

CCPIPC

City County Pandemic Influenza Planning Committee

September 09, 2009 6 Members present:

Sam Evans - Hall County Library System
Heather Glenn - Hall County Library System
James Thomas – Hall County MIS
Paul Herriott – Hall County MIS
Cindy Mallett – Gainesville Human Resources / Risk Management
Skip Heflin – Hall Co Fire Services

Skip Heflin opened the meeting and briefly went over items discussed at the previous meeting.

We discussed attendance at the meetings being low.

- All members were asked to contact any department representatives they may know and encourage them to participate.
- Paul Herriott mentioned that William Wright with EMA has purchased a telephone bridge device that will allow us to conference call. This should help increase the ability to attend for those who cannot physically be at the meeting. This should be ready for the next meeting and information will be sent out so it can be used.

The ready.gov informational website was discussed. Our need for translation is for particular situations, such as a notice regarding flu shots, or informational and on an as needed basis. Not to translate the entire website.

- Skip Heflin & Cindy Mallett both mentioned having employees they know who could provide translation on an as needed basis. We will compile a list of the names and contact numbers so that when translation is needed one of them could be contacted directly.

Pan Flu informational pamphlets were distributed to most county employees with the last paycheck. Heather Glenn mentioned that they receive their paychecks differently and so didn't receive them.

- Sam Evans & Heather Glenn are going to get enough pamphlets for the Library system employees and distribute them with paychecks.
- If any other agency needs these for distribution, they can be ordered from the FEMA website or contact Skip Heflin (770.297.5509) to get enough for the organization.
- Cindy Mallett said that Gainesville City Gov. would need about 700 pamphlets. Skip Heflin will check and let her know, he thinks he has enough left over.

Paul Herriott mentioned that MIS has a new VPN device that will allow employees to access their computer as if they were sitting in front of it. This ability can be very helpful in the event of a pandemic, as a part of the continuity of operations plan.

- If anyone is interested, such request need to be worked out beforehand and go through the person's supervisor to MIS.

Skip Heflin discussed the continuity of operations planning phase. All representatives on this task force should be working within their own agencies to form a group to develop their COOP. These will all

become pieces of the bigger county/city plan which will become part of the state etc. A disk was passed out to assist with this planning.

- If anyone else needs a copy of the disk, contact Skip Heflin.
- All members were advised to begin forming planning groups and begin the process of putting their COOP together, if you encounter problems, let Skip Heflin know and he will help/assist or get someone who can help you.

Cindy Mallett mentioned liability for organizations regarding treating employees who may have the flu differently and handling the information in ref to HIPPA. This is something that we should all make known to our own agencies. If you are unclear how to handle something, call your Human Resources department, they are there to help.

We discussed having the gov. task force meetings less often with the holidays approaching and the COOP planning we are going to all begin. We will look to have the next meeting in December before the end of the year.

With no new business the meeting was adjourned – Capt. Heflin will contact us with our next meeting date and time.