

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Virtual, 12 May 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		Teresa Erler- WEM
	Josh Englund (Interim Vice Chair)		<i>CMS</i>	x	Ingrid Gowdy-O'Leary & Anick
	<i>EMS</i>		Mike Roberts		Jack & Linda Anick
x	Delmond Horn (Interim Chair)	x	Cindy Keitel	x	Daniel Wall
	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>

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 @ 9:05	
3. Approval of Minutes of Previous Meeting	Discussion: Independent review of minutes Motion to approve previous meeting minutes. 1st: Sue Kunferman 2nd: September Murphy Motion result: Carried	
4. Agenda Review and Additions	Discussion: Reviewed agenda items Motion to approve current agenda. 1st: Jason Keffeler 2nd: September Murphy Motion result: Carried	

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<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"> ○ In internal review ○ Waiting for more input from them ▪ Carryover <ul style="list-style-type: none"> ○ Have spent minimum carryover spending ○ Received confirmation that COVID funds can be carried over until June 30, 2022 ▪ Budget <ul style="list-style-type: none"> ○ Working on April’s budget expenditures ○ Expect to be some carryover (supply costs lower than expected, travel costs low) ▪ Approve March Financials <ul style="list-style-type: none"> ○ Reviewed ▪ NCW HERC & NCRTAC Fiscal Agent Contract <ul style="list-style-type: none"> ○ With HERC incorporating it needs to be its own fiscal agent; in this transition, RTAC is looking to HERC to be its fiscal agent ○ Ingrid provided a template for fiscal agent agreements to use for consideration in being RTAC’s fiscal agent <ul style="list-style-type: none"> ▪ Reviewed wording, made some updates ▪ May need to clarify authority of RTAC vs. HERC ▪ HERC needs legal counsel <p>Motion to approve March financials. 1st: Sue Kunferman 2nd: Jason Keffeler Motion result: Carried</p>	<ul style="list-style-type: none"> ▪ Look into acquiring legal counsel with nonprofit experience for the HERC; check with Dana to see if a simplified bid is needed ▪ Finalize RTAC fiscal agent agreement and identify next steps needed to move forward
<p>6. Approve NCW HERC RISC Assessment</p>	<p>Review and Discussion</p> <ul style="list-style-type: none"> ▪ Reviewed – more objective than models used in the past ▪ Violent patient was identified as highest risk overall ▪ Upon approval from the board, Robbie will post to the PCA Portal to support HVA completion <p>Motion to Approve the NCW HERC RISC Assessment. 1st: Phil Rentmeester 2nd: Dr. Clark Motion Result: Carried</p>	<ul style="list-style-type: none"> ▪ Post RISC Assessment to PCA Portal

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<p>7. Approve NCW HERC Response Plan</p>	<p>Review and Discussion</p> <ul style="list-style-type: none"> ▪ Walked through comments submitted ▪ It will be available to partners, but not posted to the HERC website <p>Motion to approve the NCW HERC Response Plan. 1st: Jason Keffeler 2nd: Sue Kunferman Motion Result: Carried Next Steps: DocuSign</p>	<ul style="list-style-type: none"> ▪ Make final edits and share ▪ Ty to review Preparedness Plan formatting
<p>8. Approve NCW HERC Bylaws</p>	<p>Review and Discussion</p> <ul style="list-style-type: none"> ▪ Need to better define caucuses ▪ Added line that added HERC’s intent is to be all-inclusive and include subject matter experts as necessary (i.e. law enforcement, dispatch, ME/Coroners, etc.) ▪ Added Treasurer Officer and its functions ▪ Need to clarify spending policies and procedures to support the bylaws ▪ Remove dates to make language broader (i.e. fiscal year deadlines) <p>Motion approve the NCW HERC Bylaws. Will be tabled until next month to allow time for follow up.</p>	<ul style="list-style-type: none"> ▪ Finalize bylaws ▪ Robbie and Michael to meet and discuss fiscal agent details
<p>9. Incorporation/ HERC Structure</p>	<ul style="list-style-type: none"> ▪ Insurance <ul style="list-style-type: none"> ○ Exec team met to review insurance ○ Investigate a separate insurance policy to protect against medical malpractice for medical professionals on the board? ○ Do we have enough information to make decision for DNO and ENO insurance? <ul style="list-style-type: none"> ▪ Yes ▪ Bookkeeping Discussion <ul style="list-style-type: none"> ○ Do we bring on independent accountant or identify a model with an identified approval designee, treasurer and bookkeeper? ○ O’Leary’s bookkeeping quote was an hourly billable rate ranging from \$65-\$125/hour <ul style="list-style-type: none"> ▪ About \$750-\$875/ month 	<ul style="list-style-type: none"> ▪ Continue to explore other insurance options ▪ Move forward to subcontract with accounting services

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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ \$1350 - \$1800 dollars for tax documents, not including audit ○ Robbie and Michael are willing to try bookkeeping if outlined in subcontract ○ Some feel this duty should remained a contracted service to keep financials separate and not burden the HERC and RTAC Coordinators ▪ Financial Policy <ul style="list-style-type: none"> ○ May want to look at a 60-day repayment timeline in contracts as it often takes more than 30 days ▪ HERC/ Meeting Structure <ul style="list-style-type: none"> ○ Board meetings monthly ○ Hospital meetings quarterly or bi-monthly ○ CMS semi-annually and broken down into three groups: <ul style="list-style-type: none"> ▪ Clinics, outpatient surgical centers, renal dialysis centers ▪ Home health and hospice ▪ Long term care ○ ME/coroners semi-annually ○ EMS/Trauma done through RTAC ○ Utilize monthly WALHDAB call for public health ○ More active engagement at the board level until capacity resumes ▪ Member Contact Lists and Databases <ul style="list-style-type: none"> ○ Currently being updated ▪ Plan Education <ul style="list-style-type: none"> ○ Need for marketing and promotion of the HERC and the plans developed ▪ HERC Branding <ul style="list-style-type: none"> ○ Need to start dedicating time for strategic planning moving forward ○ Mission, Vision, Objectives ○ Tabled at this time when more time allows 	
	<p>Motion to proceed with purchasing HERC insurance as outlined.</p>	

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	<p>1st: Joan Theurer 2nd: Sue Kunferman Motion Result: Carried</p> <p>Motion to move forward with subcontracting accounting services and fiscal responsibilities. 1st: Jason Keffler 2nd: Sue Kunferman Motion Result: Carried</p>	
<p>10. Outstanding Projects and Deliverables</p>	<ul style="list-style-type: none"> • Ped & Burn Surge <ul style="list-style-type: none"> ○ HSS is working on AAR from exercise ○ HERC would like to re-exercise this • Recovery Workshop <ul style="list-style-type: none"> ○ HSS wants to know when to host this ○ Robbie proposes July 14th in absence of the July board mtg. ○ Group agrees to do this in place of July 14th board mtg. • DocuSign <ul style="list-style-type: none"> ○ Robbie will be pushing out DocuSign to core partners for agreement on recently updated plans • Capabilities 	
<p>11. Board Positions</p>	<p>Discussion: Hospitals: Josh Englund and Ed Radtke have volunteered Clinics: Need reps. To be identified on hospital call. EM: Phil Rentmeester and September Murphy will continue Trauma/EMS: Waiting for finalization for Trauma and EMS reps CMS: Wendy Freese (Compassus) Cindy Keitel (Aspirus at Home) Public Health: Working to identify. Sue will share at WALHDAB call.</p>	
<p>12. HERC Staff and Advisory Group Meeting</p>	<p>Recap</p> <ul style="list-style-type: none"> ▪ Working on strategic planning ▪ Tim Doerfler is new HPP Program Manager (replaces Kim Cox) ▪ Will have approx. 40-45 seats for ABS now in our region; can purchase more seats at state discount 	
<p>13. COVID Response</p>	<p>Update</p> <ul style="list-style-type: none"> ▪ As of this am averaging 45 cases/day in our region ▪ Do continue to see decedents, however, less than one/day 	

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	<ul style="list-style-type: none"> ▪ FDA approved Pfizer for 12-15-year olds ▪ Reports of school boards meeting to discuss optional masking and are questioning whether or not they will continue quarantining close contacts <ul style="list-style-type: none"> ○ School leadership and school nurses are in difficult positions with school board members ▪ EM is transitioning away from PPE deliveries effective June – if people need PPE it will be run through DHS 	
14. Updates	<ul style="list-style-type: none"> • HERC Coordinator • Planning • Logistics 	
15. Interoperable Communications Systems	<p>Update:</p> <ul style="list-style-type: none"> ▪ EICS ▪ EMTrack ▪ WISCOM <p>State will be joining hospital meeting to discuss eICS, EMTrack and WISCOM</p>	
16. Sector Reports/ Top Priorities	<p>Big Updates</p> <ul style="list-style-type: none"> ▪ Round Robin ▪ No updates 	
17. Regional Resource Requests/Needs	None	
18. Tabled Items for Future Discussions	<ul style="list-style-type: none"> ▪ 2021-2022 Work Plan Review ▪ Mass Fatality Plan ▪ HERC Strategic Planning 	
19. Next Meetings	<p>May 18th Check-in? – Tuesday 1300 calls</p> <ul style="list-style-type: none"> ▪ Will continue for one more week and then revisit <p>Next full board meeting will be June 9th</p> <p>Location: Virtual</p>	
20. Adjourn	<p>Motion to adjourn.</p> <p>1st: Sue Kunferman 2nd: September Murphy</p> <p>Motion result: Carried</p>	