

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Virtual, 14 April 2021, 0900-1200

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

First GoToMeeting? Try a test session: <https://global.gotomeeting.com/install/141054461>

Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum	Introductions	Quorum verified: Yes
2. Call to Order	Meeting called to order @ 9:03	
3. Approval of Minutes of Previous Meeting	Discussion: Independent review of minutes Motion to approve previous meeting minutes. 1st: Sue Kunferman 2nd: Cindy Keitel Motion result: Carried	
4. Agenda Review and Additions	Discussion: Reviewed agenda items Motion to approve current agenda. 1st: Joan Theurer 2nd: Joshua Englund Motion result: Carried	
5. Budget Review/FA Report:	Discussion on close out of Fiscal Agent Services with Cindy Anick <ul style="list-style-type: none"> Dissolution of Helping Hands 	<ul style="list-style-type: none"> Talk to Kevin O'Leary; determine next steps with Helping Hands

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<p>O’Leary</p>	<ul style="list-style-type: none"> ○ Jack and Linda Anick report: <ul style="list-style-type: none"> ▪ State would like closeout before June 30 ▪ Audit needs to be done by Aug. 31 at the request of DHS ▪ Generally, need 30-60 days to finalize submission to the state (Aug. 31); given timeline should allow for this ▪ Closeout fee is charged to conduct the audit; because audit is occurring in a new fiscal year, it’s a proactive fee that would normally be charged with next fiscal year if contract were continued (State required audit to be paid out of the following year) ▪ If time needed to close out is less, close-out fee will be lower, they provided a high estimate ○ Helping Hands and NCW HERC board respectively agree to disagree ○ Board asked Helping Hands to summarize in writing the arrangements that were made for conducting an audit from the previous year in a new fiscal year and how that reimbursement was done ○ Ingrid recommends Board talk to Kevin O’Leary ○ Board will need to have further discussion regarding next steps ○ Future contracts need to clearly state how audits will be paid (needs to be done by outside agency from accounting firm) ● February expenditures <ul style="list-style-type: none"> ○ Many outstanding expenditures expected to be closed in March and April ○ Requested March expenditures from Ingrid ● Carryover <ul style="list-style-type: none"> ○ In the clear for no-cost extension for remainder of funds (~\$150,000) ○ COVID funding will receive a no cost extension as well 	<ul style="list-style-type: none"> ● Confirm and sign Ty’s next quarter contract
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	<ul style="list-style-type: none"> ○ Extension takes us to June 30, 2022 ● Budget <ul style="list-style-type: none"> ○ Quickly reviewed/discussed ● Work Plan <ul style="list-style-type: none"> ○ Well on our way to complete deliverables ○ Need to finalize: <ul style="list-style-type: none"> ▪ Utilization of DocuSign ▪ Update member/partner database ▪ CAT tool ▪ Finalize bylaws ▪ Develop ICS presentations for hospitals, public health and nursing homes ▪ Finalize incorporation <p>March Financials – need to get from Ingrid NCW HERC Fiscal Agent for NCRAC – still in consideration Ty's 4th quarter projects</p> <ul style="list-style-type: none"> ● Board approved contract as shared <p>Motion to approve February financials. 1st: Sue Kunferman 2nd: Josh Englund Motion result: Carried</p>	
<p>6. Incorporation Update</p>	<ul style="list-style-type: none"> ● Insurance <ul style="list-style-type: none"> ○ Quote paperwork has been submitted ○ Deductible scale – other HERCs have chosen varied costs/limits ○ Some agencies have minimum thresholds that need to be met in order to contract with HERC ○ Robbie requested quotes for varied deductible costs/payout limits ○ Board needs clarification on which standard each member's license will be held to – need to assure coverage is comprehensive ● Accountant 	<ul style="list-style-type: none"> ● Look further into accountant payment – flat fee or billed by service rendered ● Approve bylaws by May meeting

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	<ul style="list-style-type: none">○ RFA's requested from Northland, O'Leary and another local firm● Associated Bank Account<ul style="list-style-type: none">○ In process, form completed, and needs to be submitted○ HERC is unique – need clear policy on authorized users on account as HERC positions change○ May want to implement a safety net – requiring two signatures needed for outgoing checks○ Can we pay a flat fee for accounting services, or will we get charged for every check signed (increment of 15 minutes)?<ul style="list-style-type: none">▪ For quotes requested, it will be billed by services rendered (in 15-minute increments)▪ Will look further into this▪ If we move into Board writing/signing checks need to require two people signing off on each check● DUNS<ul style="list-style-type: none">○ Need to work on this● W9<ul style="list-style-type: none">○ Working on● New Supplier Form<ul style="list-style-type: none">○ Needs to be completed● Affirmative Action<ul style="list-style-type: none">○ Need to complete● Civil Rights<ul style="list-style-type: none">○ Need to complete● Policies<ul style="list-style-type: none">○ Need to establish policies	
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	<ul style="list-style-type: none"> • Current address being used for all paperwork is going through Anick and O’Leary • Branding? <ul style="list-style-type: none"> ○ Will circle back on branding color schemes, font, logo, etc. 	
<p>7. Bylaws</p>	<p>Discussion</p> <ul style="list-style-type: none"> • Waiting to hear back from Stacy to share info with Jeff at state • Waiting to approve bylaws since last August; need to finalize and approve for May meeting • Do we have any interest in adding a Treasurer position? <ul style="list-style-type: none"> ○ Currently, Treasurer position is identified as fiscal agent 	
<p>8. 2021 Projects Update</p>	<ul style="list-style-type: none"> • RISC <ul style="list-style-type: none"> ○ Out for review ○ Approve in May • Response Plan <ul style="list-style-type: none"> ○ Out for review ○ Approve in May • Exercises <ul style="list-style-type: none"> ○ Will be held with Trauma Conference ○ Burn surge, MCI and pediatric MCI will be exercised ○ Evaluators – Robbie, Dr. Vayder, and Phil will evaluate • DocuSign <ul style="list-style-type: none"> ○ Need to begin to utilize – do not need everyone’s signature on all plans • HERC has ABLS training funds to offer to partners – can be virtual and in-person seats <ul style="list-style-type: none"> ○ Awareness and understanding of burn surge is critical ○ Prefer online version – physicians and nurses ○ EMS basics to burn care would be great – hour long presentation would be good ○ Telemedicine for burn care education would be helpful as well • Most current Burn Surge Plan has been shared with all hospitals; need to establish a common ground of 	

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	communication around hospital level 1's and 2's and how quickly burn surge could spill into levels 3's and 4's	
9. Board Positions	<p>Discussion</p> <ul style="list-style-type: none"> • Intend to identify partners by May and vote and approve by June • Need to emphasis criticality of meeting attendance • Other HERCs have different meeting models – something to consider <ul style="list-style-type: none"> ○ Breakdown of CMS groups for meetings may be more beneficial for those partners 	
10. HERC Staff and Advisory Group Meeting	<p>Recap</p> <ul style="list-style-type: none"> • Discussed legal definitions • Re-integration of in-person mtgs. - state asks we wait until fall for in-person meetings • Discussed burn surge • Need clarification/re-evaluation on HERC roles 	
11. COVID Response	<ul style="list-style-type: none"> • Surge <ul style="list-style-type: none"> ○ Went from 23 to 48 daily case average ○ Hospitalizations are at 16 inpatients/day ○ Continue to see low mortality rate (<1 death/day) ○ Seeing many asymptomatic people carrying virus ○ Seeing reduced mask wearing ○ State expanded variant breakdown on their website • Testing <ul style="list-style-type: none"> ○ Doing some additional typing for variants for some positive cases ○ Is there a way we can increase variant testing in our region? Outreach to regional labs is needed • Vaccine <ul style="list-style-type: none"> ○ J & J vaccine pause <ul style="list-style-type: none"> ▪ Allows time to better identify if there are any other people affected ▪ Determine treatment 	<ul style="list-style-type: none"> • Outreach to regional labs to increase variant testing – can they test for variants or can only State lab?

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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Acceptance of vaccine will be challenging if vaccine administration resumes/ may affect acceptance of vaccination for all vaccines ○ Workgroup in Marathon, Portage and Wood is looking at improving vaccine messaging – will share outcomes • AAR <ul style="list-style-type: none"> ○ Should Executive Committee give final approval before document is considered complete ○ At conclusion of response, and AAR is deemed complete, Exec Committee approval is important ○ Once complete create a short Executive Summary (page per section focusing on next steps) 	
<p>12. Updates</p>	<ul style="list-style-type: none"> • HERC Coordinator <ul style="list-style-type: none"> ○ Incorporation planning ○ COVID response • Planning <ul style="list-style-type: none"> ○ Continue AAR finalization, working on ICS training PPs, beginning to update CMS partner database • Logistics <ul style="list-style-type: none"> ○ Ultra-cold freezers – no breaks on freezers, could get a different version of one freezer with only 6 mo. warranty, and then still wait for other freezer originally ordered <ul style="list-style-type: none"> ▪ Marshfield Clinic system did say they could probably still utilize an ultra-cold freezer for lab needs (not in Minocqua site though), Aspirus Medford did not have a need for one ▪ Check was cut for \$12,346. ○ Would HERC like to order some additional portable coolers that run off of AC power or vehicle power? <ul style="list-style-type: none"> ▪ Can be refrigerated or freezer temps ▪ 2 smaller units may be more beneficial than 1 larger unit 	<ul style="list-style-type: none"> • Request ultra-cold freezer refund • Order two portable coolers

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	<p>Motion to move forward for full refund for ultra-cold freezers. 1st: Josh Englund 2nd: Sue Kunferman Motion result: Carried</p> <p>Motion to move forward to purchase 2 portable cooler/freezers with portion of refund from canceling ultra-cold freezers. 1st: Dr. Clark 2nd: Joshua Englund Motion result: Carried</p>	
<p>13. Interoperable Communications Systems</p>	<p>EMResource Update</p> <ul style="list-style-type: none"> • SNFs – working on adding them to the system • EICS – working on system, may be a slower rollout • EMTrack – moving towards operationalization; would be helpful to utilize this system as part of daily practice <p>WISCOM Update</p> <ul style="list-style-type: none"> • Drills going well 	
<p>14. Sector Reports/ Top Priorities</p>	<p>Big Updates</p> <ul style="list-style-type: none"> • Hospitals <ul style="list-style-type: none"> ○ Minocqua has tabletop exercise next Monday; may be a drill included • Trauma/ <ul style="list-style-type: none"> ○ Portage Co. is holding an Active Shooter training in May ○ Central WI airport is having exercise end of May – plane crash and active shooter ○ Cases continue to be high – busiest year in awhile ○ Trauma conference planning is going well – over 200 registrations so far ○ Program grants available – check RTAC webpage ○ Trauma Registry Manager has started ○ State Trauma Program Manager should be announced soon • EMS <ul style="list-style-type: none"> ○ EMS Section Chief starts this week or next • CMS 	

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	<ul style="list-style-type: none"> ○ Very busy; beginning to get back to “normal” healthcare patients (not so many COVID patients) ● Public Health <ul style="list-style-type: none"> ○ Seeing an increase in cases in region ○ Marathon Co. and Wood Co. have tripled cases in last 3 weeks ● Emergency Management <ul style="list-style-type: none"> ○ Severe weather and tornado awareness week – Thursday is statewide drill ○ Telecommunicator appreciate week ○ Regional HazMat exercise on April 27 	
15. Regional Resource Requests/Needs	None	
16. Tabled Items for Future Discussions	<ul style="list-style-type: none"> ● Assure all populations have access to the vaccine ● Need more scrutinized GIS mapping of vaccinated populations 	
17. Next Meetings	Date: May 12th Location: Virtual	
18. Adjourn	Motion to adjourn. 1st: Sue Kunferman 2nd: September Murphy Motion result: Carried	