



# KCER Meeting Minutes

## ATTENDEES

|                       |                          |                          |                          |
|-----------------------|--------------------------|--------------------------|--------------------------|
| <i>Lawrence Park</i>  | <i>Danilo Concepcion</i> | <i>June Chronic Huhn</i> | <i>Margaux Pierre</i>    |
| <i>Sue Rottura</i>    | <i>Gail Frederick</i>    | <i>Katrina Dinkel</i>    | <i>Renee Bova-Collis</i> |
| <i>Condict Martak</i> | <i>Jim Curtis</i>        | <i>Linda Duval</i>       | <i>Sue Caponi</i>        |

## KCER MEETING MINUTES

|                      |                           |                            |
|----------------------|---------------------------|----------------------------|
| <b>Date:</b> 6/28/07 | <b>Time:</b> 11:00 AM EST | <b>Location:</b> Conf Call |
|----------------------|---------------------------|----------------------------|

**Next meeting:** 8/27/07 – 11:00 – 3:00 PM EST – Baltimore MD – Face to Face Meeting

| TOPIC                                | DISCUSSION  | PLAN OF ACTION   | RESPONSIBLE   | DUE     |
|--------------------------------------|---|--|---|---------|
| Review of last month's action items. | 1. Update roster and contact information.   | Sue Rottura sent out an e-mail dated 7/2/07 asking to provide contact info and 1-2 line description of responsibilities. If no response by 7/20/07, then individual will be removed from roster. | Everyone  | 7/20/07 |
|                                      | 2. Distribution of the forms and templates in support of the emergency disaster preparedness. | Sue Rottura sent out the forms and templates on 7/2/07.  | Everyone to comment by 8/20/07                        | 8/20/07 |
|                                      | 3. Review of the Emergency Preparedness Manual for Dialysis Facilities.                       | Jim Curtis will send further revisions.  | Everyone to provide comments to Jim Curtis by 8/20/07 | 8/20/07 |
|                                      | 4. At face to face meeting on 8/27 in Baltimore, will review                                  | At 8/27 meeting need   | Everyone  | 8/27/07 |

|  |  |  |                       |         |
|--|--|--|-----------------------|---------|
|  | final version of Emergency Preparedness Manual with all revisions incorporated.  | consensus on 1 final document deliverable                |                       |         |
|  | 5. Discussion of all resources/documents specific to this group placed on <a href="http://www.KCERcoalition.com">www.KCERcoalition.com</a> ; link is “facility operations” | To reference any update site with any relevant documents | Everyone              | 8/2707  |
|  | 6. To consult with Patient Assistance Committee to determine if they are developing a generic patient specific emergency data sheet.                                       | To consider development of a generic one.                | Jim Curtis will check | Ongoing |