

## HICS FORM 202: INCIDENT OBJECTIVES



<b>1. Incident Name:</b> NWWIHERC Board of Directors	<b>2. Operational Period:</b> August 2, 2019, 0900-1000	<b>3. Incident Location:</b> Mosaic Telecom Training Room, Cameron, WI
<b>5. Attendees:</b> Aimee Wollman Nesselth (Coordinator), Brian Kaczmariski (Chair), Natasha Cardinal (Secretary), Robert Goodland, (RTAC Coordinator), Dr. Krantz (Medical Advisor), Mark Manning, Brittany Fry, Wayne Street, Candi McConnell. On the phone: Jon Schultz		

TOPIC	DISCUSSION
<b>Call to Order</b>	Meeting called to order at 0905 by Chair, Brian Kaczmariski.
<b>Additions to the Agenda</b>	No additions to the agenda. Motion to approve the agenda as written by Mark, seconded by Wayne. Motion approved. Kim Cox, Manager of the Healthcare Preparedness Program (HPP) and Public Health Emergency Preparedness (PHEP) Programs introduced herself.
<b>Review of Minutes</b>	The minutes from the July meeting had been distributed previously. No questions or comments. Wayne moved to accept the minutes as written. Mark seconded the motion. The motion was approved.
<b>Financial Update</b>	<p><b>Approval of HERC Coordinator's (Aimee's) July Expenses</b></p> <ul style="list-style-type: none"> <li>Aimee reviewed her expenses from July. There was less travel due to the July 4<sup>th</sup> holiday and getting things organized for the new fiscal year. The last half of the month was busy with supporting the Polk and Barron County Volunteer Reception Centers.</li> <li>Natasha made a motion to accept the HERC Coordinator's July expenses as shared. Brittany seconded the motion. Motion approved.</li> </ul> <p><b>Budget for Budget Period 1 Supplemental</b></p> <ul style="list-style-type: none"> <li>Aimee shared the final BP1S Budget. There is a negative \$27K in the training budget line, but \$24,900 will be reimbursed by the state in the next fiscal year. This was for the Business Continuity Course last February. There was \$24,096.41 remaining in last year's budget which will be carried over to this new fiscal year. All numbers match with the Fiscal Agent records. Aimee will submit the final budget numbers to the Office of Preparedness and Emergency Health Care. Motion to approve final budget as presented by Natasha. Seconded by Brittany. Motion approved.</li> <li>Ebola Funds: We started the year with \$57,786 and have \$29166.53 remaining.</li> <li>Aimee says Ingrid at Helping Hands Foundation has been very easy to work with and extremely helpful.</li> </ul>
<b>Advisory Group Updates</b>	<ul style="list-style-type: none"> <li>The July meeting was cancelled due to multiple responses taking place statewide following the July 19 storms. The State Emergency Operations Center has been open. Next meeting will be held in September.</li> </ul>
<b>Old Business:</b>	<p><b>Items for review prior to submission deadline of August 24, 2019 (30 days after the execution of the Budget Period 19-20 contract with our fiscal agent).</b></p> <ul style="list-style-type: none"> <li>Aimee reviewed the proposed budget draft. Base funding= \$102,000. Carryover funds include: \$70,000 from state, reimbursement of \$24,900 + fiscal agent fees, \$24,096.41 from BP1S carryover for a total for carryover funds to=\$121,486.41. Total operating budget=\$223,486.41 which is an increase over last year's funding. Available Ebola funds= \$29166.53 + \$10459=\$ 39,625.53</li> </ul>

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	<ul style="list-style-type: none"> <li>• Aimee shared that ASPR is watching travel expenses closely and required travel to be broken down by person traveling, location, and all associated costs. All budget items have to be associated with specific ASPR Capabilities, Objectives and Activities as well.</li> <li>• RTAC has a budget of approximately \$34,000. The HERC will continue to pay the 10% fiscal agent fees for the RTAC to free up more money for trauma prevention.</li> <li>• Discussion about line item for new computer, Mi-Fi, and portable printer for Coordinator.</li> <li>• Dr. Krantz asked for clarification regarding the Fiscal Agent fees. We are paying 10% at this time. If/when we become incorporated, we would be able to either manage the accounting ourselves, or hire someone to handle these responsibilities.</li> <li>• Would like to send up to six people to one of the National Conference. Aimee and Rob plan to attend the AHEPP Conference. Aimee will not be attending the National HCC Conference this year. Board members, please indicate you interest, availability in attending one of these two conferences.</li> <li>• Discussion about creating a line item for “response activities”. A policy will need to be created regarding discretionary funds to cover response needs such as the rapid tag bracelet that were used this past weekend in Polk County. Mark made a motion to approve up to \$2000 in discretionary funds with consultation with one other Board Member. Wayne seconded the motion. Motion approved. Any purchase over that would need approval from the Board.</li> <li>• Regional HERCs/State will be purchasing licenses for Go-to-Meeting and Go To Webinar since all coordinators and RTAC will be losing their State emails and therefore, access to Adobe Connect.</li> </ul> <p><b>Work Plan</b></p> <ul style="list-style-type: none"> <li>• Work Plan for 2019/2020 (Please Review Work Plan to review the Regional Action and Strategies. Below is only a partial list of items that we are working on) <ul style="list-style-type: none"> <li>○ Several new requirements this year included in the grant.</li> <li>○ Budget items has to be tied to work plan</li> <li>○ Regional projects: Money has been set aside for these. To be determined. Please think of ideas that would benefit the region as a whole. <ul style="list-style-type: none"> <li>▪ Public health</li> <li>▪ Emergency Management</li> <li>▪ Hospitals</li> </ul> </li> </ul> </li> </ul>

TOPIC	DISCUSSION
<b>New Business</b>	None stated.
<b>Adjournment Next Meeting</b>	Motion to adjourn at 0952 by Mark. Seconded by Natasha. Motion approved. <b>Next Meeting will be September 6, teleconference. 0900-1000</b>
<b>5. Prepared by :</b> Natasha Cardinal and Aimee Wollman Nesseth	