

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Virtual, 11 August 2021, 0900-1200

NCW HERC Board Members		<i>Clinics</i>		NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>		Daniel Wall		Daniel Dozer
x	Ed Radtke		Kris Bell		Teresa Erler- WEM
x	Josh Englund (Vice Chair)		<i>CMS</i>		Joan Theuer
	<i>EMS</i>		Wendy Freese	x	Tim Doerfler
x	Delmond Horn (Chair)	x	Cindy Keitel	x	Donald Kimlicka
x	Dr. Michael Clark		<i>Tribal</i>	x	Mike Roberts
	<i>Emergency Management</i>		Jacee Shepard		
	Phil Rentmeester	<b>NCW HERC/NCRTAC Staff</b>			
x	September Murphy	x	Robbie Deede		
	<i>Public Health</i>	x	Michael Fraley		
x	Gary Garske	x	Dr. Tim Vayder		
x	Sue Kunferman		Travis Nixdorf		
	<i>Trauma</i>	x	Ty Zastava		
	Jason Keffeler	x	Amy Wheeler		
x	Gina Brandl				

**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
<b>1. Attendance and Quorum</b>	Introductions Robbie shared a resource from Minnesota for taking care of yourself	Quorum verified: yes <a href="https://www.health.state.mn.us/diseases/coronavirus/hcp/mhtips.pdf">https://www.health.state.mn.us/diseases/coronavirus/hcp/mhtips.pdf</a>
<b>2. Call to Order</b>	Meeting called to order @ 9:03	
<b>3. Approval of Minutes of Previous Meeting</b>	Discussion: Independent review of minutes <b>Motion to approve previous meeting minutes.</b> <b>1<sup>st</sup>: Ed Radtke 2<sup>nd</sup>: Sue Kunferman</b> <b>Motion result: Carried</b>	State Burn Plan: <a href="https://www.dhs.wisconsin.gov/publications/p03055.pdf">https://www.dhs.wisconsin.gov/publications/p03055.pdf</a> Ty to add State Burn Plan to our annex.
<b>4. Agenda Review and Additions</b>	Discussion: Reviewed agenda items <b>Motion to approve current agenda.</b> <b>1<sup>st</sup>: September Murphy 2<sup>nd</sup>: Ed Radtke</b> <b>Motion result: Carried</b>	

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<p><b>5. Budget Review/Accountant Report</b></p>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• NHH Update           <ul style="list-style-type: none"> <li>○ All outstanding expenses have been paid</li> <li>○ O’Leary contract needs to be paid once they complete their deliverables</li> </ul> </li> <li>• Carryover           <ul style="list-style-type: none"> <li>○ Robbie is still finalizing budget to determine exact carryover amount – it’s looking to be around \$120,000</li> </ul> </li> <li>• Outstanding Invoices: Insurance D&amp;O, E&amp;O, Theft and Crime           <ul style="list-style-type: none"> <li>○ Waiting to make payment on D&amp;O and E&amp;O</li> <li>○ Mass fatality trailer payment</li> <li>○ Travis, Michael and Robbie’s invoices</li> <li>○ Liability insurance as RTAC’s fiscal agent – should RTAC not complete their deliverables, does HERC provide payment? Insurance agent offered Theft and Crime policy, however Robbie doesn’t feel that coverage is appropriate – more for embezzlement. At this time Robbie will pursue payment for D&amp;O and E&amp;O, and skip Theft and Crime coverage at this time.</li> </ul> </li> <li>• Approve May Financials.</li> <li>• June/ Closeout</li> </ul> <p><b>Motion to approve May financials.</b>  <b>1<sup>st</sup>: Sue Kunferman 2<sup>nd</sup>: Josh Englund</b>  <b>Motion result: Carried</b></p>	
<p><b>6. Review and Approve NCW HERC Contracts</b></p>	<ul style="list-style-type: none"> <li>• WISCOM SME           <ul style="list-style-type: none"> <li>○ Reviewed Travis’s contract for 2021-2022</li> <li>○ No questions or comments</li> </ul> </li> <li>• NCW HERC MA           <ul style="list-style-type: none"> <li>○ Reviewed Dr. Vayder’s contract as</li> <li>○ Extended his contract from \$20,000 to \$30,000 due to limited travel last year</li> <li>○ Marshfield Clinic has already approved contract</li> <li>○ Comment made to add Dr. Vayder’s name to contract; as of now only states Marshfield Clinic provides a physician</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Add verbiage to first line of MA contract to include Dr. Vayder’s name and add specificity that pay offers opportunities for expense reimbursement to Dr. Vayder and doesn’t go directly to Marshfield Clinic, add ASPR language in deliverables; keep signed contract for this year, but make changes for next year’s contract</li> <li>• Pull Non-profit Helping Hands language from Robbie’s subcontract</li> </ul>

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	<ul style="list-style-type: none"> <li>• Planning and Development           <ul style="list-style-type: none"> <li>○ Reviewed Ty’s contract for 2021-2022</li> <li>○ No comments or questions</li> </ul> </li> <li>• Logistics           <ul style="list-style-type: none"> <li>○ Reviewed Michael’s contract for 2021-2022</li> <li>○ No comments or questions</li> </ul> </li> <li>• HERC Accountant Contract           <ul style="list-style-type: none"> <li>○ Reviewed Amy Wheeler’s contract for July 1 – December 31, 2021; Doing a six-month probationary contract</li> <li>○ No comments or questions</li> </ul> </li> <li>• HERC Coord Subcontract           <ul style="list-style-type: none"> <li>○ Reviewed Robbie’s subcontract for 2021-2022</li> <li>○ Pull Nonprofit Helping Hands language</li> </ul> </li> </ul> <p><b>Motion approve the NCW HERC Contracts</b>  <b>1<sup>st</sup>: Gary Garske 2<sup>nd</sup>: Ed Radtke</b>  <b>Motion Result: Carried</b></p>	
<p><b>7. Incorporation/ HERC Structure</b></p>	<ul style="list-style-type: none"> <li>• 501c3 status           <ul style="list-style-type: none"> <li>○ Officially received letter of 501c3 status</li> </ul> </li> <li>• NCW HERC Strategic Planning           <ul style="list-style-type: none"> <li>○ Length of retreat? Plan to do full day 9-3               <ul style="list-style-type: none"> <li>▪ September 15<sup>th</sup> Board meeting is already blocked</li> <li>▪ Will look to do in person in Wausau at Aspirus auditorium; if full, Lincoln Co. Board room is available</li> </ul> </li> <li>○ Send SWOT analysis ahead of time through survey</li> </ul> </li> </ul> <p><b>Motion approve purchasing Survey Monkey or a similar survey service</b>  <b>1<sup>st</sup>: Dr. Clark 2<sup>nd</sup>: September Murphy</b>  <b>Motion Result: Carried</b></p> <ul style="list-style-type: none"> <li>• O’Leary follow-up for incorporation           <ul style="list-style-type: none"> <li>○ Still have outstanding invoice with them; waiting for them to fix incorrect name in 501c3 paperwork</li> </ul> </li> <li>• <b>Policies: Disbursement Policy Discussion and review</b></li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Walked through policy and made revisions</li> <li>○ Reviewed check execution policy, two options:           <ul style="list-style-type: none"> <li>▪ Utilize DocuSign for Treasurer to sign checks</li> <li>▪ Print on check stock and mail or used Treasurer stamp</li> </ul> </li> <li>○ Discussed how expenses are approved           <ul style="list-style-type: none"> <li>▪ All expenses are approved by HERC Chair via budget</li> </ul> </li> <li>○ Need a clearer understanding of check processing; will delay motion to approve policy to give more time to create algorithm and better understand flow and process</li> </ul>	
<p><b>8. Review and Approve NCW HERC Projected Budget 21-22</b></p>	<p>Review and Discussion</p> <ul style="list-style-type: none"> <li>● Walked through budget</li> <li>● Recently received notification that we won't be held to state standards           <ul style="list-style-type: none"> <li>○ Can utilize GSA – federal reimbursement rates, state rates, or create our own policy</li> <li>○ Board chooses to utilize federal rates</li> </ul> </li> <li>● Estimated carryover is \$120,000 which has to be spent down by June 30, 2022</li> </ul> <p><b>Motion approve the NCW HERC Budget, including updates to use federal rates and share with OPEHC and ASPR</b>  <b>1<sup>st</sup>: Ed Radtke 2<sup>nd</sup>: Sue Kunferman</b>  <b>Motion Result: Carried</b></p>	<ul style="list-style-type: none"> <li>● Add Survey Monkey cost to budget</li> <li>● Need to review/update reimbursement policy to utilize federal reimbursement rates as well as allow reviewing rates on a case by case basis</li> </ul>
<p><b>9. Review and Approve the NCW HERC Projected Work Plan 21-22</b></p>	<p>Review and Discussion        BP3 Road Map</p> <ul style="list-style-type: none"> <li>● No questions or comments</li> </ul> <p><b>Motion approve the NCW HERC Work Plan</b>  <b>1<sup>st</sup>: September Murphy 2<sup>nd</sup>: Gary Garske</b>  <b>Motion Result: Carried</b></p>	
<p><b>10. HERC Staff and Advisory Group Meeting</b></p>	<p>Discussion/ Independent review</p>	

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<p><b>11. COVID Response</b></p>	<p>Discussion</p> <ul style="list-style-type: none"> <li>• Spinning back up some of the data tracking HERC was doing</li> <li>• Averaging 63 cases per day in our region</li> </ul> <p>Board Updates</p> <ul style="list-style-type: none"> <li>• Continue with two 30-minute check-ins for the Board and one monthly meeting</li> </ul> <p>Monitoring</p> <ul style="list-style-type: none"> <li>• If there's capacity, Board would definitely like to spin back up HERC monitoring           <ul style="list-style-type: none"> <li>○ Testing turnaround time</li> <li>○ PH burden</li> <li>○ Staff mental health</li> <li>○ Vaccinated vs. unvaccinated               <ul style="list-style-type: none"> <li>▪ May be able to get from system IPs</li> </ul> </li> <li>○ Age of hospitalized patients</li> </ul> </li> </ul> <p>Walk Out Wednesday</p> <ul style="list-style-type: none"> <li>• National movement to occur at noon today</li> <li>• Healthcare worker protest against mandated vaccination</li> </ul> <p>CDC gives a weekly overview of each state</p> <ul style="list-style-type: none"> <li>• May look to pull some graphs from these documents and CRT modeling</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://covid.cdc.gov/covid-data-tracker/#county-view">https://covid.cdc.gov/covid-data-tracker/#county-view</a></li> <li>• <a href="https://covid.cdc.gov/covid-data-tracker/#vaccination-case-rate">https://covid.cdc.gov/covid-data-tracker/#vaccination-case-rate</a></li> <li>• <a href="https://www.wha.org/Covid-19Update">https://www.wha.org/Covid-19Update</a></li> <li>• <a href="https://www.dhs.wisconsin.gov/covid-19/data.htm">https://www.dhs.wisconsin.gov/covid-19/data.htm</a></li> </ul>
<p><b>12. Contractor Updates</b></p>	<ul style="list-style-type: none"> <li>• HERC Coordinator</li> <li>• Planning           <ul style="list-style-type: none"> <li>○ Completing Phase 4 of AAR and executive summaries – will send out for review soon</li> <li>○ Plan to utilize state's COVID AAR template for the future</li> <li>○ Working on retreat, newsletter, continue to attend and document meetings</li> </ul> </li> <li>• Logistics           <ul style="list-style-type: none"> <li>○ Status quo</li> <li>○ Have been utilizing supplies and assets</li> </ul> </li> </ul>	
<p><b>13. Interoperable Communications Systems</b></p>	<ul style="list-style-type: none"> <li>• EICS           <ul style="list-style-type: none"> <li>○ Hope to get more training out on this program</li> </ul> </li> <li>• EMTrack</li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Hope to get more training out on this program</li> <li>● WISCOM</li> <li>○ Reviewed Travis's drill report</li> </ul>	
<b>14. Sector Reports/ Top Priorities</b>	Aspirus Acquisition Update <ul style="list-style-type: none"> <li>● No major updates- going smoothly; in renaming process that should be complete in December</li> </ul> Big Update Round Robin <ul style="list-style-type: none"> <li>● No updates</li> </ul>	
<b>15. Regional Resource Requests/Needs</b>	None	
<b>16. Tabled Items for Future Discussions</b>	HERC Reimbursement Policy	
<b>17. Next Meeting/ Adjourn</b>	September 15 <sup>th</sup> (Retreat) <b>Motion to adjourn.</b> <b>1<sup>st</sup>: Josh Englund 2<sup>nd</sup>: September Murphy</b> <b>Motion result: Carried</b>	