

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Aspirus Wausau Family Medicine building, 14 Sept 2022, 0900-1200

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>	x	Wendy Freese		Mike Roberts
x	Delmond Horn (Chair)		Sarah Rothmeyer		Suzi Okey
	Dr. Michael Clark (Treasurer)		<i>Tribal</i>	x	Evan - Marathon Co. Emergency Mgmt.
	<i>Emergency Management</i>		Jacee Shepard		
x	Phil Rentmeester	NCW HERC/NCRTAC Staff			
x	September Murphy	x	Robbie Deede		
	<i>Public Health</i>	x	Michael Fraley		
x	Gary Garske	x	Dr. Tim Vayder		
x	Sue Smith		Travis Nixdorf		
	<i>Trauma</i>	x	Ty Zastava		
x	Jason Keffeler	x	Amy Wheeler		
x	Gina Brandl				

Location: Aspirus Wausau Campus, Aspirus Wausau Family Medicine Building, 2nd Floor Molinaro Auditorium (425 Wind Ridge Dr., Wausau WI 54401)
 Meeting Link: <https://us06web.zoom.us/j/92686943189?pwd=N2ZZLzdPcmJ6V0tTcWNZaTI6M3hDdz09>
 Meeting ID: 926 8694 3189
 Phone #: 1-646-931-3860 | Meeting ID: 926 8694 3189 | Passcode: 75674453

Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum/ and Real-life Events	Introductions ReadyWisconsin: September is Preparedness Month (https://readywisconsin.wi.gov/) <ul style="list-style-type: none"> ▪ Encouraged to see so many partners sending out preparedness info for the public to get prepared ▪ Continue to monitor the nursing strike in MN – went active this week <ul style="list-style-type: none"> ○ Systems affected have brought in contracted staff and it's going well ○ Concern if there would be a pediatric MCI ○ Strike with UW nurses had been settled at this time 	Quorum verified: Yes
2. Call to Order	Meeting called to order @ 9:06	

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<p>3. Approval of Minutes of Previous Meeting</p>	<p>Discussion: Independent review of minutes Motion to approve previous meeting minutes. 1st: Sue Smith 2nd: Jason Keffeler Motion result: Carried</p>	
<p>4. Agenda Review and Additions</p>	<p>Discussion: Reviewed agenda items Motion to approve current agenda.</p> <ul style="list-style-type: none"> ▪ Move agenda #11 up to after agenda review to assure time for approval. <p>1st: Jason Keffeler 2nd: September Murphy Motion result: Carried</p>	
<p>5. Accountant Report</p>	<p>August Report & Discussion</p> <ul style="list-style-type: none"> ▪ Amy reviewed budget documents, nothing significant to report ▪ Received HERC contract from the state yesterday; should be able to start submitting invoices soon <p>Motion to approve current financial statement 1st: Wendy Freese 2nd: Ed Radtke Motion result: Carried</p>	<ul style="list-style-type: none"> ▪ Robbie to work with Del to get new HERC contract finalized
<p>6. Fiscal Discussion</p>	<p>Office of Inspector General (OIG) Audit and Impressions</p> <ul style="list-style-type: none"> ▪ This office is going through an audit ▪ HERC changes: <ul style="list-style-type: none"> ○ More frequent updates ○ Cannot use quotes for payment, need actual invoice ○ Sub <p>Monthly Reports</p> <ul style="list-style-type: none"> ▪ Robbie wants more clear documentation and recommends each subcontractor to provide a brief one-page summary of what they did (linked to their deliverables) each month ▪ Board agrees this is a good idea ▪ Subcontractors should start reports this September, due early October <p>Bids and Sole Source</p> <ul style="list-style-type: none"> ▪ Looking for clarity on bids and sole source ▪ Seems to be a difference on interpretation ▪ Want clear outline from OPEHC on how they define bids and sole source 	<ul style="list-style-type: none"> ▪ Subcontractors to start writing monthly summary reports ▪ Check with the state to see if we can offer additional ICS course for unrestricted revenue

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	<p>Subcontracts</p> <ul style="list-style-type: none"> ▪ May be a potential that subcontractors have to put contracts out to bid <p>FAQ Follow-up</p> <p>New Budget and Invoice Templates</p> <p>Unrestricted Revenue Development/Trainings</p> <ul style="list-style-type: none"> ▪ May be potential for additional HERC revenue by offering PH, hospitals, and nursing home ICS classes to requesting facilities as an additional service of the HERC ▪ Would cover mileage and time ▪ Ballpark cost- \$500 - \$1,000 ▪ Board likes the idea, feel we should increase price (closer to \$2,000) to allow for more than one HERC staff member present to help with class 	
<p>7. BP4 Budget Revision</p>	<p>Motion to approve revised budget</p> <ul style="list-style-type: none"> ▪ Budgets have not changed much, but are in a new format ▪ Robbie walked through budgets ▪ May need to budget almost double the amount for audit line item as costs have increased dramatically <p>Baseline</p> <p>Carryover</p> <ul style="list-style-type: none"> ▪ Total carry over is \$69,017 ▪ Need to work with state to get our carryover and COVID dollars as soon as possible <p>COVID</p> <ul style="list-style-type: none"> • This budget needs to be clarified • Between \$40,000 and 44,000 • Robbie sited returns <p>Motion to approve revised 22-23 budget. 1st: Jason Keffeler 2nd: Ed Radtke</p> <p>Motion Result: Carried</p>	
<p>8. BP 4 Work Plan/Training Plan</p>	<p>Training Plan</p> <ul style="list-style-type: none"> ▪ Robbie walked through draft training plan: <ul style="list-style-type: none"> ○ Recovery – 3 session web series 	<ul style="list-style-type: none"> ▪ Add to training plan: WISCOM Radio and RAVE training, ICS courses, JIC training

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	<ul style="list-style-type: none"> ○ HERC Edu – Robbie to go on road and meet new staff; would be somewhat of a community engagement mtg. in all 12 counties ○ Juvare training half-day with platform experts (EMResource, EMTrack, eICS) <ul style="list-style-type: none"> ▪ Ed shared concerns re: EMResource; he will document concerns to provide to Katherine ○ CERC Course – virtual ○ Hazmat DECON – virtual seats upon request ○ ABLs- virtual seats upon request ○ IMATS/HERC Supplies- requested by state ○ CHEC – anticipate one being brought into state this fiscal year ○ PIO – looking at potential train-the-trainer ○ Business Cont. Planning ○ Access and Functional Needs - FEMA ○ Mass Gatherings Prep – would like to bring in next spring ○ Mass Fatality Training ○ CMS exercise spring/summer ○ Family Assistance Center exercise ▪ Recommend we add to training plan: <ul style="list-style-type: none"> ○ WISCOM radio and RAVE training as ongoing ○ JIC training ○ ICS courses <p>October Training Plan Development</p> <ul style="list-style-type: none"> ▪ Currently putting together <p>County Outreach/ HERC Awareness</p> <ul style="list-style-type: none"> ▪ 12 county tour Robbie plans to take <p>CSC Con Ops</p>	
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	<ul style="list-style-type: none"> ▪ Doug Hill is coming to hospital mtg. to discuss draft crisis standards of care document <p>Recovery Training</p>	
9. HERC Improvement Plan	<p>Review with Ty</p> <ul style="list-style-type: none"> ▪ Ty walked through draft plan and Board helped identify priorities for the year that aligned with current workplan ▪ Moving forward, we will spend a little time at each full Board mtg. to discuss progress on improvements 	<ul style="list-style-type: none"> ▪ Ty to update IP plan per today's discussion
10. Strategic Plan Update	<p>Discussion</p> <ul style="list-style-type: none"> ▪ Del and Dr. Vayder felt that committee members lacked local representation – they were both then invited to attend ▪ Health equity models will be reviewed ▪ Group has a 9-month timeline 	
11. Bylaws Review	<p>Approve Bylaws</p> <ul style="list-style-type: none"> ▪ Added Article 12 - Coalition's addresses <p>Motion to approve amended bylaws 1st: Sue Smith 2nd: September Murphy Motion Result: Carried</p>	<ul style="list-style-type: none"> ▪ Robbie will get updated bylaws to Del and Josh to sign
12. Work Plan/Regional Projects and Deliverables	<p>Projects:</p> <ul style="list-style-type: none"> • NCW HERC Plan Signatures <ul style="list-style-type: none"> ○ All hospitals, majority of PH, majority of EM, and about half of EMS have provided signatures • Logo Update <ul style="list-style-type: none"> ○ Robbie got a hold of Molly a month ago, hasn't heard from her since ○ Robbie will call her and give her a 2-week deadline or contract is severed • Hazmat Operational Readiness Train the Trainer <ul style="list-style-type: none"> ○ Robbie shared Ed's comments with the consulting firm; they may need to pull Josh into conversation as well • ABLS Virtual Seats <ul style="list-style-type: none"> ○ First allocation that expires Oct. 1 is gone 	<ul style="list-style-type: none"> ▪ Robbie to call Molly and give 2-week deadline to finalize logo or sever contract

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	<ul style="list-style-type: none"> ○ Dr. Clark has gotten a few Aspirus representatives enrolled in other region's seats that were going to expire ○ We need less physician seats and more regular seats 	
<p>13. Current Responses</p>	<p>COVID</p> <ul style="list-style-type: none"> ▪ Bivalent vaccination is starting to roll out ▪ Pfizer and Moderna boosters no longer relevant <p>Monkeypox</p> <ul style="list-style-type: none"> ▪ Continue to see Health Alerts on this disease ▪ Are seeing a significant reduction in cases ▪ Expanding prophylaxis eligibility <p>Nurse Strike</p> <ul style="list-style-type: none"> ▪ Minnesota currently in active strike ▪ UW Health strike quelled ▪ Biggest concern is for pediatric trauma cases and MCI 	
<p>14. Contractor Updates</p>	<p>HERC Coordinator</p> <ul style="list-style-type: none"> ▪ Robbie re-interviews for his Coordinator position this Friday <p>Logistics</p> <ul style="list-style-type: none"> ▪ MCI bus list of concerns is being created ▪ MCI bus tour is next Tuesday (Sept 20th) at Wausau Aspirus hangar and will also be filmed for virtual viewing ▪ Supply chain deliverables step #1 is getting in touch with hospital supply chain staff to get a better handle on what the supply chain looks like in our Region <p>Planning</p> <ul style="list-style-type: none"> ▪ Working on updating HERC Improvement Plan ▪ September newsletter will be ready for release by next week ▪ Waiting for state's Radiation Plan template <p>WISOM SME</p> <ul style="list-style-type: none"> ▪ Next drill will be a redundant comm drill on Sept. 22 <p>UW MPH Student</p> <ul style="list-style-type: none"> ▪ Robbie has a handful of topics for Stacy to work on <p>Medical Advisor</p> <ul style="list-style-type: none"> ▪ No report 	<ul style="list-style-type: none"> ▪ Robbie to provide Ty additional trainings to add to Sept. newsletter
<p>15. Sector Update Discussion</p>	<p>Round Robin</p> <ul style="list-style-type: none"> • Hospitals - none 	

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	<ul style="list-style-type: none"> • EMS – submission for flex grant has been out since July 1, still no word • EM – Regional mtg. held yesterday to reconnect with regional and state partners, statewide conference is next week, and Fall Ride is this weekend • PH – working on recovery planning, developing an after-hour list of contact info for health officers, and working on DPH contracts • CMS – nothing new in home health 	
<p>16. Next Meeting/ Adjourn</p>	<p>Motion to adjourn. 1st: Josh Englund 2nd: September Murphy Motion result: Carried</p> <ul style="list-style-type: none"> ▪ October 12 meeting will be at Aspirus Wausau ▪ November meeting will be held in Weston 	