

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Virtual, 09 December 2020, 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
	Jim Monarski		Suzi Okey		Teresa Erler- WEM
x	Josh Englund		<i>CMS</i>	x	Ingrid Gowdy-O'Leary & Anick
	<i>EMS</i>	x	Mike Roberts		Audrey Evans
x	Delmond Horn	x	Cindy Keitel		Jess Ford-Kelly
	Jared Thompson		<i>Tribal</i>		
	<i>Emergency Management</i>		vacant		
x	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		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
1. Attendance and Quorum	Introductions	Quorum verified: yes
2. Call to Order	Meeting called to order @ 9:04	
3. Approval of Minutes of Previous Meeting	Discussion: Independent review of minutes Motion to approve previous meeting minutes 1st: Jason Keffeler 2nd: Joshua Englund Motion result: Carried	
4. Agenda Review and Additions	Discussion: Reviewed agenda items Motion to approve current agenda 1st: Joshua Englund 2nd: Sue Kunferman Motion result: Carried	
5. Budget Review/FA Report:	Discussion Review budget amendments & October	<ul style="list-style-type: none"> Review allocations in January

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<p>O’Leary</p>	<ul style="list-style-type: none"> • Shifted some funding to where state wanted it placed • Clarification relating to Ty and Travis’s contracts • Carry over funds were more clearly identified • Dropped lodging to \$82/night • Removed “TBD” and identified items more clearly • May want to look at review items and reallocate some in January, as we will be under budget for travel • No questions by the board <p>Motion to approve October report 1st: Jason Keffeler 2nd: Sue Kunferman Motion result: Carried</p>	
<p>6. BP1 Outstanding</p>	<p>Ped Surge Plan</p> <ul style="list-style-type: none"> • Still awaiting contact from Minnesota healthcare coordinator for contact numbers for the five facilities there • Marshfield Clinic provided some updated numbers, and HERC Coordinator should now be able to finalize plan and post 	<ul style="list-style-type: none"> • HERC Coordinator to finalize and post plan
<p>7. BP2 Update</p>	<ul style="list-style-type: none"> • Checklist • Burn Surge Annex <ul style="list-style-type: none"> ○ Workgroup meeting 12.14.20 @ 1100 ○ Building off of ASPR plan • RFPs out for burn surge and ped surge exercises <ul style="list-style-type: none"> ○ JSI, HSS, Facente, TEEX, and WEM ○ Has been submitted for burn surge and pediatric surge ○ TEEX responded, however may be a bit over budget ○ Hope to have all RFPs back by January’s board mtg. ○ Would like to coordinate exercises with the virtual Trauma Conference in 2021 if possible • WISCOM exercises/drills need to be completed, also plan to test HERC support team (EMResource), and RAVE systems 	<ul style="list-style-type: none"> • Identify contactors for exercises at January board meeting • Draft Burn Surge Annex • Complete redundant communication drills
<p>8. Bylaws</p>	<ul style="list-style-type: none"> • Mark Thompson update Thursday – related to open meetings <ul style="list-style-type: none"> ○ Any specific questions related to open meetings/HERC 	<p>HERC Coordinator to take Board questions to Mark Thompson mtg.</p>

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	<ul style="list-style-type: none"> • What is difference between incorporated and nonincorporated HERCS? • Distinguishing what an “open meeting” would entail – difference with hospital meetings? • Identify difference between “public meeting” and “operational meeting” • How to protect sensitive information and maintain situational awareness • What falls under closed session? • How far does open meeting and open session go? 	
<p>9. HERC Staff and Advisory Group Meeting</p>	<ul style="list-style-type: none"> • AG meeting was canceled • HERC Staff meeting minutes shared by HERC Coordinator <ul style="list-style-type: none"> ○ HERC has been used in the media surrounding vaccination planning; can HERC Coordinators do media interviews – do not believe this is appropriate ○ Public confusion on what a HERC truly is 	
<p>10. COVID Response</p>	<p>Surge Management Support</p> <ul style="list-style-type: none"> • Metrics <ul style="list-style-type: none"> ○ Hospitalizations trending down, however, still in surge ○ 320 average cases/day – does not include probables ○ 6 confirmed deaths/day – does not include probables deaths ○ 130 hospitalizations, 35 in IUC ○ Hospital admissions 28/day <p>Testing Capability Maintenance Support</p> <ul style="list-style-type: none"> • WING is continuing into 2021 • Will see some testing locations drop due to weather concerns, lack of need, or transition to local partnerships • Testing numbers have dropped significantly <p>Vaccine Planning Support</p> <ul style="list-style-type: none"> • Identifying a regional vaccine site manager for our regional hub 	
<p>11. Updates</p>	<p>HERC Coordinator</p> <ul style="list-style-type: none"> • Website 	

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	<ul style="list-style-type: none"> ○ Is now live; send any edits needed to Robbie ○ Need to have meetings posted ○ Continuation of posting previous meeting minutes on website or provide upon request? <ul style="list-style-type: none"> ▪ Is nice to have on website to refer back to; keep them posted ○ Consider not posting email addresses of members for cyber security ● Incorporation <ul style="list-style-type: none"> ○ Focusing on business plan ○ Have begun walking through Risk Assessment <p>Planning</p> <ul style="list-style-type: none"> ● Maintaining SNF document ● Continuation of AAR ● Capturing meeting minutes ● Development of Weekly Information Update ● Odds and ends as needed <p>Logistics</p> <ul style="list-style-type: none"> ● Freezers, thermometers, and alarms ordered ● Chipping away at updating inventory 	
<p>12. Interoperable Communications Systems</p>	<p>EMResource Update</p> <ul style="list-style-type: none"> ● State continues with periodic mass casualty drills ● WISCOM drill will occur Dec. 17 <ul style="list-style-type: none"> ○ Last drill was 85-90% <p>WISCOM Update</p>	<p>OPEHC update on distribution of radios</p>
<p>13. HERC Incorporation Planning</p>	<p>Guests Kevin and Stacy</p> <ul style="list-style-type: none"> ● Incorporation <ul style="list-style-type: none"> ○ Need: HERC currently uses PO Box address, is there a physical address? <ul style="list-style-type: none"> ▪ No brick and mortar for HERC ▪ What does board want to use as physical address? ▪ Could use and O’Leary & Anick address free of charge ▪ Could use state address 	<ul style="list-style-type: none"> ● Move forward with 501C3 ● Follow up on: <ul style="list-style-type: none"> ○ Business plan ○ Legal ○ Insurance

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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Group votes to use O’Leary & Anick address Will need in next 2-3 weeks: <ul style="list-style-type: none"> ○ Business plan – description of activities in paragraph form – what this organization will be doing ○ HERC coordinator will lay out and get to O’Leary and Anick in within next 3 weeks • Will there be a payroll? <ul style="list-style-type: none"> ▪ TBD, at this time it’s all done through contracts • What is your anticipation on how to raise funds? <ul style="list-style-type: none"> ○ Primary funding is through federal grant ○ Upon establishing 501C3 – would set membership dues <ul style="list-style-type: none"> ▪ Fee for service – exercises, trainings, etc. • Businesses that are registering with HERC, is typically in a structure of 501C6 – and then have a foundation for donations in 501C3 • Membership organizations are not a 501C3 • Could have members donate their dues, rather than invoice for dues to maintain 501C3 • Would always provide baseline support, but for those agencies that donate, would be provided further support • Could have fee for services and then ask for donations, and still remain under 501C3 • Cannot collect tax deductions if donate to a C6 • Believe it’s appropriate to be a C3 now, however, if HERC decides to collect association dues, talk with O’Leary prior to doing so <ul style="list-style-type: none"> ○ Will move forward as 501C3 • Being a 501C3 means - WI nonstock corporation, per the IRS will be 501C3 • Potential land minds in moving forward? <ul style="list-style-type: none"> ○ Want to make sure you have directors and officer’s insurance in place ○ Need to file 990 and 552 every year to keep status 	
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	<ul style="list-style-type: none"> ○ Need additional insurance – potentially professional liability (with physicians on board), malpractice, and property ○ Have good segregation of duties in place – O’Leary provides this ○ Have good checks and balances in place ○ Do not believe nonprofits would be subject to open records, only the 990 would be public information ● Do we need legal representation to guide us through this? <ul style="list-style-type: none"> ○ Yes ○ Many nonprofits have an attorney on their board and then use them for legal support ● Will want to have an employee handbook ● Need to outline HERC’s role in that it is led by a contractor who received directives from the state 	
<p>14. Sector Reports/ Top Priorities</p>	<p>Big Updates</p> <ul style="list-style-type: none"> ● Hospitals <ul style="list-style-type: none"> ○ Working on vaccine plans ○ Continue to deal with surge ○ Trying to give staff some time off when possible ● Trauma <ul style="list-style-type: none"> ○ Trauma reviews will continue after July ○ State trauma registry manager has not yet been replaced for over a year – state has moved position into OPEHC, but won’t be filled until after Jan. 1, 2021 ○ Some trauma centers are seeing record numbers – different injuries due to people doing different activities ● EMS <ul style="list-style-type: none"> ○ DHS 110 is in final stages and will be out soon ○ Increase in opiate and mental health calls ○ EMS is anxious to find out how they will receive the vaccine – unclear who will be giving it – hospitals or public health ○ Developing a workgroup to address disparities 	

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	<ul style="list-style-type: none"> • CMS <ul style="list-style-type: none"> ○ Looking to see how home care nurses can support vaccinating home care patients ○ Most LTC facilities have been contacted by pharmacies to begin vaccination planning • Public Health <ul style="list-style-type: none"> ○ Dealing with new quarantine guidelines ○ Continue to coordinate testing efforts ○ Working on vaccination planning • Emergency Management <ul style="list-style-type: none"> ○ Continue to support PH with testing and vaccination ○ Continue to provide PPE 	
15. Regional Resource Requests/Needs	None	
16. Tabled Items for Future Discussions	Need to review: <ul style="list-style-type: none"> • Budget and workplan • Capabilities 1-4 in January • Risk Assessment • RFPs • Bylaws/Incorporation development 	
17. Next Meetings	Date: Jan 13th Location: Virtual	
18. Adjourn	Motion to adjourn. 1st: Sue Kunferman 2nd: Dr. Clark Motion result: Carried	