



Region II Public Health Emergency Preparedness Coalition

To: Executive & Steering Committee Members

October 31, 2007

**From: Kerry Clark
Program Manager**

Subject: Program Manager Updates

The following is my program update which is designed to provide a brief overview of the BT program since our last meeting as well as expedite some portions of our monthly meeting:

- Personnel Update
 - We currently still have vacancies for a Media Relations Consultant and another BT Consultant. Since we are still in between grant cycles and awaiting money these positions will remain vacant until we receive the full CDC grant funds. I will be working closely with the newly appointed Personnel Sub-Committee in order to evaluate a continuing need for these positions.
- Budget Update
 - The initial 30% of this year's funding has entered into new accounts with the city. New purchase orders are now being created off of these new accounts.
 - Once all of the purchase orders off of the previous account have been closed, I will be working with Karyn Card (host agency rep) and submit a carry-forward request to the state.
- Equipment Update
 - LED flashlights are currently being distributed to all the communities. Each community will receive 5 flashlights to use on a daily basis as well as EDS operations/exercises. Each town will need to supply their own batteries.
- Deliverables Update
 - Our consultants are continuing to visit local communities and assist them with their deliverables. We will continue to work on last year's deliverable requirements and begin focusing on this year's items once available from MDPH.

- Training & Education Updates
 - Just a reminder on the upcoming conferences:
 - MAHB – 3 different dates and locations. You can check out the dates and locations at the following address:
<http://www.mahb.org/>
 - MHOA was held on Oct 24 – 26th. The overall impression from everyone was that the conference was well organized and the topics as well as the speakers were excellent.
 - All of the educational material has arrived. We will be looking for volunteers that can assist with pulling all this info/material together in order to distribute throughout the region. Our consultants will do a majority of the distribution; however, we could use assistance piecing everything together.
 - Now that we have partial funding, I am still attempting to arrange a time and location to conduct a training that will focus on local Board of Health responsibilities in a Radiological event. More information to follow.

As always, if you have any questions, comments or concerns, please feel free to contact me at anytime.

Thank you.

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