



**COPIN Board of Directors' Meeting Notes
June 9, 2009**

Attending: Mitzi Kline, chair; Susan Geier, vice chair; Bret Atkins, Amanda Ford, Dan Kochensparger, Rich Weiner, Emma Speight and Pam Delay

Motion to approve April meeting minutes: Kochensparger made motion to approve; Speight second. Approved

Treasurer's Report: No money

Letters of Agreement Received: Motion to accept made by Kochensparger, Speight second. Approved the following:

ADAMH Board
Village of Groveport
City of Dublin
Village of New Albany (jurisdictional only)
Morrow County Health District (member only)
Licking County Health Department
Madison County-London City Health Department
Franklin County Board of Commissioners
Knox County Health Department
Worthington City Schools

Membership Applications Received: Motion to accept made by Ford, Delay second. Approved the following:

Michael Racey, City of Dublin
Michelle Vroom, City of Dublin (professional development committee)
Allison LeRoy, City of Dublin
Officer Heather Galli, Upper Arlington Police Department (professional development committee)
Linda Haley, Village of Groveport (membership committee)
Jonathon Dye, Licking County Health Department
Amiee Shadwick, ADAMH Board (JIC logistics)
Brandi Braun, City of Gahanna (hotline committee)
Dr. Barry Zwick, Bexley Schools
Victoria Gnezda, Worthington Schools

To date, 50 membership applications have been approved. There are four unfinished applications that remain pending.

Committee Updates:

Membership/Speight: Emma Speight, Amanda Ford and Elizabeth Kress have had difficulty contacting a number of people who were on the original membership database. There has been some feedback from current/former members that perhaps the new membership application form is too overwhelming and it should be simplified.

Board members discussed if it made sense to have a simplified initial membership form to help get people to the membership meetings where a short orientation could be held and the longer form could be introduced. A suggestion was made about having tiered or levels of membership which led to the idea of creating a response team.

The board determined the following:

- The committee will have a shorter/simplified application form and include new member orientation as part of the quarterly membership meetings.
- The committee will begin the process to form a COPIN response team culled from those members who are interested (and able) to respond in an emergency. Those members would need to fill out the longer (current) application form, however, if a member has already filled out that form they do not need to do so again.

The committee is developing a FAQ for use in new member orientation and other recruitment purposes. Elizabeth Kress is soliciting testimonials and quotes for those materials.

Finally, committee will launch a Bring a Guest program for the quarterly membership meetings

Hotline/Geier: The Columbus and Franklin County Emergency Hotline was activated on April 29 due to the outbreak of the H1N1 virus. The decision was made through the joint Incident Command System of Columbus Public Health and Franklin County Board of Health - nurses at both health departments had become overwhelmed by calls from the public and the hotline was needed.

- Geier served as hotline coordinator through the Joint Information Center.
- As of June 9, more than 330 calls had been received by the hotline.
- The H1N1 outbreak forced the cancellation of the May hotline subcommittee meeting; it has been rescheduled for **2 p.m. on Wednesday, June 24** in room 119D at Columbus Public Health. A hotwash will be conducted as well as a review of the hotline activation protocol.

JIC Logistics/Kochensparger:

- Lynn Cook has edited the COPIN JIC Plan and Kochensparger will review it for NIMS compliance.
- It was recommended the annual Mobile JIC exercise be scheduled for August or September. The committee will collaborate with the professional development committee on this and determine a date.
- Some committee members performed a site survey May 13 at the Union County Services Building to review plans for an EOC and JIC. The committee is creating a survey template which will become an appendix to the JIC Plan.
- The committee conducted a JIC Hotwash May 14, and this report will become part of the overall H1N1 After Action/Corrective Action Plan. The Franklin County JIC was opened April 29 to respond to the H1N1 outbreak, and COPIN members from eight agencies worked in the JIC over 6 days.
- It was determined that there is a need for further JIC training for COPIN members that goes before activation and set up. JIC logistics and professional development will collaborate on this.

Professional Development/Atkins: The committee has not met/no report. The next meeting will be held prior to the membership meeting on July 9.

MORPC Award: COPIN received the William C. Habig Collaborative Achievement Award from the Mid-Ohio Regional Planning Commission in April. This award is annually presented to an individual or individuals who have achieved an effective effort or innovative collaborative in Central Ohio

NPHIC: Mitzi Kline and our strategic planning partners, Sides & Associates, were selected to present a session on COPIN at the National Public Health Information Coalition Annual Conference in Miami this October. She will not be attending due to budget constraints.

Meeting Dates:

The next board meeting will be held at 10 a.m. July 8 at Upper Arlington City Hall.

The Quarterly Membership meeting will be held at 2 p.m. July 8 at Franklin County EMA. It will be preceded by a Social Media training webinar at 1 p.m.