

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Virtual, 9 June 2021, 0900-1200

NCW HERC Board Members		<i>Clinics</i>		NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>		Molly O'Malley (exiting)/ Daniel Wall (entering)		Mary Fay-Shields-Red Cross daniel.dozer@redcross.org
	Ed Radtke (entering)		Suzi Okey(exiting)/ Kris Bell (entering)		Teresa Erler- WEM
x	Josh Englund (continuing)		<i>CMS</i>		Ingrid Gowdy-O'Leary & Anick
	<i>EMS</i>	x	Mike Roberts (exiting)/ Wendy Freese (entering)	x	Gary Garske
x	Delmond Horn (continuing)	x	Cindy Keitel (continuing)		
x	Jared Thompson (exiting) Dr. Michael Clark (entering)		<i>Tribal</i>		
	<i>Emergency Management</i>		vacant		
x	Phil Rentmeester (continuing)	NCW HERC/NCRTAC Staff			
x	September Murphy (continuing)	x	Robbie Deede		
	<i>Public Health</i>	x	Michael Fraley		
x	Joan Theurer (exiting)/ Gary Garske (entering)	x	Dr. Tim Vayder		
x	Sue Kunferman (continuing)	x	Travis Nixdorf		
	<i>Trauma</i>	x	Ty Zastava		
x	Jason Keffeler (continuing)				
x	Dr. Michael Clark (exiting)/ Gina Brandl (entering)				

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 @ 9:01	
3. Approval of Minutes of Previous Meeting	Discussion: Independent review of minutes Motion to approve previous meeting minutes. 1st: Phil Rentmeester 2nd: Jason Keffeler Motion result: Carried	
4. Agenda Review and Additions	Discussion: Reviewed agenda items Motion to approve current agenda.	

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	<p>1st: Phil Rentmeester 2nd: September Murphy Motion result: Carried</p>	
<p>5. Budget Review/FA Report: O’Leary</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • Nonprofit Helping Hands Update <ul style="list-style-type: none"> ○ Closeout reimbursements may take longer than normal due to depletion of line of credit ○ Anick seeking to restore credit ○ OPEHC will cover any close out costs and it will not impact the HERC budget • Carryover <ul style="list-style-type: none"> ○ Have spent down minimum spending requirements ○ There will be carryover in HPP and COVID funds to 21-22 • Budget Review <ul style="list-style-type: none"> ○ May need to develop a contract with Marathon Co. for refrigerated trailer • Approve April Financials <ul style="list-style-type: none"> ○ Robbie emailed April financials to Board ○ Many items are still in limbo; have spent required minimum • Receive May Financials <ul style="list-style-type: none"> ○ Robbie emailed May financials to Board ○ Would like to expand Dr. Vayder’s budget next year since so little was spent this past year • NCW HERC & NCRTAC Fiscal Agent Contract <ul style="list-style-type: none"> ○ HERC fiscal agent agreement has been developed with NCRTAC ○ NCRTAC board has approved contract ○ Awaiting on legal review of contract – Robbie reached out to four different legal entities, however, no response from any of them ○ Board agrees to move forward with NCRTAC fiscal agent contract <p>Motion to approve April financials. 1st: Jason Keffeler 2nd: Joshua Englund</p>	

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	<p>Motion result: Carried</p> <p>Motion to adopt and seek legal review of the NCRTAC fiscal agent contract during 2021-22 1st: Dr. Clark 2nd: Jason Keffler Motion result: Carried</p>	
<p>6. Approve NCW HERC Bylaws</p>	<p>Review and Discussion</p> <ul style="list-style-type: none"> • Shifted from ESF language to Response Plan language • Updated caucus definition and sector breakdown • Will update member definitions • Added a Treasurer position • Updated “bookkeeper” to “accountant” <p>Motion approve the NCW HERC Bylaws. 1st: Joan Theurer 2nd: Phil Rentmeester Motion Result: Carried</p>	
<p>7. Incorporation/ HERC Structure</p>	<ul style="list-style-type: none"> • Insurance <ul style="list-style-type: none"> ○ D&O, E&O <ul style="list-style-type: none"> ▪ Quotes received. More information was needed from the HERC. Robbie has updated and awaiting a follow-up ○ Liability <ul style="list-style-type: none"> ▪ Awaiting quote • Bookkeeping Discussion <ul style="list-style-type: none"> ○ Review simplified bid <ul style="list-style-type: none"> ▪ Anick was only firm to offer a RFP ▪ Received an RFP from an individual accountant (Amy Wheeler) ▪ Independent audit would be additional expenses for each bid ▪ Explore further with independent accountant, Amy Wheeler – identify a back-up system and look further into who should secure software ▪ Consider Anick as firm to do independent audit 	<ul style="list-style-type: none"> • Follow up with Vizance • Follow up with Amy Wheeler • Identify accounting software • Move Sept. 8th board meeting to Sept. 15 as it conflicts with other meetings

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	<p>Motion to move approve Amy Wheeler as HERC accountant and moving to a budget of up to \$5,000 1st: Joan Theurer 2nd: Phil Rentmeester Motion Result: Carried</p> <ul style="list-style-type: none"> • Policies <ul style="list-style-type: none"> ○ Robbie received templates and plans to walk through these with Executive Board • HERC/ Meeting Structure <ul style="list-style-type: none"> ○ Trying to minimize meetings for July ○ Robbie drafted rough meeting schedule for the year broken down by caucus ○ Want to loop in ME/Coroners more • Plan Education <ul style="list-style-type: none"> ○ Would like to put together presentations of plans and policies providing general oversight/overview • HERC Branding <ul style="list-style-type: none"> ○ Tabled ○ Need a separate meeting for this • Mission, Vision, Objectives <ul style="list-style-type: none"> ○ Tabled ○ Need a separate meeting for this 	
<p>8. Outstanding Projects and Deliverables</p>	<ul style="list-style-type: none"> • Capability Review <ul style="list-style-type: none"> ○ Reviewed capabilities and HERC's status ○ Motion <p>Motion to approve Capability Review submission to ASPR 1st: Jason Keffeler 2nd: September Murphy Motion Result: Carried</p> <ul style="list-style-type: none"> • Ped & Burn Surge AARs and Re-exercise <ul style="list-style-type: none"> ○ Would like to re-exercise with a healthcare focus • Recovery Workshop Update <ul style="list-style-type: none"> ○ Had initial planning meeting – was a difficult meeting; HHS came unprepared ○ Contractor product is much different since staff left 	<ul style="list-style-type: none"> • Submit Capability Review to ASPR • Close contract with HSS and look to find new contractor for Recovery Workshop

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	<ul style="list-style-type: none"> ○ Intended to be a workshop to define important aspects of recovery ○ Board feels HERC should find a new contractor for this project ○ Would like to look within own Coalition members to facilitate; may need to move to fall <p>Motion to end contract with HSS for Recovery Workshop and look for new contractor 1st: Joan Theurer 2nd: Sue Kunferman Motion Result: Carried</p> <ul style="list-style-type: none"> ● DocuSign Update <ul style="list-style-type: none"> ○ Software working excellent; obtained more signatures than expected 	
<p>9. 20-21 Work Plan Review</p>	<p>Review and approval</p> <ul style="list-style-type: none"> ● Pleased with what was accomplished in last year during COVID <p>Motion to submit workplan 1st: Jason Keffeler 2nd: Phil Rentmeester Motion Result: Carried</p>	
<p>10. Board Elections</p>	<ul style="list-style-type: none"> ● Update and Review <p>Identify one-year and two-year terms</p> <ul style="list-style-type: none"> ● Hospitals <ul style="list-style-type: none"> ○ Ed Radtke – 1 year ○ Joshua Englund – 2 year ● Public Health <ul style="list-style-type: none"> ○ Gary Garske – 2 year ○ Sue Kunferman – 1 year ● Clinics <ul style="list-style-type: none"> ○ Daniel Wall – 2 year ○ Kris Bell – 1 year ● CMS <ul style="list-style-type: none"> ○ Cindy Keitel – 1 year ○ Wendy Freese – 2 year 	

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	<ul style="list-style-type: none"> • Emergency Management <ul style="list-style-type: none"> ○ Phil Rentmeester – 1 year ○ September Murphy – 2 year • EMS <ul style="list-style-type: none"> ○ Dr. Clark – 1 year ○ Delmond Horn – 2 year • Trauma <ul style="list-style-type: none"> ○ Jason Keffeler – 1 year ○ Gina Brandl – 2 year • Identify Chair, Vice Chair, Treasurer <ul style="list-style-type: none"> ○ Chair – Motion to approve Delmond Horn <ul style="list-style-type: none"> ▪ 1st: Phil Rentmeester 2nd: Sue Kunferman ▪ Carried ○ Vice Chair – Motion to approve Joshua Englund <ul style="list-style-type: none"> ▪ 1st: Jason Keffeler 2nd: September Murphy ▪ Carried ○ Treasurer – <ul style="list-style-type: none"> ▪ Phil Rentmeester, Dr. Clark, and September Murphy nominated; Phil and September declined ▪ Motion to approve Dr. Clark ▪ 1st: Daniel Wall 2nd: Jason Keffeler ▪ Carried <p>Motion to approve board as identified and approved by peers 1st: Gina Brandl 2nd: Phil Rentmeester Motion Result: Carried</p>	
<p>11. 21-22 Work Plan and Budget</p>	<p>Discussion</p> <ul style="list-style-type: none"> • Finalizing plan • Will be a mass fatality focus 	

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12. HERC Staff and Advisory Group Meeting	Recap <ul style="list-style-type: none"> • There was not an Advisory Group meeting • OPEHC staff is back to full capacity • OPEHC accepted new \$35 million Work Force grant. More details to come 	
13. COVID Response	Update <ul style="list-style-type: none"> • New program, Vaccine Exchange, being used to identify vaccine supply to share in an effort to move away from Regional Managers • Dr. Clark is working on a paper on rural satellite COVID response – if anyone has data or summary statements, he'd appreciate it • State has updated their COVID website with new data and mapping 	
14. Contractor Updates	<ul style="list-style-type: none"> • HERC Coordinator • Planning <ul style="list-style-type: none"> ○ Will plan to keep AAR open for now • Logistics <ul style="list-style-type: none"> ○ New coolers are working well ○ Ordered 5 more disinfecting lights for new facilities in the region 	
15. Interoperable Communications Systems	Update: <ul style="list-style-type: none"> • EICS • EMTrack • WISCOM <ul style="list-style-type: none"> ○ Drill tomorrow in Neillsville ○ Plan to get to Park Falls later this month ○ Need to get Josh the Vice-Chair radio 	<ul style="list-style-type: none"> • Get Josh the Vice-Chair radio
16. Sector Reports/ Top Priorities	Big Updates <ul style="list-style-type: none"> • EM <ul style="list-style-type: none"> ○ Phil identified some challenges from recent exercises: Found challenges in establishment of Family Resource Center and notification to local hospitals from the scene – who is doing it? 	<ul style="list-style-type: none"> • Circle back on Family Assistance exercising

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17. Regional Resource Requests/Needs	None	
18. Tabled Items for Future Discussions	<ul style="list-style-type: none"> • Strategic Planning • Family Assistance Center exercise • Mass Fatality • Postpone Recovery Workshop 	
19. Next Meetings	July 14 th Recovery Workshop - postponed August 11 th Board Meeting – looking at holding in person; need location	
20. Adjourn	Motion to adjourn. 1st: Cindy Keitel 2nd: Wendy Freese Motion result: Carried	