

North Central Wisconsin Healthcare Emergency Readiness Coalition
NCW HERC Board Meeting

Aspirus Wausau Family Medicine Building, 2nd Floor, Molinaro Room, 11 Jan 2023, 0900-1200

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

Location: Molinaro Auditorium, located on the 2nd Floor of the Aspirus Wausau Family Medicine building (425 Wind Ridge Dr., Wausau WI 54401)

Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum/ and Real-life Events	Introduction Case Study: Mass Fatality <ul style="list-style-type: none"> Ty reviewed Uvalde School shooting case study Discussed “second victim” effects and training 	Quorum verified: Yes
2. Call to Order	Meeting called to order @ 9:16	
3. Approval of Minutes of Previous Meeting	Discussion: Independent review of minutes Motion to approve previous meeting minutes. 1 st : Jason Keffeler 2 nd : Wendy Freese Motion result: Carried	
4. Agenda Review and Additions	Discussion Motion to approve current agenda. 1 st : Gary Garske 2 nd : Josh Englund Motion result: Carried	
5. Accountant Report	December Financial Report <ul style="list-style-type: none"> Overview by Amy and Discussion 	

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	<ul style="list-style-type: none"> Reviewed Statement of Financial Position, Statement of Activity, Budget vs. Actual, and General Ledger <p>Carryover Update</p> <ul style="list-style-type: none"> Still no word on carryover funds State is down several key staff members to complete this work <p>Unrestricted revenue</p> <ul style="list-style-type: none"> Cut the check for the new logo Have not yet heard back from State if we can do fee for service activities <p>Audit Update</p> <ul style="list-style-type: none"> Is at a standstill at moment, waiting for verification of funds received from DHS Auditor cannot move forward until they get this information <p>Motion to approve December Financial Report 1st: Melody Dearth 2nd: Gary Garske Motion result: Carried</p>	
<p>6. BP4 Midyear Budget Review</p>	<p>Review and approve Midyear Budget</p> <ul style="list-style-type: none"> Robbie walked through mid-year budget May need to pull from conference fee to cover Michael Fraley's computer repair May need to utilize indirect expense line item in future to cover operational expenses Board recommends moving the National Prep Conference funds that Robbie will no longer attend (~\$1,500), and move to the "Indirect Expense" line item and cover Fraley's computer repair expense <p>Motion to approve Midyear Budget 1st: Jason Keffeler 2nd: Josh Englund Motion result: Carried</p>	<ul style="list-style-type: none"> Robbie to request permission from state to move his conference money line item to cover Fraley's computer repair expense and move rest to "indirect expenses" line item
<p>7. BP5 Preliminary Budget Prep</p>	<p>Review and approve Preliminary Budget</p> <ul style="list-style-type: none"> Overall budget is about \$150,000 Robbie walked through draft budget Could put up to \$15,000 into the indirect line item to cover random operational expenses 	

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	<ul style="list-style-type: none"> • Kerber Rose audit fees will be \$10,000 for BP4 and \$10,500 for BP5 • May look to hire an exercise contractor to cover all exercises for the year <p>Motion to approve Preliminary Budget. 1st: Phil Rentmeester 2nd: Jason Keffeler Motion result: Carried</p>	
<p>8. BP4 Work Plan Mid-year Review</p>	<p>Review and approve Midyear Work Plan</p> <ul style="list-style-type: none"> • Robbie walked through updated work plan • Most everything is in motion to complete, minus the projects that are awaiting carryover funding for • Projects that are waiting on carryover funds most likely won't have time to get completed <p>Motion to approve Midyear Work Plan. 1st: Gary Garske 2nd: Wendy Freese Motion result: Carried</p>	
<p>9. Contractor RFA Development</p>	<ul style="list-style-type: none"> • Deliverable Review <ul style="list-style-type: none"> ○ Medical Advisor <ul style="list-style-type: none"> ▪ Reviewed compensation portion ▪ Would like to stay within \$24,000 window and do more of a baseline contract and minimize reimbursements ▪ Will look to move contract to a solid \$24,000 and remove any reimbursement (still include regional and state HERC related travel – mileage, hotel, and per diem) ○ Financial Accountant <ul style="list-style-type: none"> ▪ Payroll currently falls under Robbie's contract, may make sense to leave under operational contract ▪ ~ 5 hours a month for accountant ○ WISCOM SME <ul style="list-style-type: none"> ▪ Adjusted to make it a communications SME 	<ul style="list-style-type: none"> • Develop draft contracts and then have board mtg. without contractors present to determine wages and final contract deliverables – set meeting before February board meeting

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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Added language to account for both WISCOM and Juvare platforms by saying “Emergency Communications” platforms ▪ Recommend bumping contract amount from \$10,000 to \$12,000 ○ Logistics <ul style="list-style-type: none"> ▪ Tweaked language a tad to include staging of assets ▪ Added language for monitoring and cycling inventory ○ HERC Coordinator Subcontract <ul style="list-style-type: none"> ▪ Need to review information once received from Tracey ○ Medical Technical Support <ul style="list-style-type: none"> ▪ Not many changes needed ▪ Will remove EMResource and Juvare and just say “Emergency Communications” to keep it more evergreen ○ Exercise Contractor on HERC staff <ul style="list-style-type: none"> ▪ Currently put individual exercises out for bid ▪ Would like to have exercise contractor in-house and eliminate individual exercise RFPs ○ Planning Contractor <ul style="list-style-type: none"> ▪ Making it more evergreen • If contractor needs to travel, it should be accounted for in their budget • Next Steps <ul style="list-style-type: none"> ○ Recommend we develop contract drafts and then have a board meeting with no contractors present, and let the board decide what is fair for wages ○ See if state has a contractor wage sheet to review 	
<p>10. CAT Tool Midyear Review</p>	<p>Review and approve Mid-year CAT Tool</p> <ul style="list-style-type: none"> ○ Final changes will occur at the end of the year. <p>Motion to approve Mid-year CAT Tool 1st: Gary Garske 2nd: Wendy Freese</p>	

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	Motion result: Carried	
11. Transition Strategy Discussion	<p>Discussion</p> <ul style="list-style-type: none"> • Dell and Josh are meeting with OPEHC tomorrow to discuss how our HERC will move forward with Robbie leaving • Not sure state has capacity to rehire Robbie’s position by April 1 • Offering to state that Ty would serve as interim coordinator April – June to assure that deliverables get completed and give OPEHC more time to hire a new coordinator • State is looking at reshaping the boundaries of the HERCS to align with WEM regions • There is a request for HERC boards to come together with unified recommendations to take to the state advisory board 	
12. HERC Improvement Plan	<p>Discussion</p> <ul style="list-style-type: none"> ○ Working on majority of improvements identified ○ Are not yet addressing the JIC and public messaging strategies ○ May not be able to address Recovery Training and FAC exercise due to delay in carryover funding 	
13. Strategic Plan Update	<p>Update from Del and Dr. Vayder</p> <ul style="list-style-type: none"> ○ State emailed this morning stating that they plan to keep moving forward with the strategic plan, even though Tim has resigned 	
14. Training Needs Assessment Results	<p>Discussion</p> <ul style="list-style-type: none"> ○ Will inform the regional and state interaction to bring trainings into WI 	
15. Work Plan/Regional Projects and Deliverables	<p>Projects:</p> <ul style="list-style-type: none"> • HSEEP Course <ul style="list-style-type: none"> ○ Not yet posted on WEM training portal • Logo Update <ul style="list-style-type: none"> ○ Is finally complete and being integrated into our materials • County Outreach <ul style="list-style-type: none"> ○ Still waiting to set meeting with Forest; summary will be draft until that meeting is held 	

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	<ul style="list-style-type: none"> • Virtual Hazmat Seats & ABLs Virtual Seats <ul style="list-style-type: none"> ○ Working to coordinate seats that are available • WI/MI Border Collaboration <ul style="list-style-type: none"> ○ Met yesterday ○ Major differences on how things are done in UP vs WI ○ Michael is meeting with RTAC coordinator in UP • HVA <ul style="list-style-type: none"> ○ Out for open review; will be closed Jan. 30th ○ Will discuss at Feb. Board mtg. • Nuc/Rad Exercise <ul style="list-style-type: none"> ○ Set for April • CMS Exercise <ul style="list-style-type: none"> ○ Set for second Wed. in June • FAC Edu & Exercise <ul style="list-style-type: none"> ○ Don't think we can hold full exercise without carryover funds ○ Plan to give virtual training Feb. 15 at 1:00 • Virtual In-Service <ul style="list-style-type: none"> ○ Registration will come out in February ○ Training is March 20th • Governor's Conference <ul style="list-style-type: none"> ○ Phil will be speaking at this conference 	
<p>16. Plan and Annex Review and Development</p>	<ul style="list-style-type: none"> • Nuc /Rad Annex Development <ul style="list-style-type: none"> ○ Will be sent out soon for open comment • Crisis Annex <ul style="list-style-type: none"> ○ Will rename to Resource Management Annex ○ Will be out for open comment soon • Prep Plan • Response Plan 	
<p>17. Current Responses</p>	<ul style="list-style-type: none"> • Respiratory Illness <ul style="list-style-type: none"> ○ Many multiple diversions • Staffing Shortages continue • Major nursing strike in New York 	

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18. Contractor Updates	<ul style="list-style-type: none"> • Independent Review • Will be sent out with the minutes 	
19. Sector Update Discussion	Round Robin	
20. Next Meeting/ Adjourn	<p>Motion to adjourn. 1st: Jason Keffeler 2nd: Phil Rentmeester Motion result: Carried</p> <ul style="list-style-type: none"> ▪ Next Meeting February 8, 2023 	