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Membership Meeting Minutes of August 11, 2009

CALL TO ORDER

President, Shelly Hogan called the meeting to order at 1:35 PM. She welcomed everyone to our 96th meeting and asked that everyone sign-in on the Membership Roster or the Guest Register.

INTRODUCTIONS

- Shelly introduced and thanked Jim Sanchez (ADESA Inc.) for hosting our meeting.
- Jim informed the membership of emergency exits, restroom and break room locations.
- Shelly asked if there were any first time members in attendance.
- Going around the room, meeting attendees were asked to briefly introduce themselves to the group, their company, title, responsibilities and to describe their current pandemic planning status.

BUSINESS MEETING

- Shelly asked for any corrections or modifications to the minutes (located on front table in conference room) from last meeting. No changes were offered, so Shelly asked for a motion to approve the minutes.
- The motion was so moved, seconded, and approved.

SECRETARY REPORT – (Membership)

- Jim reported on current membership; there are currently 42 member companies and 1 additional pending.
- Jim reported that dues for 2009-2010 to go out this month.
 - Membership is based on a per company basis, and therefore, members should ensure to only pay once and not for each MCP member.

FINANCIAL REPORT

- Tom Chernosky reported on the current financial status:
 - Beginning Cash \$ 1785.13
 - Income \$ 450.00
 - Disbursements \$ (261.70)
 - Ending Cash Balance \$ 1973.43
- The motion was so moved, seconded, and approved.



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AUDIT REPORT

- Ed Jaques, Sherry Pelton, Phil Galoozis and Michelle Fosnot were all members of the audit committee.
- Ed submitted audit report to MCPs Board of Directors on 7/31/2009
- MCP Board Members met on 8/10/2009 to discuss the report and determine what recommendations need to be implemented.
- The Audit Committee was thanked for their assistance and released from their position.
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NOMINATING

No Report

COMMUNICATION COMMITTEE

No Report

PROGRAM COMMITTEE REPORT

- The October meeting location is being finalized. We are anticipating that it will be in a downtown location.
 - **NOTE: The October meeting will move to 3:00 PM**
- The December meeting location is tentatively set to be at Brickyard including a buffet lunch.

ANNOUNCEMENTS AND COMMUNICATIONS

- Shelly asked if there were any announcements from the members. None were received.

NEW BUSINESS

NA

UNFINISHED BUSINESS

NA



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MISCELLANEOUS BUSINESS

- Shelly asked if anyone was planning on going to DRJ.
 - **NOTE:** Being a member of MCP entitles DRJ attendees to receive a \$100.00 discount on attendee rate. Please contact Shelly for details.
 - **NOTE:** Contact MCP Member **Mike Elkin** if you are interested in attending the IBM sponsored attendee party.

BREAK / NETWORKING SESSION

At 2:15, Shelly formally closed the Business Session of Meeting. At this point, we took a break for a member networking session.

PROGRAM

Due to the timeliness and popularity of last meetings topic about Pandemic Planning, Mike Alley facilitated a Panel Q&A session focusing on Pandemic / Economic Effects on Planning.

Questions Asked and consolidated responses:

What is the level of Executive Support in Pandemic Planning?

- Most comments shared by members were that their respective companies Sr. Management has greater awareness and buy-in due to 2009 H1N1 outbreak.
- Some companies have Federal requirements and BCPs are being audited currently.
- Other groups are now starting over since WHO level is at highest level, but the mortality rate is low, so the existing plans will need to be modified / revisited.
- Various discussions surrounding policies and procedures, logistics for quarantine of critical staff. When to start, when to escalate, when to shut down.
- Some groups were using masks, but another HR issue about “forcing” employees to wear protective devices.
- Policies need to address not only individuals, but immediate family members and “extended” family members (including sick/ill family member(s), dependent family members, and pets). An example was shared where an employee would not relocate since a company policy did not address individuals’ prized show-dogs, and the employee left the company. This is an example of ensuring that BC planners need to focus on the individual.
- Brief discussing regarding cross-training of employees to ensure critical operations are covered if needed.



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- One company instituted a flex time schedule, which turned into a flex-day schedule and they now needs to revisit the policy in an emergency situation.

Do you assume that food, gas, water is “just there” or have you discussed supply chains?

- MCP members from the Hamilton County Health Department re-iterated that home emergency kits are critical in pandemics. Referenced Ready.gov for more information and guidelines for individuals and for businesses
- If your employees take care of family members at home, they will be better prepared to focus on work.

To what level have business started exercising pandemic plans?

- Various members shared their table top exercise facilitation examples.

What about vaccinations and priority list?

- There is priority list, however, the list changes. Pregnant woman, infants, healthcare workers, etc. are all prioritized. The Department of Homeland Security has a published .pdf file that specifies the priority list which can be downloaded.

What about critical infrastructure?

- A few MCP members are in the insurance industry, and they have regulatory requirements for paying insurance claims, however, their employees are not in the DHS priority list. These companies are using tabletop and exercise programs to verify that they will be able to meet their obligations regardless of being on a priority list.

How many have Crisis Management staff implemented and involved?

- Various responses from no, to yes and others have steering committees that focus and guide the crisis management teams.
- Some groups need 24/7 coverage, while others only need to go to staggered shifts.
- Some companies have tested the coverage and others agreed there is a need to test.



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How have your roles change in the last year?

Each member shared their companies' current situation. Summarized below:

11 companies have not had "significant" changes.

5 companies have ramped up or even added business/started new

2 companies have increased responsibilities

2 companies had a decrease of staff

How many have instituted travel restriction policies due to H1N1 (Spring 2009)

- Various members shared their companies policies

Have you sent employees information regarding personal hygiene issues?

- Various members shared their companies policies

What about masks?

- Attendees re-iterated that the right mask needs to be used
- Others tried to conduct mock social distancing meetings with correct masks, however, they found that conducting a meeting with a mask was difficult and lasted only a ½ hour before employees discarded masks. The lesson for this company was to continue with social distancing meetings, but to use proper masks for transporting sick employees.

At this point, the Q&A session ended.

Shelly thanked Mike for his facilitation. Shelly asked everyone to fill out and submit their evaluation forms.

MCP BOARD MEMBERS

- President, Shelly Hogan
- Vice President, Mike Alley
- Secretary, Jim Sanchez
- Treasurer, Tom Chernosky