

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Virtual, 13 July 2022, 0900-1030

NCW HERC Board Members			<i>Clinics</i>	NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>	x	Josh Goch		Donald Kimlicka
x	Ed Radtke	x	Melody Dearth		Teresa Erler- WEM
x	Josh Englund (Vice Chair)		<i>CMS</i>		Tim Doerfler
	<i>EMS</i>		Wendy Freese		Mike Roberts
	Delmond Horn (Chair)		Sarah Rothmeyer		Suzi Okey
x	Dr. Michael Clark (Treasurer)		<i>Tribal</i>		
	<i>Emergency Management</i>		Jacee Shepard		
x	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		
ex	Sue Smith		Travis Nixdorf		
	<i>Trauma</i>	x	Ty Zastava		
x	Jason Keffeler	x	Amy Wheeler		
	Gina Brandl				

Location: Virtual  
 Meeting Link: <https://us06web.zoom.us/j/92686943189?pwd=N2ZZLzdPcmJ6V0tTcWNZaTl6M3hDdz09>  
 Meeting ID: 926 8694 3189  
 Phone #: 1-646-931-3860 | Meeting ID: 926 8694 3189 | Passcode: 75674453

Agenda Item	Talking Points	Action Steps
<b>1. Attendance and Quorum/ and Real-life Events</b>	Introductions Large Gathering Season <ul style="list-style-type: none"> <li>• New, large events that no one is aware of; significant potential trauma impact</li> <li>• Might be helpful to intentionally work with partners to gather awareness of these events</li> <li>• Perhaps develop a list of all events with greater than 5,000 people and establish points of contact for who conducts medical planning for the event</li> <li>• Once points of contact are made, HERC could possibly provide technical assistance to them for the development of their plans</li> </ul>	<b>Quorum verified: Yes</b>
<b>2. Call to Order</b>	Meeting called to order @ 9:10 am	

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<p><b>3. Approval of Minutes of Previous Meeting</b></p>	<p>Discussion: Independent review of minutes  <b>Motion to approve previous meeting minutes.</b>          1<sup>st</sup>: September Murphy 2<sup>nd</sup>: Jason Keffeler  <b>Motion result:</b> Carried</p>	
<p><b>4. Agenda Review and Additions</b></p>	<p>Discussion: Reviewed agenda items  <b>Motion to approve current agenda.</b>          1<sup>st</sup>: Gary Garske 2<sup>nd</sup>: September Murphy  <b>Motion result:</b> Carried</p>	
<p><b>5. Budget Review/Accountant Report</b></p>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Review and approve year-end expenditures</li> <li>• Approx. \$57,000 in carryover from last year’s budget</li> <li>• State will no longer provide money for purchases in advance (i.e. new computers), they will only provide reimbursement after the purchase has been made</li> <li>• Robbie has outreached to Associated Bank for a line of credit             <ul style="list-style-type: none"> <li>○ Interest accrued cannot be paid through grant, must use unrestricted funds</li> <li>○ They won’t give line of credit until we have been operational for at least 2 years (occurs Dec., 2022)</li> </ul> </li> <li>• We need to audit all expenditures from last year</li> <li>• The delay in approval has created costs increases when purchase is finally made</li> <li>• Need to do a short tax return for spending until 6/30/22</li> </ul> <p><b>Motion to approve June financials</b> pending approval from OPHEC of items 15 and 16          1<sup>st</sup>: Ed Radtke 2<sup>nd</sup>: Gary Garske  <b>Motion result:</b> Carried</p> <ul style="list-style-type: none"> <li>• UEI Number – achieved through a government site</li> </ul>	
<p><b>6. Confirm Executive Positions</b></p>	<p>Need to confirm Executive Positions</p> <ul style="list-style-type: none"> <li>• Chair – Del Horn</li> <li>• Vice Chair- Josh Englund</li> <li>• Treasurer – Dr. Clark</li> </ul> <p><b>Motion to approve current executive positions</b>          1<sup>st</sup>: Ed Radtke 2<sup>nd</sup>: Gary Garske</p>	

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	<b>Motion result:</b> Carried	
<b>7. HERC “Extreme Makeover” Update</b>	Final Draft Discussion <ul style="list-style-type: none"> <li>• Robbie sent plan out to all members</li> <li>• Quick review of the plan was given</li> </ul>	
<b>8. Board Member Orientation</b>	Presentation <ul style="list-style-type: none"> <li>• Robbie walked through HERC orientation PP</li> </ul> Bylaws for review <ul style="list-style-type: none"> <li>• Please review and provide comments to Robbie prior to next meeting</li> </ul>	
<b>9. 22-23 Draft Budgets</b>	Review and approve Draft 22-23 Budgets: BP4 Baseline, BP3 Carryover, COVID Carryover <ul style="list-style-type: none"> <li>• COVID carry over is ~ \$40,000</li> <li>• Robbie walked through proposed budget</li> </ul> <b>Motion to approve June financials</b> 1 <sup>st</sup> : Jason Keffeler 2 <sup>nd</sup> : Ed Radtke <b>Motion result: Carried</b>	
<b>10. 22-23 Work Plan Draft</b>	<b>Review and approve Draft Work Plan</b> <ul style="list-style-type: none"> <li>• Robbie walked through the draft plan</li> </ul> <b>Motion to approve Draft BP4 Work Plan</b> 1 <sup>st</sup> : Dr. Clark 2 <sup>nd</sup> : Jason Keffeler <b>Motion result: Carried</b>	
<b>11. BP 4 Subcontracts</b>	<ul style="list-style-type: none"> <li>• <b>Logistics</b></li> <li>• <b>Planning</b></li> <li>• <b>Medical Advisor</b></li> <li>• <b>WISCOM SME</b> <ul style="list-style-type: none"> <li>○ Would like a bit more detail on monthly documentation, so board knows what is occurring: what facilities are responding to drills, what events he attends, updates from state mtgs., etc.</li> <li>○ Want to be sure credit is being given for work completed</li> </ul> </li> <li>• <b>Fiscal/Accounting</b></li> <li>• <b>HERC Coordinator</b></li> <li>• <b>MPH Student</b></li> </ul>	<ul style="list-style-type: none"> <li>• Board to please review all contracts so they can be formally accepted by August mtg.</li> <li>• Robbie to adjust dollar amount on Amy’s contract to match contract language and budget</li> </ul>

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<p><b>12. Work Plan/Regional Projects and Deliverables</b></p>	<p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>• Response Plan to go out for signatures – will go out in next couple weeks</li> <li>• Logo Update – Robbie has not been able to contact designer. Will try one more outreach call. HERC may need to find a new designer.</li> <li>• Hazmat Operational Readiness Train the Trainer – save the date has been shared</li> <li>• Hazmat First Receiver &amp; ABLs Seats – seats are available</li> </ul>	
<p><b>13. Next Meeting/Adjourn</b></p>	<p><b>Motion to adjourn.</b>          1<sup>st</sup>: Gary Garske 2<sup>nd</sup>: Josh Goch  <b>Motion result: Carried</b></p>	