

## HICS FORM 202: INCIDENT OBJECTIVES



<b>1. Incident Name:</b> NWWIHERC Board of Directors	<b>2. Operational Period:</b> August 3, 2018 0900-1000	<b>3. Incident Location:</b> <b>Mosaic Telecom Training Room, Cameron</b>
<b>5. Attendees:</b> Aimee Wollman Nesseth (Coordinator), Brian Kaczmarski (Chair), Natasha Cardinal (Secretary), Patty Subera, Mark Manning, Barb Wickstrom, Randy Books, Kyle Shafer, Gail Peterson, Dave Salter. <b>Phone:</b> Rob Goodland (RTAC Coordinator), Dr. Paul Krantz (HERC Medical Advisor), Jon Schultz, Bob Lindberg.		

TOPIC	DISCUSSION
<b>Call to Order</b>	Meeting called to order at 0900 by Chair Brian Kaczmarski
<b>Additions to the Agenda</b>	Aimee added the following items to the agenda: <ul style="list-style-type: none"> <li>Moving Draft Budget to end of Old Business</li> </ul>
<b>Review of Minutes</b>	The minutes from the July meeting had been distributed previously. No questions or comments. Barb moved to accept the minutes. Natasha seconded the motion. The motion was approved.
<b>Financial Update</b>	<p><b>Final Budget Period 1 Report</b></p> <ul style="list-style-type: none"> <li>Aimee presented the final Budget Period 1 Financial Report. All numbers match between Aimee's records, the fiscal agent, and the State. Final carryover total is: \$45, 374.89. Motion by Randy to accept the final financial report for BP1. Seconded by Mark. Motion approved.</li> </ul> <p><b>Approval of HERC Coordinator's (Aimee's) July Expenses</b></p> <ul style="list-style-type: none"> <li>Patty made a motion to accept the HERC Coordinator's July Expenses as shared. Barb seconded the motion. Motion approved.</li> </ul>
<b>Old Business:</b>	<p><b>Vice Chair Position</b></p> <ul style="list-style-type: none"> <li>Discussion regarding the vice chair position, especially regarding the commitment to attend the bi-monthly Advisory Group meetings. Aimee clarified that each Region has two representatives. If the chair or vice chair is not able to attend, it is possible to designate another member of the HERC to be a proxy vote. The only people who are not eligible to fill this role and contract staff, namely Aimee or Rob. Aimee suggested it may be helpful for other members of the board to have a chance to attend these Advisory Group meetings to get a better understanding of how things work at the State level. With this clarification, Bob Lindberg agreed to serve as the HERC Vice-Chair. Motion by Randy to accept Bob as Vice Chair. Seconded by Patty. Motion approved.</li> </ul> <p><b>Medical Advisor Position</b></p> <ul style="list-style-type: none"> <li>Aimee reviewed the discussion at the last meeting. An email was sent out to the region asking if there were any Providers who may be interested in serving in some capacity as part of a Medical Advisor team for the HERC. Two names were offered in addition to Dr. Krantz. After further discussion, motion made by Randy to communicate the HERC Board's offer to contract with Mayo Clinic Health System for Dr. Krantz's position as Medical Advisor to the HERC at an annual rate of \$15,000, and to support the development of a Medical Advisor team of which Dr. Krantz would be lead. The intention would be to offer to send the other two providers to training regarding Healthcare Coalitions with HERC funds to broaden Provider awareness. Seconded by Mark. Motion approved.</li> </ul> <p><b>WISCOM Subject Matter Expert Scope of Work and Contract</b></p> <ul style="list-style-type: none"> <li>Aimee shared a draft of the WISCOM SME Scope of Work to be considered for BP1S. John Kruk has had a chance to review this and would remain interested in the position. Motion made by Mark to continue to offer a contract to John Kruk as the WISCOM SME at a rate of \$1000/month for a 12 month contract. Seconded by Barb. Motion approved.</li> </ul> <p><b>Training Opportunity for Board Members at the Center for Domestic Preparedness</b></p>

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>• The results of the survey sent out by Aimee after the last meeting indicates that there is interest in attending this training as a Board. The two weeks that ranked the “best” were January 28-February 1 and April 14-18. Aimee will continue to work on this possibility.</li> </ul> <p><b>Draft Budget</b></p> <ul style="list-style-type: none"> <li>• Aimee reviewed some very initial numbers based off last year’s final budget report, carry over funds, and our base budget for Budget Period 1 Supplemental. Now that other decisions have been made today, Aimee will update the draft and send out to Board members for review and suggestions prior to the September Board meeting.</li> </ul>
<b>New Business</b>	<p><b>Advisory Group Updates</b></p> <ul style="list-style-type: none"> <li>• Brian shared that there was a very initial discussion about a program known as eICS by Juvare. More information to come.</li> <li>• There has been reorganization at the State Office of Preparedness and Emergency Health Care. Aimee’s direct supervisor, Michelle Seitz, has taken a Planning position in the office. The PHEP and HPP Manager position will be a combined position that the state will be recruiting for in the coming weeks.</li> <li>• Aimee and Rob will be losing their state email (and therefore we will also lose access to Adobe Connect). This will not happen until January 1, 2019. Discussion taking place regarding replacing these services.</li> </ul> <p><b>Next WHEPP Advisory Group Meeting at the WI Dells is September 21, 2018.</b></p> <p><b>Due to shortage of time, Aimee will draft an email with additional updates and agenda items.</b></p>
<b>Adjournment</b> <b>Next Meeting</b>	<p>Motion to adjourn by Patty at 0956. Barb seconded the motion. Motion approved.</p> <p><b>Next Meeting will be September 7, from 9:00 am – 10:00 am, Teleconference.</b></p>
<b>5. Prepared by :</b> Aimee Wollman Neseth and Natasha Cardinal.	