

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Aspirus Weston Clinic 2nd Floor Conference Room, 9 Nov 2022, 0900-1200

NCW HERC Board Members			<i>Clinics</i>	NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>	x	Josh Goch	x	Stacey Lam (Grad student)
x	Ed Radtke		Melody Dearth		
x	Josh Englund (Vice Chair)		<i>CMS</i>		
	<i>EMS</i>	x	Wendy Freese		
ex	Delmond Horn (Chair)		Sarah Rothmeyer		
x	Dr. Michael Clark (Treasurer)		<i>Tribal</i>		
	<i>Emergency Management</i>		Jacee Shepard		
x	Phil Rentmeester	NCW HERC/NCRTAC Staff			
x	September Murphy	x	Robbie Deede		
	<i>Public Health</i>	ex	Michael Fraley		
	Gary Garske	x	Dr. Tim Vayder		
x	Sue Smith		Travis Nixdorf		
	<i>Trauma</i>	x	Ty Zastava		
x	Jason Keffeler	x	Amy Wheeler		
	Gina Brandl				

Location: Aspirus Weston Clinic, 2nd Floor Conference Room (4005 Community Center Dr., Weston, WI)

Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum/ and Real-life Events	Introduction Winter Weather <ul style="list-style-type: none"> ○ Handout provided with winter weather case studies and preparedness tips 	Quorum verified: Yes
2. Call to Order	Meeting called to order @ 9:15	
3. Approval of Minutes of Previous Meeting	Discussion: Independent review of minutes Motion to approve previous meeting minutes. 1 st : Phil Rentmeester 2 nd : Dr. Clark Motion result: Carried	
4. Agenda Review and Additions	Discussion Motion to approve current agenda. 1 st : Jason Keffeler 2 nd : September Murphy Motion result: Carried	

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting

Aspirus Weston Clinic 2nd Floor Conference Room, 9 Nov 2022, 0900-1200

<p>5. Accountant Report</p>	<p>Budget Review</p> <p>October Financial Report Financial Report</p> <ul style="list-style-type: none"> ○ Amy reviewed October financial reports <p>Budget Approval and Commentary</p> <ul style="list-style-type: none"> ○ Budget has been approved ○ State wants more clear wage explanations for contractors – for example \$/hr. ○ Robbie recommends we begin reviewing contracts in January so they are finalized and ready to go by July ○ Contracts will need to go out to bid if over \$5,000 ○ Stipends – state does not like working with cell phone stipends, but with appropriate documentation they will work with it <p>Carryover</p> <ul style="list-style-type: none"> ○ BP3 and COVID carryover will not be as normal ○ Robbie submitted request for carryover funds to complete action items in our workplan ○ Will not receive notice if we receive carryover funds before January; this makes it very difficult to complete some of projects planned (i.e. FAC exercise, CMS exercise) <ul style="list-style-type: none"> ○ Need the funds to hire contractors to do the work <p>Unrestricted Expenses</p> <ul style="list-style-type: none"> ○ NCRTAC <ul style="list-style-type: none"> ○ Michael would like to use unrestricted funds to provide a working lunch at a training ○ Logo <ul style="list-style-type: none"> ○ Will use unrestricted funds to pay for new logo ○ Amy <ul style="list-style-type: none"> ○ Annual filings will need to be paid through unrestricted funds (\$54 and \$35) ○ Dr. Vayder <ul style="list-style-type: none"> ○ Dr. Vayder’s laptop was rejected; however, they said to resubmit it as an annual maintenance fee <p>Unrestricted revenue</p> <p>Audit Update</p>	<ul style="list-style-type: none"> ● Add contract discussion and prep to January Exec meeting ● Check with state to see if we can run contracts for three years increments ● Review our fiscal policy to assure it aligns with grant process ● Add to Exec meeting agenda review of carry over funds and review additional projects that may not yet be identified (i.e. HERC trailer)
------------------------------------	---	--

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting

Aspirus Weston Clinic 2nd Floor Conference Room, 9 Nov 2022, 0900-1200

	<ul style="list-style-type: none"> ○ Audit will be done with Kerber Rose and documentation has been started; they plan to start in December or January with completion by March <p>Motion to approve October financial report. 1st: Phil Rentmeester 2nd: Ed Radtke Motion result: Carried</p> <p>Motion to approve 990 Easy Form. 1st: Ed Radtke 2nd: Phil Rentmeester Motion result: Carried</p>	
<p>6. NCW HERC Policy Review and Development</p>	<p>Policies Associated with Expenditures and Reimbursements</p> <ul style="list-style-type: none"> ○ Need to tweak language to say we can only reimburse up to state rates <p>Expense Algorithm</p> <ul style="list-style-type: none"> ○ Policy on Expenditures and Disbursements <ul style="list-style-type: none"> ○ Need to verify language for competitive bids <p>Record Retention</p> <ul style="list-style-type: none"> ○ Needs to align with state and federal requirements ○ Need to review and formally adopt ○ Clarify how records are actually kept (electronic, paper, etc.) <p>Conflict of Interest</p> <ul style="list-style-type: none"> ○ Reviewed in the past, need to formally approve <p>Capitalization Policy</p> <ul style="list-style-type: none"> ○ Need to review and adopt <p>Reimbursement Values</p> <ul style="list-style-type: none"> ○ Needs review 	
<p>7. MOUs</p>	<ul style="list-style-type: none"> ● Hospitals <ul style="list-style-type: none"> ○ Hospital MOU was last updated in 2018 ○ Do we keep MOU or adopt into the Response Plan? ○ Sharing of staff is very difficult – lots of legal concerns ○ A more generalized working agreement with an understanding that hospitals will help each other would be sufficient 	<ul style="list-style-type: none"> ● Discuss hospital MOU at hospital meeting next month

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting

Aspirus Weston Clinic 2nd Floor Conference Room, 9 Nov 2022, 0900-1200

	<ul style="list-style-type: none"> ○ Take out all individual facilities and just name two systems – Marshfield Clinic and Aspirus ○ Consensus is to try and meld it into Response Plan – more discussion needed at hospital meeting; do reference that this replaces MOU to account for Joint Commission requirements ● Kwik Trip <ul style="list-style-type: none"> ○ Language of MOU states it will last for a year – last updated in 2019 ○ May not be necessary to have MOU anymore, however, POC would be important ○ Relationships at the local level still important 	
<p>8. HERC Improvement Plan</p>	<ul style="list-style-type: none"> ● Ty walked through status of current Improvement Plan activities 	
<p>9. Strategic Plan Update</p>	<ul style="list-style-type: none"> ● Dr. Vayder has a meeting with the state next Monday to discuss their charter and then from there, there will be an in-person meeting on December 7 ● State has provided a copy of red line items that will not be discussed; should not have bearing on strategic planning efforts 	
<p>10. Work Plan/Regional Projects and Deliverables</p>	<p>Projects:</p> <ul style="list-style-type: none"> ● Health Equity <ul style="list-style-type: none"> ○ Dedicated slide on health equity for county mtgs. ○ Will provided education opportunities on health equity trainings in newsletter ● Logo Update <ul style="list-style-type: none"> ○ Change “readiness coalition” font from blue to red ○ Motion to approve logo ○ 1st: September Murphy 2nd: Dr. Clark ○ Motion result: Carried ● County Outreach <ul style="list-style-type: none"> ○ Held first meeting in Wood County ○ People are reviewing and re-learning plans post COVID 	

North Central Wisconsin Healthcare Emergency Readiness Coalition
NCW HERC Board Meeting

Aspirus Weston Clinic 2nd Floor Conference Room, 9 Nov 2022, 0900-1200

	<ul style="list-style-type: none">○ Substantial turnover○ Healthcare staffing is a critical concern; need for a healthcare recruitment task force in the county○ Value to hold local partner meetings routinely○ Valuable to have local political leadership at these meetings● Virtual Hazmat Seats & ABLS Virtual Seats<ul style="list-style-type: none">○ Not much to update○ Seats are being used● Crisis Standards of Care Con Ops/ Hospital MCI<ul style="list-style-type: none">○ Open comment until today○ Robbie collecting comments to share with Doug● Critical Transport Ops Checklist<ul style="list-style-type: none">○ Robbie shared with some EMS/Trauma contacts for their review and comment○ Consensus is that document is quite vague, and may not be helpful during a real incident○ Robbie would like more comments on what needs to be added to make plan more valuable○ Needs to go to EMS board for their review as well○ Comments are due today, Robbie will see if he can get an extension● WI/MI Border Collaboration<ul style="list-style-type: none">○ May 16 meeting - save the date○ Highly valuable for EMS and hospital contacts to be there● HVA, CAT, Work Plan Review<ul style="list-style-type: none">○ Robbie is going to start reviewing between Thanksgiving and Christmas○ Robbie will send out for board review as well● Nuc/Rad Annex Development<ul style="list-style-type: none">○ Ty and Robbie are going to take first pass at it tomorrow and then loop in workgroup members○ Let Robbie know of contacts you think should sit on workgroup● Training and Exercise<ul style="list-style-type: none">○ Nuc/Rad Edu & Exercise<ul style="list-style-type: none">▪ State is creating initial template for exercise	
--	---	--

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting

Aspirus Weston Clinic 2nd Floor Conference Room, 9 Nov 2022, 0900-1200

	<ul style="list-style-type: none"> ○ CMS Exercise <ul style="list-style-type: none"> ▪ Need to gauge CMS partner needs for exercise at meeting this afternoon ▪ Exercise will likely be May or June ▪ Dependent on receiving carryover funding ○ FAC Edu & Exercise <ul style="list-style-type: none"> ▪ At a minimum will hold education, waiting on carryover funds to hold exercise • Training Needs Assessment <ul style="list-style-type: none"> ○ Due by 11/30/22 • Governor’s Conference Abstracts <ul style="list-style-type: none"> ○ Will be a medical track this year ○ Save the date - Feb. 27 – March 1 in Madison 	
<p>11. Current Responses</p>	<ul style="list-style-type: none"> • RSV & Influenza <ul style="list-style-type: none"> ○ PICU & NICU Capabilities <ul style="list-style-type: none"> ▪ Currently monitoring beds; have been tight ▪ Looking at what will be patient flow if PICU/NICUs are full ▪ Twin Cities currently full as of this morning ○ CDC HAN ○ Albuterol shortage as well ○ Expect ILI cases to increase over next couple weeks • Diesel Shortage <ul style="list-style-type: none"> ○ Everyone should review their diesel contracts ○ If you see a shortage, be sure to report • Staffing Shortages/ Nursing Strikes <ul style="list-style-type: none"> ○ Have less nurses to start with, so if/when they strike, it is critically low numbers • COVID, Monkeypox, Polio, Measles, Ebola <ul style="list-style-type: none"> ○ So many infectious diseases happening right now 	
<p>12. Contractor Updates</p>	<ul style="list-style-type: none"> • Contractor Update Independent Review <ul style="list-style-type: none"> ○ Robbie will send out to board with minutes • MPH Student Update 	

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting

Aspirus Weston Clinic 2nd Floor Conference Room, 9 Nov 2022, 0900-1200

	<ul style="list-style-type: none"> ○ Stacey has taken a step back with school, but is going to continue to attend HERC mtgs. that she can 	
13. Sector Update Discussion	Round Robin	
14. Next Meeting/Adjourn	<p>Motion to adjourn. 1st: September Murphy 2nd: Ed Radtke Motion result: Carried</p> <ul style="list-style-type: none"> ▪ December 14th Molinero Room 	