



HICS FORM 202: INCIDENT OBJECTIVES

1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: June 5, 2020	3. Incident Location: Teleconference
5. Attendees: Aimee Wollman Nesseth (Coordinator), Rob Goodland (RTAC), Brian Kaczmariski (Chair), Bob Lindberg (Vice Chair), Natasha Cardinal (Secretary), Candi McConnell, Brittany Fry, Wayne Street, Jon Schultz.		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 0802 by Brian Kaczmariski.
Additions to the Agenda and Announcements	None. Motion to approve agenda made by Jon. Seconded by Brittany. Motion approved.
Review of Minutes	The minutes from the May meeting had been distributed previously. No questions or comments. Candi made a motion to accept the minutes as printed. Natasha seconded the motion. The motion was approved.
Financial Update	<p>Approval of HERC Coordinator’s (Aimee’s) April/May Expenses Aimee presented her expenses for both April and May. Not much travel done, however, some trips made to get fit testing kits to nursing homes and other equipment where needed. Motion made by Brittany and seconded by Natasha to approve these expenses. Motion approved.</p> <p>Budget for Budget Period 1 (19-20): Due to the large number of events and training that have been cancelled due to the Coronavirus, we have a significant amount of funding left to spend prior to the end of June, 2020. \$40,050 must be spent (carryover funds from last year). Board shared ideas for spending. Approved payment for: Stay 6 feet away floor stickers, rental agreement for Banbury storage, remaining expenses for Pediatric kits and replacement of expired equipment. Will ask public health if there are other non-COVID related expenses which would be helpful. Discussed options such as life jackets (RTAC may purchase some of these), portable printers, Snap scanners for use in volunteer reception centers, Points of Dispensing, additional supplies for WiCAMS badges, Project Lifesaver. Aimee will do some additional research and will convene the Board again via email or for a quick call to approve expenses.</p> <p>BP19-20 Base Funds: We are allowed to carryover up to \$102,000 base funding into next year.</p> <p>BP20-21 Base Funds: We are expecting relatively stable funding for next year.</p> <p>COVID-19 Funds: We know we have received one allotment for COVID-19 expenses. The Board will need to start to strategize how to use these funds. There may be an additional allotment of COVID-19 funds. Not sure yet.</p>
Advisory Group Updates	<ul style="list-style-type: none"> • Teleconference meeting held last week, Friday. • A lot of discussion about what each region is doing for COVID-19 response. • Several staff openings at the State OPEHC. Michelle Seitz and Maggie Thelen have both moved to other positions. DHS staff are considered “essential” at this time, so these positions are getting filled rather quickly.

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	<ul style="list-style-type: none"> Discussion about hiring an 8th Coordinator who would serve as a liaison between the Regional HERC Coordinators and the State Office, could be a voice for the HERCs in the State Emergency Operations Center, and work on statewide initiatives with the Advisory Group.
<p>Old Business:</p>	<p>Administrative Flexibilities for BP 19-20:</p> <ul style="list-style-type: none"> Coalition Surge Test Exercise requirement has been waived for this fiscal year. YTD Regional Work Plan—ASPR has extended deadlines by 90 days to September 30, 2020. Pediatric Annex exercise has also been waived for the year. <p>Work Plan and Deliverables for Budget Period 20-21:</p> <ul style="list-style-type: none"> These deliverables will begin July 1, with no administrative flexibilities at this time. This doesn't mean there won't be any, just depends on what happens through the rest of the summer and into fall. <p>On Call and Response Pay for HERC Coordinator:</p> <ul style="list-style-type: none"> Aimee gathered response contracts from some of the other HERC Coordinators and sent them to Brian. Brian made the following proposal for the Response Pay contract (which is in addition to the Scope of Work agreed upon with the WI Office of Preparedness and Emergency Health Care). <p>“Other HERC regions have existing agreements/contracts with their HERC Coordinators regarding extra compensation for response activities. HERC Coordinators base contract does not address response activities. We believe that responding in the role of HERC Coordinators enhances overall emergency coordination, situational awareness, and resource management. Proposal: Compensate our HERC Coordinator retroactively for Covid-19 related response activities for the time period March-May, 2020. Covid-19 related response activities are NOT a part of the HERC Coordinator’s base contract.</p> <ul style="list-style-type: none"> Determine 50% of monthly base contract income to use as the metric. Allocate this amount for each of the three months in the response time period ½ base pay: @\$3500 \$3500*3 months: \$10,500 <p>Moving forward, HERC Coordinator to document monthly ‘response’ time (in hours) and include on monthly expense report for Board approval.</p> <ul style="list-style-type: none"> \$50/hour response rate BOD approves/denies requests for response rate pay as component of existing monthly expense report out” <p>Motion to approve the proposal as stated above made by Bob, seconded by Candi.</p> <p>Discussion about documentation. Aimee states she keeps a daily log of activities that can serve a documentation. Board felt this was adequate as opposed to creating some other type of documentation.</p> <p>Motion approved.</p> <p>This contract will need approval from OPHEC. It will then become a subcontract with our fiscal agent.</p> <p>Aimee expressed her gratitude again for the support of her work.</p>

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New Business	<p>Carryover Spending Ideas: Please send Aimee 3-5 ideas for carryover spending by June 15th</p> <p>Medical Advisor Position: Discussion regarding opening this up to anyone who may be interested. It will be important for HERC membership to reach out to Medical Directors who have a passion for Emergency Preparedness and the time to dedicate to this position. Will discuss again on the HERC call. Dr. Krantz may still be interested and is able to reapply.</p> <p>By Laws: We were provided draft by laws where our current bylaws were put into a common template. Discussion on several points of clarification. Aimee will reach out to Jessica for answers on questions. Aimee will send out documents for closer review. Please have any additional comments to Aimee by June 12, 2020.</p> <p>Board of Director Positions/Elections: We will need to hold these elections via Survey Monkey due to our inability to meet in person. The following terms have been completed: Jon Schultz (second term), Randy Books (second term), Candi McConnell (1st term), Hospital Representative (vacant). Board members are eligible for a 3rd term. Please submit any additional nominations to Aimee by Friday, June 12, 2020.</p>
Adjournment Next Meeting	<p>Motion to adjourn at 0926 by Brittany, second by Natasha. Motion approved.</p> <p>Next Meeting will be July 10, 2020. 0800. <u>NOTE DATE Change!</u> Teleconference. Stay Healthy!</p>
5. Prepared by:	Natasha Cardinal and Aimee Wollman Nesseth