will be October 27, 2006.

Gateway ESSENCE Operations Council (GEOC)
October 27, 2006
Meeting Minutes

Present: Pat Giacin, Deb Stephens, Alison Tucker, Emily Ostmann, Chris Zirges, Nancy Gemeinhart, Kristy Baumgart, Chae Li Yong, Marsha Wild, Mischa Hopson, Debra Leuckerath, Cindy Butler, and Bridgette Collins

Kristy opened GEOC meeting. Mission Statement was approved.

Chae Li gave STARRS update. She had questions regarding ESSENCE budget. Kristy and Chae Li agreed to review the itemized budget to see what items are on state contract. Chae Li also announced Nick's comments about East West Gateway having to approve \$10K items and that the status of Hilda's contract had still not been determined.

Chae Li formally suggested we do consensus instead of working on voting issues. Cindy announced what she learned from Syndromic Surveillance conference. National Capital Region has formal written protocol but they do not follow them. They work towards consensus. The group decided to table the bylaws and voting issues until further notice.

Cindy Butler gave another demonstration of ESSENCE.

Pat Giacin raised concerns about the process of getting IL hospitals on board. The group discussed Illinois issues. We created a list of goals we need to accomplish.

1. Find out how much money each IL hospital is allocated – KB and CLY
2. MOUs/DSAs – KB and CLY
3. STARRS legal regarding MOU/DSA - KB and CLY
4. State contracts – check with Jeff Elliott - Cindy
5. Bids of every item – KB and CLY
6. Modify Q and A (from formal proposal) – Chris Z. and Kristy
7. Draft letter to hospitals (w/Q and A) to administration/cc ICP, IT - Pat, MW, CLY, NG
8. Hilda – time line, STARRS contract, - CLY

The meeting adjourned early as members had to join a conference call.

The next meeting will be November 17, 2006.

Gateway ESSENCE Operations Council (GEOC)
November 17, 2006
Meeting Minutes

Present: David Noe, Pat Giacin, Shanica Alexander, Chris Zirges, Debra Lueckerath, Maranda Witherspoon, Mischa Hopson, Alison Tucker, Emily Ostmann, Cindy Butler, Chae Li Yong, Deb Stephens, and Kristy Baumgart

Chae Li opened the GEOC meeting. Introductions were made and the meeting minutes from 10/27/06 were approved by all.

Chae Li gave summary of 11/2/06 phone call between STARRS, Hilda Adams, Kristy, and Chae Li. It has been confirmed that each hospital in Illinois will receive \$10K for implementation of ESSENCE. STARRS will definitely hire an ESSENCE "liaison" and hope to have the position filled by December 1. Leah Hummert is the person at STARRS/East-West Gateway who will be responsible for contracts between APL and STARRS, MOU's with STARRS and hospitals, and contract between the state of MO and STARRS. All these things will be drafted in a memo to be voted upon at the next East-West Gateway meeting at the end of January.

Chae Li mentioned that Madison County has 1 less ER than was originally budgeted for and proposed that the extra \$10K be offered to Kenneth Hall/Touchette Hospitals if they are able to meet the specs required for an ESSENCE feed. There was no objection from the group.

Representatives from APL will be address the Illinois hospitals at Belleville Memorial Hospital on January 11, from 10-noon. GEOC members may attend if they have not previously seen Johns Hopkins presentation of ESSENCE.

The group discussed Data Sharing Agreements (DSA's) between LPHA's and the hospitals in their counties. Other issues discussed were real time data feeds from the hospitals and how often MO will actually upload the data. The group agreed that patient names and addresses need to be seen in the data fields. Other items to add to our "wish list" are: date of birth, pregnancy status, discharge/final diagnosis, expiration status, mode/time of arrival. If MO hospitals are not currently submitting that data, it will cost \$10K per item in order to add them as a data field.

The group decided to keep the 12/15/06 GEOC meeting and some will provide holiday snacks for the group.

Gateway ESSENCE Operations Council (GEOC)
December 15, 2006
Meeting Minutes

Present: David Noe, Pat Giacin, Shanica Alexander, Debra Lueckerath, Maranda Witherspoon, Mischa Hopson, Emily Ostmann, Cindy Butler, Marsha Wild, Bridgette Collins, Chae Li Yong, and Kristy Baumgart

Kristy opened the GEOC meeting. Introductions were made and the meeting minutes from 11/17/06 were approved by all.

Kristy announced that Hilda Adams is the new STARRS employee working on the ESSENCE project.

Hilda gave an update. Attached are documents that were discussed during that update.

Hilda and a subgroup of GEOC will conference to figure out specific contract details. If you're interested in being part of it, please contact Hilda ASAP at (314) 244-9607 OR hilda.adams@ewgateway.com. If you email Hilda, this will give her your contact information.

We agreed that the subgroup would email the group with the specific decisions they reach to ensure the entire group has an opportunity to offer feedback.

Hilda gave update on Touchette and Kenneth Hall. The hospitals have the same system so both hospitals can submit data. They believe they can set up the feed for this grant period. Unfortunately, the IT person for Touchette and Kenneth Hall is leaving soon.

Hilda suggested some basic business rules need to be established. The subgroup will work on getting together whatever formal protocols are required to get contracts signed.

Kirsty asked that an announcement be made about the Park Service Exercise on April 23-27, 2007. Chae Li expressed concern about contracting with Johns Hopkins to create dummy data. Cindy Butler said the State of MO has already done that for another exercise. Cindy did not think it would be too difficult to replicate.

Sustainment costs were discussed. Kristy suggested epis check with their planners. Hilda will also check on additional funds.