

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Virtual, 10 June 2020, 0900-1030

NCW HERC Board Members		<i>Clinics</i>		NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>		Molly O'Malley		Mary Fay-Shields-Red Cross
X	Jim Monarski		Suzi Okey		Teresa Erler- WEM
X	Josh Englund		<i>CMS</i>		Ingrid Gowdy-O'Leary & Anick
	<i>EMS</i>	X	Mike Roberts		
X	Delmond Horn	X	Cindy Keitel		
X	Jared Thompson		<i>Tribal</i>		
	<i>Emergency Management</i>		<b>vacant</b>		
X	Phil Rentmeester	<b>NCW HERC/NCRTAC Staff</b>			
X	September Murphy	X	Robbie Deede		
	<i>Public Health</i>	X	Michael Fraley		
X	Joan Theurer	X	Dr. Tim Vayder		
X	Sue Kunferman		Travis Nixdorf		
	<i>Trauma</i>	X	Ty Zastava		
X	Jason Keffeler				
X	Dr. Michael Clark				

**Location: Virtual**

**Call in Number- +1 (669) 224-3412 Pass code- 141-054-461**

Go to Meeting Link: <https://global.gotomeeting.com/join/141054461>

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Agenda Item	Talking Points	Action Steps
<b>1. Attendance and Quorum Determination</b>	Introductions & Opening Thought	<b>Quorum verified: Yes</b>
<b>2. Call to Order</b>	Meeting called to order @ 9:01	
<b>3. Approval of Minutes of Previous Meeting</b>	Discussion: None <b>Motion to approve previous meeting minutes</b> 1 <sup>st</sup> : Sue Kunferman 2 <sup>nd</sup> : Jason Keffler <b>Motion result: Carried</b>	
<b>4. Agenda Review and Additions</b>	Discussion: None <b>Motion to approve current agenda</b> 1 <sup>st</sup> : Joan Theurer 2 <sup>nd</sup> : Sue Kunferman <b>Motion result: Carried</b>	
<b>5. FA Report:</b>	<ul style="list-style-type: none"> <li>Budget review and update</li> </ul>	

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<p><b>Anick Budget Review</b></p>	<ul style="list-style-type: none"> <li>• Review April FA Report and email from Dana</li> <li>• HERC Coordinator Subcontract</li> <li>• One Drive Access</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Ebola funding has been spent – mass fatality storage in Marathon County</li> <li>• Have surpassed the minimum spending for the carry forward dollars – about \$92,000 remains in carry forward</li> <li>• Do we keep additional Microsoft Office One Drive accounts for redundancy?             <ul style="list-style-type: none"> <li>○ Group consensus is that fee is small and worth the price to assure redundancy and for checks and balances</li> </ul> </li> <li>• Will be receiving an additional \$75,000 for COVID response</li> <li>• HERC Coordinator subcontract:             <ul style="list-style-type: none"> <li>○ Established deliverables were well on their way to completion prior to COVID</li> <li>○ Additional deliverables have been identified and carried out for the COVID response</li> <li>○ With the additional workload and hours, Robbie has requested a \$5,000 stipend to account for additional deliverables</li> <li>○ Will continue to move forward the NCW Closed POD MOUs</li> <li>○ Robbie will clearly identify how the additional hours were used in case of an audit – provide a monthly summary</li> <li>○ Re-evaluate in 2020-21 Subcontract</li> </ul> </li> </ul> <p><b>Motion to approve the amended budget, amended HERC Coordinator Subcontract and April FA Report.</b>          1<sup>st</sup>: Joan Theurer 2<sup>nd</sup>: Sue Kunferman  <b>Motion Result:</b> Carried</p>	<p>HERC Coordinator to work with the Chair to repair Office account issues.</p> <p>HERC Coordinator will finalize approved revisions to HERC Coordinator Subcontract and provide HERC Chair to sign.          HERC Coordinator will develop 20-21 HERC Coordinator Subcontract for board review.</p> <p>HERC Coordinator to develop a update on Closed POD MOUs.</p>
<p><b>6. NCW HERC 2019-2020 Work Plan</b></p>	<p>Review          Discussion:</p> <ul style="list-style-type: none"> <li>• Everything that’s spent in budget must be linked to work plan</li> </ul>	<p>HERC Coordinator will assure revised budget expenditures is aligned with final work plan prior to submission.</p>

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	<ul style="list-style-type: none"> <li>• Robbie is keeping everything current</li> <li>• WISCOM work has halted a bit during pandemic; Travis has been doing virtual drills and is looking to do site visits in near future; plan to update Travis's contract for 20-21</li> </ul>	HERC Coordinator to investigate add prorating contract should work be interrupted again.
<b>7. NCW HERC Board 2020-2021</b>	<p>Accept Identified board representatives</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• New board members, Cindy Keitel and Mike Roberts, introduced themselves</li> </ul> <p><b>Motion to accept 2020-2021 board members</b>          1<sup>st</sup>: Josh Englund 2<sup>nd</sup>: Delmond Horn  <b>Motion Result:</b> Carried</p>	HERC Coordinator to update information for board members.
<b>8. HERC Coordinator Report</b>	<p>On hold</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Working to get back to this and to delineate COVID activities</li> <li>• HERC coordinators are being asked to coordinate future testing; more to come</li> </ul>	HERC Coordinator to move back to monthly reports summarizing activities, COVID, programmatic and subcontract.
<b>9. HERC Staff and Advisory Group Meeting</b>	<p>Discussion:</p> <ul style="list-style-type: none"> <li>• Held two virtual meetings</li> <li>• Trying to get back up to speed prior to COVID</li> <li>• Primary discussions circled around budget and deliverables amended related to the COVID response.</li> </ul>	<p>This will remain a monthly standing agenda item</p> <p><b>Events:</b>          Hodag/ Lifest: July 9-12 canceled          Rock Fest / Rock USA: July 16-18 canceled          EAA: July 20-26 canceled          Farm Tech Days: July 21-23 postponed  <b>DNC still on Full Scale Aug 17-20</b>          DARES- Postponed to 2021</p>
<b>10. Critical Documents, Projects &amp; Updates</b>	<p><b>COVID AAR Development</b></p> <ul style="list-style-type: none"> <li>• Sector review meetings are being scheduled</li> <li>• AAR draft will be sent out end of June for open review</li> </ul> <p><b>Ped Surge Annex</b></p> <ul style="list-style-type: none"> <li>• Draft submit to CAT Tool</li> <li>• Get out to board</li> </ul> <p><b>Surge Estimator Tool</b></p> <ul style="list-style-type: none"> <li>• Due June 30, 2020</li> </ul>	<p>HERC Coordinator and Ty to collaborate to develop sector review meetings</p> <p>HERC Coordinator to organize HERC executive meeting for the week of June 22</p> <p>HERC Coordinator to send out Ped Annex to Board for review</p> <p>HERC Coordinator to finalized and submit the estimator tool by June 30, 2020</p>

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	<p><b>CAT Reporting &amp; Capability Review</b></p> <ul style="list-style-type: none"> <li>• Due Sept 30<sup>th</sup>, 2020</li> </ul> <p><b>Redundant Comms Drill Test #2</b></p> <ul style="list-style-type: none"> <li>• Due Sept 30<sup>th</sup>, 2020</li> </ul> <p><b>Incorporation</b></p> <ul style="list-style-type: none"> <li>• Budgeted for 2020-21</li> </ul> <p><b>Website</b></p> <ul style="list-style-type: none"> <li>• Budgeted for 2020-21</li> <li>• Looking to work with Go Daddy, which will be about one-fourth of the cost</li> </ul> <p><b>HVA</b></p> <ul style="list-style-type: none"> <li>• Approved Feb 2020</li> <li>• Needs to be posted to the PCA Portal</li> <li>• Transition to the RISC Model in 2020-21</li> </ul> <p><b>Preparedness &amp; Response Plan</b></p> <ul style="list-style-type: none"> <li>• Approved Jan &amp; Feb 2020</li> <li>• Need to be finalized and posted</li> </ul> <p><b>Recovery Plan</b></p> <ul style="list-style-type: none"> <li>• Plan developed by Gray Horse, adoption on hold</li> </ul> <p><b>FAC Plan</b></p> <ul style="list-style-type: none"> <li>• Amendments adopted Feb 2020</li> </ul> <p><b>Pharm Supply MOU</b></p> <ul style="list-style-type: none"> <li>• On hold</li> </ul> <p><b>Closed POD MOUs</b></p> <ul style="list-style-type: none"> <li>• Through all three primary healthcare system legal</li> <li>• Need to update and review where we are at as a region currently</li> </ul> <p><b>Tribal MOUs</b></p> <ul style="list-style-type: none"> <li>• All three tribes have working MOUs with counties they reside in</li> </ul> <p><b>HERC Logo</b></p> <ul style="list-style-type: none"> <li>• On hold</li> </ul> <p><b>HERC Inventory Documentation</b></p> <ul style="list-style-type: none"> <li>• On hold</li> </ul> <p><b>Tribal Representation</b></p>	<p>HERC Coordinator to review the capabilities and develop possible update suggestions for the board</p> <p>HERC Coordinator to update the Communications in the CAT Tool        Incorporation to be added to 2020-2021 Workplan and Budget        Website to be added into the 2020-2021 Workplan and budget</p> <p>HERC Coordinator to the Regional HVA to the PCA Portal</p> <p>HERC Coordinator to finalize the approved Preparedness and Response Plan</p> <p>HERC Coordinator to develop an update to the current status to of PODs in the region</p>
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	<ul style="list-style-type: none"> <li>• On hold</li> </ul> <p><b>Regional Morgue</b></p> <ul style="list-style-type: none"> <li>• Up and running. Completed.</li> </ul> <p><b>HERC Planner</b></p> <ul style="list-style-type: none"> <li>• Contract needs to be developed</li> </ul>	HERC Planner contract to be developed for July Meeting
<b>11. Exercises</b>	<p><b>COIN: Access and Functional Needs</b></p> <ul style="list-style-type: none"> <li>• Conducted Jan 28<sup>th</sup>. Taylor County Feb 19. Final report received.</li> </ul> <p><b>Coalition Surge Test</b></p> <ul style="list-style-type: none"> <li>• Postponed</li> </ul> <p><b>POD Exercise</b></p> <ul style="list-style-type: none"> <li>• April 22 completed.</li> <li>• Next steps; need to begin planning for large scale vaccination</li> </ul> <p><b>Family Assistance Center</b></p> <ul style="list-style-type: none"> <li>• Postponed</li> </ul>	HERC Coordinator to get an updated invoice from HSS for work completed in preparation for exercises that were postponed
<b>12. Training</b>	<p><b>HICS</b></p> <ul style="list-style-type: none"> <li>• Completed</li> </ul> <p><b>HERT</b></p> <ul style="list-style-type: none"> <li>• Postponed</li> <li>• May be up and running beginning of August</li> </ul> <p><b>Psych First Aid</b></p> <ul style="list-style-type: none"> <li>• Postponed</li> <li>• Looking into something virtual</li> </ul> <p><b>CISM</b></p> <ul style="list-style-type: none"> <li>• Postponed</li> </ul> <p><b>Future Training Discussions</b></p> <ul style="list-style-type: none"> <li>• There is a need to continue training, regardless of COVID, looking at more virtual opportunities</li> <li>• Certifications require continuing education credits</li> </ul>	HERC Coordinator to review and present the HERC Training and Exercise Plan at the July Meeting
<b>13. Interoperable Communications Systems</b>	<p><b>EMResource Update</b></p> <ul style="list-style-type: none"> <li>• EEs</li> <li>• MCI Drilling – will recommence today</li> <li>• Will not be drilling regionally at this time</li> </ul> <p><b>WISCOM Update</b></p>	HERC Coordinator to help get MMC-Minocqua up and running in EMResource HERC Coordinator to work with WISCOM SME to get the temp radio in place WISCOM SME Contract to be updated and presented to the Board at the July meeting

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	<ul style="list-style-type: none"> <li>• MMC-Minocqua needs a radio. We can deploy the portable radio</li> <li>• Travis is interested in staying on. A new contract needs to be developed.</li> <li>• OPEHC has purchased radios that will be able to replace some obsolete radios</li> </ul>	
<p><b>14. Sector Reports</b></p>	<p><b>Top priorities.</b></p> <p><b>Hospitals</b></p> <ul style="list-style-type: none"> <li>• Flambeau - Reviewing new PPE guidelines, working towards getting back to normal</li> <li>• Ascension North – Working to reintroduce services to 75%</li> <li>• Impact of social media – urgent cares in Stevens Point were overwhelmed for testing due to Stevens Point outbreak</li> </ul> <p><b>Emergency Management</b></p> <ul style="list-style-type: none"> <li>• Lincoln County - looking at long term COVID and how to get back to daily operations</li> <li>• Marathon County – working with law enforcement on civil unrest; UV toaster in Marathon Co. will be operational today; received a 50-gallon drum of hand sanitizer, used a HERC tent for COVID testing – worked very well</li> </ul> <p><b>Public Health</b></p> <ul style="list-style-type: none"> <li>• Wood County – working on hiring contact tracers – need them desperately; trying to manage positives, as they continue to increase; looking at community testing staffing coordinator</li> <li>• Marathon County – with state testing goals, hiring 10 additional contact tracers – probably will need to hire even more people; last week averaged 2 positives a day; continue to work with community and looking at community testing coordinator position; working on draft county ordinance for enforcement powers if needed; continue to follow up on outbreaks; continue to review county data and can now post some pieces – looking at how to share burden of disease, not just hospitalizations and deaths</li> </ul> <p><b>EMS/RTAC/Trauma- No Update</b></p> <p><b>CMS</b></p>	

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	<ul style="list-style-type: none"> <li>• Looking to utilize waivers to best of their advantage.</li> <li>• Looking at negative outcomes of residents not having visitors</li> </ul> <p><b>Clinics-</b> No Update</p>	
<b>15. Regional Resource Requests/Needs</b>	<p>Pink Vest Project          SNF negative pressure resources          Rapid Tagging Volunteer System          CISM Training</p>	
<b>16. Tabled Items for Future Discussions</b>	<p>Tabled to 2020-2021: MRC, ESarVP          Monthly Newsletter          2020-2021 Budget Review</p>	
<b>17. Next Meetings</b>	<p>July 8<sup>th</sup>, Aug 12<sup>th</sup>, Sept 9<sup>th</sup>          Discussed when will we be moving back to an in-person format.</p>	
<b>18. Adjourn</b>	<p><b>Motion to adjourn.</b>          1<sup>st</sup>: Joshua Englund 2<sup>nd</sup>: Mike Roberts  <b>Motion result:</b> Carried</p>	