

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Aspirus Weston Clinic, 12 June 2019, 0900-1200

Location: Aspirus Weston Walk-in Clinic , 4005 Community Center Dr #100, Weston, WI 54476 Room: 2nd Floor Conference Room Call in Number- (571) 317-3112 Pass code- 214-565-613 Go to Meeting Link: https://global.gotomeeting.com/join/214565613 First GoToMeeting? Try a test session: http://help.citrix.com/getready		
Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum Determination	Introductions In person: Robbie D, Dr. Tim Vayder, Michael F, Joan T, Sue K, Jean W, Del H, Jim M, Sandy J On the phone: James L, Kim C, Anna K, Josh E, Suzi O, Jason K	Quorum verified: Hospital, EMS, Public Health, CMS, Clinic, Trauma, Tribal. Yes.
2. Call to Order	Meeting called to order @0900	
3. Opening Thought	Responding with preparation v. responding to panic	
4. Approval of Minutes of Previous Meeting	Discussion: None Motion to approve May minutes 1 st : Sue 2 nd : Del Motion result: Carried	
5. Agenda Review and Additions	Discussion: None Motion to approve June agenda 1 st : Del 2 nd : Joan Motion result: Carried	
Old Business		
6. FA Report: Anick Budget Review	Discussion & Update. \$43195 Ebola funds carrying into 2019-2020. \$152312.21 confirmed spending through May 2019. Approx. 40732.72 in outstanding projects currently. \$13200 lent to FV HERC, which will be replenished in 2019-2020 budget, plus FA fees. Approx. 22,256.87 will be carried forward. 19-20 budget 70,000 will need to be spent plus HERC carry forward. 102,000 will also be added to the budget that can be carried into 20-21. 19-20 estimated working budget: $43195+22256.87+14520+70,000+102,000= 251971.87$ Motion to approve 2018-2019 budget for submission 1 st : Del 2 nd : Joan	HERC Coordinator to submit final budget to state.

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	<p>Motion: Carried</p> <p>Discussion on HERC activities done outside of the HERC. These fulfill the HERC’s mission and should be supported. Ascension North’s measles exercise was outlined as an example.</p> <p>Motion to budget \$5000 to monetarily support HERC related activities that are not HERC led.</p> <p>1st: Sue 2nd: Sandy</p> <p>Motion result: Carried</p>	<p>HERC Coordinator to develop a form to use for stipend applications</p>
7. Opioid Mini-grant Project Update	<p>Completed. Final report being developed</p> <p>6 presentations were conducted by Michael and Robbie. Paula with MMC joined for the last three. Discussed the importance of continuity of care. Best practice identified assuring that the patient makes it to the next care partner. Concerns identified. The “Three strike” rule discussed.</p>	<p>HERC Coordinator to submit final report to state.</p>
8. Response Plan	<p>Finalized and posted to HERC website. Presentation developed in Partner with Region 1</p> <p>Need for responders to have go folders/work books</p>	<p>Response plan education to be added to the work plan for 2019-20.</p> <p>Exec team to develop work folders for response</p>
9. CST	<p>AAR finalized. Shared with member via email, posted to PCA Portal, with Training and Exercise Coordinator, added to HERC website partner protected page.</p> <p>Willdan scheduled to report out to Advisory Group in July.</p> <p>NCW HERC will be hiring its own contractor for 2019-2020.</p> <p>NCW HERC will be looking to expand to multiple facilities and multiple patient acuties.</p>	<p>HERC Coordinator to share finalized AAR.</p> <p>CST discussion for 2019-2020 to begin at July Hospital meeting.</p>
10. Project Updates	<p>Disaster Response Bolstering:</p> <p>EZ Ups have arrived. Roller bags do need to be returned. The wrong size was sent. Distribution to continue when the rest of the proper supplies are in. Custodian training will need to be held and just in time materials will need to be developed. With the distribution the original count will be off. 10 more walls needed. To have enough.</p>	<p>HERC and RTAC Coordinator to work with EMs for deployment.</p> <p>Projects to be added to 2019-20 work plan and budget</p>

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	<p>Motion to purchase 10 more side walls, approx. cost \$89 per. 1st: Jim 2nd: Del Motion carried Pharmacy MOU tabled to 2019-2020 work plan. WISCOM Portable batteries will be added to 2019-2020 budget Write into 19-20 budget, small inverter</p>	
11. Exercise Updates	<p>FAC Exercise. Per HSS, the draft AAR is almost completed and HSS will report out in July. Discussion to communicate with hospitals how the FAC will look, location is key, it will take time to get up to full capacity. The plans need to be revisited to entail trauma informed care. The most important thing is that this plan was functionalized. The exercise also advocated to SME teams/Go teams. No one county can be the expert in everything. CMS Exercise: 30 participants have signed up. The exercise to take place later in the afternoon. HSS will also report out on this next month.</p>	<p>Formal report out July FAC AAR to be shared by HERC Coordinator for suggested revisions. HERC to consider owning FAC plan and revise in 2019-2020.</p>
12. WITRAC/ WISCOM	<p>EMResource (WITRAC) Update: Training tools developed. St. Clare's to pilot 6/17. WISCOM Update: Flambeau to start running individual drills. Work plan update in development.</p>	<p>HERC Coordinator to pilot at St. Clare's</p>
13. HERC Coordinator Report	<p>Independent review.</p>	<p>Please contact HERC Coordinator if you have any questions about this report.</p>
14. 18-19 Work Plan	<p>Reviewed and outlined overall progress throughout the year. Sheltering resources and measles work needs to be captured. Motion to approve 18-19 work plan. 1st: Joan 2nd: Jim Motion: Carried</p>	<p>HERC Coordinator to submit finalized work plan to state.</p>
15. Bylaw Review	<p>Discussion. Tasked to Executive Board to review last month. Minimal changes recommended: Changes include:</p>	<p>HERC Coordinator to finalize revisions and update bylaw attachments to the CAT Tool and HERC website.</p>

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	<p>Move board members from a one-year term to a Two-year term. Caucus board members will be staggered so there will not be full turnover in one year from any caucus.</p> <p>Motion to approve bylaws with revisions. 1st: Del 2nd: Jim Motion result: Carried</p>	
16. Preparedness Plan Review	<p>Review. Some grammatical and word choice changes. A table of contents to be added and list of revisions section to be added to track history of changes.</p> <p>Motion to approve Prep Plan with revisions 1st: Del 2nd: Joan Motion result: Carried</p>	HERC Coordinator to finalize revisions approved and update postings of the preparedness plan, including CAT Tool.
17. CAT Tool	<p>Review. A notes document was created to track changes. Noted that many have multiple citations of completion but are left as in progress as more work can and needs to be done.</p> <p>Motion to approve CAT Tool with revisions 1st: Sue 2nd: Sandy Motion Result: Carried</p>	<p>HERC Coordinator to submit approved CAT Tool to ASPR.</p> <p>HERC Coordinator to attach Prep plan, Bylaws, HVA</p> <p>HERC Coordinator to capture data metrics developed by the HERC tool and share in July.</p>
New Business		
18. Measles	<p>Discussed steps taken thus far to prepare for measles communicable disease: information sharing, educational materials for First Responders, Clinicians, public health and community members.</p> <p>Next steps discussed.</p> <ul style="list-style-type: none"> • Prescript press release and social media of cases for when a case presents • Message map for interviews • The need for a uniform message was stressed. • The HERC has a strong information sharing lane • Assist and communicating regional situational awareness • Assist in resource allocation 	<p>Robbie to get quick start</p> <p>Joan and Sue to develop (Christie) Two page to health care providers and risk</p>

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	<ul style="list-style-type: none"> • Share Isolation and quarantine template orders • Template response IAP for hospitals & public health • Promote jurisdictions tabletop exercising receiving a case • Discussed suspect labs getting to state lab for results within 24 hours • Discussed the importance of having masks and signage posted in clinics, EDs, etc. • Discussed additional trigger questions 	
<p>19. 19-20 Caucus Representation</p>	<p>Discussion to formally recognize caucus representatives selected by their peers to serve as HERC board members. The HERC board designated term staggering signified as 1 or 2 year terms.</p> <p>Hospitals: Jim Monarski (1) & Josh Englund (2) EM: Phil Rentmeester (1) & September Murphy (2) EMS: Delmond Horn (2) & Jared Thompson (1) Public Health: Joan Theurer (2) and Sue Kunferman (1) Trauma: Jason Keffeler (2) & Dr. Michael Clark (1) Clinics: Suzi Okey (2) & Molly O’Malley (1) CMS: Annalisa Kania (1) & Jean Winter (2) Tribal Representative: James Lane (2) Chair: Jim Monarski Vice Chair: Delmond Horn Motion to approve identified board, chair and vice chair positions 1st: Jim 2nd: Sue Motion result: Carried</p>	
<p>20. 19-20 Work Plan, Budget, Training Document Development</p>	<p>Tabled related to time. Documents to be sent out by HERC Coordinator for review and to be finalized at July meeting.</p>	<p>HERC Coordinator to mail out for review Approve documents in at July meeting</p>
<p>21. Sector Reports</p>	<p>Hospitals- Measles tabletops, CMS inspections, lock down procedures are being updated, COOP plan development EM- Storm season, Portable shelters being distributed EMS/RTAC-Conference approx.</p>	<p>AG Jim and Del will represent NCW HERC for patient tracking project as hospital and EMS moving forward</p>

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	200 attendees Public Health-measles preparation Clinics- HHC surveys, exercise CMS- Aspirus CMS reviewing unifying EOPs, CMS Exercise AG- patient tracking, subject matter experts, funding	
22. Upcoming Training and Exercises	Check http://www.ncw-herc.org/eventscalendar/ for upcoming events, meetings and trainings	
23. Tabled Items for Future Discussions	MRC ESarVP, DNC, DARES	
24. Next Meeting	July 10th, 2019, 0900-1200 Location: St. Clare's Hospital, Weston, WI	
25. Adjourn	Motion to adjourn 1 st : Jim 2 nd : Del Motion result: Carried	