

HICS FORM 202: INCIDENT OBJECTIVES



1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: December 6, 0800-1000	3. Incident Location: In Person
5. Attendees: Aimee Wollman Nesselth (Coordinator), Brian Kaczmariski (Chair), Bob Lindberg (Vice-Chair), Mark Manning, Natasha Cardinal, Candi McConnell, Randy Books, Rob Goodland (RTAC Coordinator), Dr. Krantz (Medical Advisor)		

TOPIC	DISCUSSION
Call to Order	Meeting called to order at 0805 by Brian Kaczmariski.
Additions to the Agenda and Announcements	No additions to the agenda. Natasha moved to accept the agenda as printed. Randy seconded. Motion approved.
Review of Minutes	The minutes from the November meeting had been distributed previously. No questions or comments. Randy moved to accept the minutes as written. Mark seconded the motion. The motion was approved.
Financial Update	<p>Approval of HERC Coordinator's (Aimee's) November Expenses</p> <ul style="list-style-type: none"> Aimee sent her November expenses out to the Board for review. Motion to approve the November expenses by Bob and seconded by Mark. Motion was approved. <p>Budget for Budget Period 1 (19-20)</p> <ul style="list-style-type: none"> Aimee shared the latest budget report. Discussion regarding the expenses for Rob's flight to AHEPP which he was not able to attend due to surgery. Motion made by Randy to reimburse Rob the same amount as Aimee's flight expenses. Seconded by Mark. Motion approved.
Advisory Group Updates	<ul style="list-style-type: none"> Advisory Group met at the end of November. We have received ASPR's blessing to utilize our budgeted amount of HPP funds for the process of Incorporation. Bob and Aimee met to discuss next steps including writing a Request for Proposal to be sent to several lawyers and a quick look at what will need to be changed in the bylaws. Bob reviewed other discussion at the meeting. Brian and Bob will be serving on sub-groups to focus on strategic planning goals.
Old Business:	<ul style="list-style-type: none"> Initial planning meeting with Sacred Heart and Marshfield Medical Center-Eau Claire was held to discuss the Coalition Surge Test requirements. Both hospitals are now working independently to prepare for the exercise. Aimee will be checking in with both Mark and Rich Schahczinski in January and will plan to meet again in February. Exercise is scheduled for the end of March. Aimee shared the draft letter that was written by Robbie Deede as a cover letter to accompany the Regional Preparedness and Response plans explaining that ASPR is requiring signatures that are not legally binding. Consensus from the Board was that it would still be difficult to obtain signatures because members feel they don't have the authority to sign on behalf of their organizations as a whole. Randy Books stated he isn't sure what WEM would have to say about asking for these signatures as a regional or county level. Has anyone talked to the state WEM office? Good question. Reminder of time change starting in January. Board of Directors will meet for 1 ½ hours prior to the Membership meeting. Membership meetings will begin at 0930 starting in February.

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> • Regional Work Plan Update (tabled)
New Business	<p>Coordinator Scope of Work: On Call Response:</p> <ul style="list-style-type: none"> • Brian shared that this was a conversation at the Advisory Board. Several HERC regions have added the expectation that their Coordinators will be available 24/7 for response to incidents. This is essentially adding to the Coordinator Scope of Work and therefore they have created an additional contract with these Coordinators and are paying them either an hourly rate or some other budgeted amount for “response time”. We have not moved to this model at this time. Discussion regarding how Board members envision this working or not working in this region. Discussion about having response pay for not only the Coordinator, but any Board member who may respond as their role on the HERC Board. No decisions made at this meeting. <p>Moving Forward with Incorporation</p> <ul style="list-style-type: none"> • Bob shared a draft Request for Proposal letter that he drafted to request legal assistance with drafting the Articles of Incorporation, By Laws, and 501c3 paperwork. Made minor revisions and clarifications. Aimee will finalize the letter and send to two local law firms and two law firms who have done similar work for other HERC regions in the State. • By Laws: Aimee presented some of the items that will need to be clarified as we rewrite the by laws. <ul style="list-style-type: none"> ○ How do we define a member? Currently we define a member as someone who attends 50% of our Membership meetings. Do we want to add trainings and exercises? Do we want to start charging “dues”? Tie Scholarship funding to “active members?”. Discussion. Brian will explore the language used in other HERC regions and will bring to the next meeting. ○ What provider types do we want to include? ASPR has one list and CMS has a different, though similar, list. These lists were reviewed. ○ Discussion about Board Structure: Do we feel there are enough Board Members to represent the Membership? ○ Aimee reviewed the proposed time line to be completed with the paperwork by the end of June, 2020. ○ Aimee requested permission to obtain a P.O. Box for the NWWIHERC. Mark made a motion to obtain a PO Box, Natasha seconded. Motion approved.
Adjournment Next Meeting	<p>Motion to adjourn at 0955 by Randy, seconded by Bob. Motion approved.</p> <p>Next Meeting will be January 3, 2020, 0800-0930, Teleconference</p>
5. Prepared by : Aimee Wollman Neseth	