

Introduction to the Public Health Emergency Preparedness (PHEP) Contract

Our goal: “Preparing our public health systems to respond to and recover from emergencies”



MISSOURI DEPARTMENT OF
**HEALTH &
SENIOR SERVICES**

Domains and Capability Leads

PHEP Capability Leads (2025-2026)				
Domain	Capability	Lead	Email	Phone
Domain #1 Community Resilience	CAP 1 Community Preparedness	Jessica Sexton, Lead – SEMA Marcia Davis, DHSS	Jessica.Sexton@sema.dps.mo.gov Marcia.Davis@health.mo.gov	573-526-9377 573-526-8560
	CAP 2 Community Recovery	Mark Pethan, Lead - SEMA Jeremy Wilson, - DHSS	Mark.Pethan@sema.dps.mo.gov Jeremy.Wilson@health.mo.gov	573-526-3644 573-522-6131
Domain #2 Incident Management	CAP 3 Emergency Operations Coordination	Anna Long, Lead - DHSS Marcia Davis, DSDS	Anna.Long@health.mo.gov Marcia.Davis@health.mo.gov	573-526-3784 573-526-8560
Domain #3 Information Management	CAP 4 Emergency Public Information and Warning	Caty Luebert, Lead - SEMA	Caty.Luebert@sema.dps.mo.gov	573-751-6294 573-508-8325
	CAP 6 Information Sharing	Susan Dulle, Lead - DHSS	Susan.Dulle@health.mo.gov	573-526-4276
Domain #4 Countermeasures and Mitigation	CAP 8 Medical Countermeasure Dispensing	Emily Carpenter, Lead - SEMA	emily.carpenter@sema.dps.mo.gov	573-526-4231
	CAP 9 Medical Materiel Management and Distribution	Emily Carpenter, Lead - SEMA	emily.carpenter@sema.dps.mo.gov	573-526-4231
	CAP 11 Non-Pharmaceutical Interventions	Sarah Hanson, Lead - DHSS	Sarah.Hanson@health.mo.gov	314-877-0598
	CAP 14 Responder Safety and Health	Tyler Bax, Co-Lead - DHSS Jeremy Wilson, Co-Lead - DHSS	Tyler.Bax@health.mo.gov Jeremy.Wilson@health.mo.gov	573-526-6647 573-522-6131
Domain #5 Surge Management	CAP 5 Fatality Management	Jessica Sexton, Lead – SEMA	Jessica.Sexton@sema.dps.mo.gov	573-526-9377
	CAP 7 Mass Care	Emily Schepker, Lead - SEMA	Emily.Schepker@sema.dps.mo.gov	573-522-4306
	CAP 10 Medical Surge	Molly Hayes, Lead - DHSS	Molly.Hayes@health.mo.gov	573-526-2733 573-526-9765
	CAP 15 Volunteer Management	Steven Tatlow, Lead - SEMA	Steven.Tatlow@sema.dps.mo.gov	573-522-8637
Domain #6 Surveillance	CAP 12 Public Health Laboratory Testing	Abigail Vivas, Lead - DHSS	Abigail.Vivas@health.mo.gov	573-751-1090
	CAP 13 Public Health Surveillance and Epidemiological Investigation	Nathan Koffarnus, Co-Lead – DHSS John Bos, Co-Lead - DHSS	Nathan.Koffarnus@health.mo.gov John.Bos@health.mo.gov	417-829-0329 417-895-6945

Capability Overview



- The 15 capability standards outlined in the LPHA Work Plans are designed to support you as you prepare for, respond to, and recover from public health threats and emergencies.
- The PHEP Contract requires that each LPHA complete at least **one activity/output** for each of the 14 capabilities during the five-year grant cycle. (Capability 12 is completed by the State Public Health Laboratory, therefore LPHAs do not need to complete Capability 12.) Ideally, this can be accomplished by completing **one activity/output for a minimum of three** of the 14 capabilities each year.
- In each of the capability worksheet tabs there are prewritten activities/outputs developed by our Capability Leads. You are not required to use these pre-written activities/outputs; you can develop your own. If you have questions about the pre-written activities/outputs, feel free to contact the relevant Capability Lead.

PHEP LPHA WORK PLAN REPORT
JULY 1, 2025 – JUNE 30, 2026

- The work plan is a tool designed in an excel spreadsheet to help you
 - Determine what activities and outputs you want to address in the current budget period
 - Allow capability leads to provide reviewer comments and/or feedback
 - Provide Mid-Year and End-of-Year Reports to PHEP Program
 - Newly Added PHEP and CRI Scope of Work Tabs to help you manage contract deliverables

Knowledge is Power ... use your Resources!!!



- Reach out to the DHSS PHEP Program – email Preparedness@health.mo.gov
- READ your contract. It will outline **all** requirements necessary for fulfillment
- Attend LPHA Planners Meeting
- Reach out to other planners
- DHSS LPHA Resources: [Office of Emergency Coordination | Center for Local Public Health Services](#)
- Missouri PHEP Resources and Templates: <https://clphs.health.mo.gov/lphs/oec.php>
- LPHA Hub
- NACCHO Toolbox: <https://www.naccho.org/membership/become-a-member>
- CDC PHEP website: <https://www.cdc.gov/cpr/readiness/phep.htm>
- CDC Grants Page: <https://www.cdc.gov/grants/index.html>

Grant Timelines

Description	Complete/ Submit By Date •	Date Completed
Grant year begins July 1		
Previous grant year End of Year Work Plans and any work plan related reports due	June 30	
Previous grant year Final PHEP/CRI invoices due	July 15	
Monthly Invoice and Invoice Tool submission	Monthly – 15 th	
Budget, Work Plan and Concurrence Letter for upcoming grant year (emailed within 7 days of NOFO release)		
Current Mid-Year Work Plans and any work plan related reports due	January 15	
End of Year Inventory List due Must submit form even if no inventory to report	June 30	
End of Year Subrecipient Annual Financial Report due (incorporated in contract)	June 30	
End of Year Tangible Personal Property Report due Must submit form even if no personal property to report	June 30	
End of Year Work Plans and any work plan related reports due	June 30	

Questions? Comments. Concerns.
Reach out to our team or email preparedness@health.mo.gov
We are happy to help!!!!

Rikae Melzer
PHEP Coordinator
Email: rikae.melzer@health.mo.gov
Office: 573.751.6190
Cell: 573.645.7367

Emily Hoke
PHEP Planner
Email: Emily.Hoke@health.mo.gov
Office: 573.751.8262
Cell: 573.291.2395

Annette Lopes
Contractual and Fiscal – PHEP
Email: annette.lopes@health.mo.gov
Work Phone: 573.522.5008



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THANK YOU!