

HICS FORM 202: INCIDENT OBJECTIVES



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| 1. Incident Name: NWWIHERC Board of Directors | 2. Operational Period: July 9, 2018 0900-1100 | 3. Incident Location: Mosaic Telecom Training Room, Cameron |
| 5. Attendees: Aimee Wollman Nesseth (Coordinator), Rob Goodland (RTAC Coordinator), Mark Manning, Barb Wickstrom Phone: Patty Subera, Jon Schultz, Brian Kaczmarek, Natasha Cardinal. Unable to attend: Wayne Street, Bob Lindberg, Randy Books. | | |

| TOPIC | DISCUSSION |
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| Call to Order | Meeting called to order at 0909 by Vice Chair Brian Kaczmarek |
| Additions to the Agenda | Aimee added the following items to the agenda: <ul style="list-style-type: none"> • Rob's printer • Opportunity for Board to attend Center for Domestic Preparedness • Beginning conversation regarding Coalition Surge Test for 2019 |
| Review of Minutes | The minutes from the May meeting had been distributed previously. No questions or comments. Patty moved to accept the minutes. Barb seconded the motion. The motion was approved. |
| Financial Update | <p>Budget Period 1 to date.</p> <ul style="list-style-type: none"> • Aimee shared what she had to date for June, 2018. Waiting on final expenses prior to running final report. We are close to being done for the year. No questions asked. Jon made a motion to accept the financial report. Mark seconded the motion. The motion was approved. <p>Approval of HERC Coordinator's (Aimee's) June Expenses</p> <ul style="list-style-type: none"> • Natasha made a motion to accept the HERC Coordinator's June Expenses as shared. Jon seconded the motion. Motion approved. |
| Old Business: | <p>Distribution of Pediatric Mass Casualty Kits</p> <ul style="list-style-type: none"> • The kits are completed. Aimee has already distributed to the Level 2 and Level 3 hospitals including: Mayo Clinic Health System-Eau Claire, Sacred Heart Hospital, St. Joseph's Hospital, Lakeview Medical Center and Mayo One (Air Medical). She asked the board for suggestions on how best to distribute the rest of the kits. Suggestions included: North Aircare, LifeLink III, Memorial Medical Center, Rusk County Medical Center, St. Croix Falls Medical Center, Western WI Health, and Hayward Area Memorial Hospital and the new Marshfield Hospital in Eau Claire. <p>Training Survey</p> <ul style="list-style-type: none"> • Aimee presented the results of the state/regional training survey that went out last February. Of the trainings that were most requested in our region, some have already been offered in the past year and others are have already been scheduled for this coming year. Aimee will work with Svea, the OPEHC Training and Exercise Coordinator to request the additional trainings that were identified as priorities in this region. <p>CAT Tool Review</p> <ul style="list-style-type: none"> • This was a new tool used this year. The final report has been submitted for Budget Period 1. Aimee will print off reports to be shared at our next Board meeting. |
| New Business | Elections |

| TOPIC | DISCUSSION |
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| | <ul style="list-style-type: none"> • Brian Kaczmarek was nominated to be the Board Chair. No other nominations from the Board were heard. A motion was made and seconded to name Brian as the new NWWIHERC Chair. Brian agreed to the position. • This now opens up the Vice Chair position. The Board did not want to choose someone today, but wanted those who were not at the meeting to have an opportunity to step up for this position. Aimee will send out an email to the Board asking for interested individuals to speak up. A decision will be made at the August meeting. <p>Medical Advisor Contract</p> <ul style="list-style-type: none"> • Aimee provided some back ground to the Medical Advisor position for the new members of the Board. This includes the following: <ul style="list-style-type: none"> ○ There is no requirement per the Grant to have a Medical Advisor ○ Dr. Krantz remains very interested in the position ○ A couple of conversations have been held with Mayo Clinic Health System Vice President regarding Mayo’s expectations for a contract. Overall, the contract draft looks good, according to The Helping Hands, Inc., however, the fair market value for 10 hours/month of Dr. Krantz’s time is not feasible based on our annual budget. Mayo Clinic may be willing to negotiate this. Some changes to the Service Agreement may also need to be changed. ○ A survey was done of Board Members last spring. Overwhelmingly, the Board finds value in the Medical Advisor position for the HERC and is willing to pay some percentage of the annual budget toward this service. ○ The Board had lengthy discussion. The Board suggested there may be value in seeking physicians from additional hospital systems to provide medical advisement in addition to Dr. Krantz. Suggestion was made to send out an email to Hospital Representatives asking them to inquire with their physicians to see if there are other providers who may be interested in serving on a Regional medical advisory committee. The Board did not feel ready to move forward with the current contract until this option was explored. Further decisions will be made at the August meeting. <p>WISCOM SME</p> <ul style="list-style-type: none"> • Overwhelmingly, the Board feels this is a valuable service to the region. They are interested in renewing the contract and will need to review the Scope of Work prior to moving forward. Will complete at August meeting. <p>Review of Regional Work Plan Deliverables</p> <ul style="list-style-type: none"> • Aimee has not been provided with a Regional Work Plan for Budget Period 1-Supplemental yet, but anticipates that many items will remain the same from last year. Aimee emphasized the focus on the Four Capabilities and the need to view these as Regional Work Plans, not just the HERC Coordinator’s Work Plan. All items on our regional budget will also need to be tied to one of the Four Capabilities this year. <p>501 c3 Conversation</p> <ul style="list-style-type: none"> • Discussion regarding the emphasis on becoming a legal entity this year. Aimee provided an option that Region 2 is planning to utilize which involves entering into a contract with an already existing 501c3 organization such as The Helping Hands. After discussion, the Board agreed to consider entering into contract with The Helping Hands for their 501c3 services as outlined in the contract. Aimee will distribute the contract for review by the Board. <p>Preliminary Budget</p> <ul style="list-style-type: none"> • Due to time, Aimee will put together a draft budget proposal based on last year’s budget. BP1-Supplemental budget will be approved at August meeting. <p>Proposed Schedule of Meetings for 2018-2019 Budget Period 1 Supplemental</p> |

| TOPIC | DISCUSSION |
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| | <ul style="list-style-type: none"> • Barb moved to accept the proposed dates and Patty seconded. Aimee will put the dates on the Website Calendar and will include in the next electronic newsletter. <p>Rob’s Printer</p> <ul style="list-style-type: none"> • Rob explained that the HERC had purchased a computer and printer for the RTAC just over two years ago. His printer is not currently working and the store suggested it would be “cheaper to buy new than try to repair”. Motion made by Mark and seconded by Barb to pay \$200 toward the cost of a new RTAC printer. Motion approved. <p>Opportunity for Board of Directors to attend FREE training in Anniston at the Center for Domestic Preparedness</p> <ul style="list-style-type: none"> • Aimee shared information regarding this training to help learn about best practices for building, leading, and sustaining Healthcare Coalitions. The Board voiced interest in attending this training. Aimee will send out a Survey Monkey to try to identify which weeks may be possible for the Board to attend. <p>Coalition Surge Test Beginning Discussion</p> <ul style="list-style-type: none"> • There is a desire to move the exercise out of the Eau Claire area, however, to reach the 20% of acute staffed beds, we may need to include many smaller hospitals. No decisions made. <p>Next WHEPP Advisory Group Meeting at the WI Dells is July 20, 2018,</p> |
| <p>Adjournment Next Meeting</p> | <p>Motion to adjourn by Patty at 1105. Barb seconded the motion. Motion approved.</p> <p>Next Meeting will be August 3 from 9:00 am – 10:00 am, at the Mosaic Telecom Training Room in Cameron.</p> |
| <p>5. Prepared by : Aimee Wollman Nesseth and Natasha Cardinal.</p> | |