



HICS FORM 202: INCIDENT OBJECTIVES

1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: November 4, 2022 0835-0933	3. Incident Location: Teleconference
5. Virtual Attendance: Aimee Wollman Nesseth (Coordinator), Brittany Fry (WWPHRC-Vice Chair), Sara Wartman (Bayfield County PH), Natasha Cardinal (St. Croix County EM), Jon Schultz (Eau Claire Fire Department), Candi McConnell (Water's Edge), Darren Van Blaricom (Health Partners Valley Hospitals), Dr. Kari Haley (Medical Advisor), Jean Roedl (St. Croix Tribal Health Clinic) and Wayne Street (Mayo Clinic Health System-Eau Claire).		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 0835 by Vice Chair, Brittany Fry.
Additions to the Agenda and Announcements	New Additions: Radiological and Critical Transportation Process Map. Motion to approve agenda with these additions by Sara and seconded by Wayne. Motion approved.
Review of Minutes	<ul style="list-style-type: none"> The October Minutes were sent out for review. The biggest topic for conversation was the budget process. Motion to approve the minutes as written by Natasha Cardinal. Second by Darren Van Blaricom. Motion approved. Minutes will be posted to our website under "Resources".
Financial Update	<p>Approval of HERC Coordinator Reimbursement Invoices for non-Travel and Travel, October, 2022:</p> <ul style="list-style-type: none"> Brittany noticed a mileage difference between Oct. 13 & 14 to same location and Aimee will correct. Motion by Sara to approve both the non-travel and travel invoices with this correction. Second by Jon. Motion approved. <p>Review of Budget to date:</p> <ul style="list-style-type: none"> We received payment for the first invoice on Nov. 3rd and can now pay our expenses since July. Several people have taken advantage of scholarships already this year. Encouraging people to apply for scholarships sooner than later as we have significantly less funds available with no guarantee of when the "special project/carryover" funds will be available. Motion to approve budget as written by Jon, seconded by Natasha. Motion approved. <p>Brittany asked a question regarding the funds generated by serving as the fiscal sponsor for the NWWI RTAC. It is 10% of their annual budget and we are invoicing \$283.06 per month. These funds are unrestricted and available in our account.</p> <p>Carryover Process Update:</p> <ul style="list-style-type: none"> The Office of Preparedness and Emergency Health Care (OPEHC) will formally apply to ASPR for the "carryover funds" from all seven HERC regions in the coming weeks. Once approval from ASPR is received there will be a new process (still being developed by OPEHC) to apply for these special project funds. We will likely not have access to any of these funds until after the new year. The goal is to budget items required to meet the grant deliverables in the base budget and to no longer rely on any carryover funding. <p>Budget Approval Status Update:</p> <ul style="list-style-type: none"> The Budget was submitted to the State following our latest changes on October 7, 2022. OPEHC sent back a list of items that needed further clarification. Revisions were completed and submitted this week. Still waiting for approval. We will be required

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	<p>to bid out the Response and Business Operations contracts for Budget Period 5. We are waiting for clarification on that process.</p> <p>Audit</p> <ul style="list-style-type: none"> We are required to undergo an audit annually. We have a contract with WIPFLI and the auditor is on track to have the audit completed on time (March 30, 2023).
<p>Advisory Group Updates</p>	<p>Updates:</p> <ul style="list-style-type: none"> Last meeting was held virtually on October 28, 2022. There was much discussion regarding carryover funding and the new process being developed. One suggestion is that the base budget funding be increased to have less reliance on carryover funding. No final decisions at this time. Another hospital in FEMA Region 5 is being developed as an Ebola Treatment Facility. A Crisis Standards of Care (CSC) CONOPS DRAFT is available for review. Aimee plans to share with the Board Members. This draft is based on a 2010 document developed in part by the Wisconsin Hospital Association and has been updated. Once this document has been finalized each HERC Region will be encouraged to hold an exercise and integrate it into our response plan. Darren stated this will be helpful as there is an expectation that The Joint Commission may require hospitals to include a CSC plan in their Emergency Operations Plan in the future. The Hospital Preparedness Program (HPP) Strategic Planning Group will be meeting in person on December 7. Kelli Engen (St. Croix County Health Officer) is the NWWIHERC representative on this group.
<p>Old Business</p>	<p>TEEX Course Attendance</p> <ul style="list-style-type: none"> There was a good turnout last month with 23 people attending the Disaster Preparedness for Healthcare within Community Infrastructure. <p>Review of WISH List for Special Project funding</p> <ul style="list-style-type: none"> We have discussed operations level decon training for Hospitals. There are several vendors out there. Before budgeting for the training, a survey will need to be sent to the hospitals to determine the need. Vistelar – De-Escalation and Non-Escalation Training. Non-Travel related scholarship funding. Critical Incident Stress Management Training and coordination at the HERC Level. ICS vests for skilled nursing facilities (Aimee currently has a survey out to update status of beds and to see if they would be interested in NHICS training or vests). Requests for county MCI trailer restock – some might be able to be restocked through DHS leftover COVID supplies. Salamander Technologies – suggestion to move to base budget Facilitation Training (in person) offered by the University system. Other suggestions are welcome. <p>Review of Calendar</p> <ul style="list-style-type: none"> This was completed at board retreat. Will need to prioritize the Medical Response Surge Exercise (MRSE). <p>Training Needs Survey</p> <ul style="list-style-type: none"> The DEADLINE for completion is November 30. – Aimee will be sharing broadly with HERC Membership.

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New Business	<p>Aimee will be out of office November 21-December 1.</p> <ul style="list-style-type: none"> • Aimee hopes to be back for Board/Membership meeting on December 2nd. Brian Kaczmarski will be covering. Feel free to reach out to Bob Lindberg or Brittany Fry for Regional needs. <p>Radiological Response Annex</p> <ul style="list-style-type: none"> • Brian Kaczmarski and Amanda Hauser put the DRAFT annex together. We will need to regionalize the plan as far as what the HERC’s response would be to an event. Aimee will send out as a draft. <p>MCI Critical Transportation Resource Process Maps</p> <ul style="list-style-type: none"> • Aimee will send out. Please review the draft plan and the idea is that it is something we could add to our response plan. • Jon asked a question about the communications side of Critical Transport and asked what plans are in place for this from a regional level.
Adjournment Next Meeting	<p>Next Meeting will be in person and virtual December 2, 0830-0930 at the Mosaic Technologies Training Room. Motion to adjourn made by Sarah at 0926, seconded by Brittany. Motion approved.</p>
5. Prepared by:	Natasha Cardinal and Aimee Wollman Nesseth