

HICS FORM 202: INCIDENT OBJECTIVES



1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: August 7, 2020, 0800	3. Incident Location: Teleconference
5. Attendees: Aimee Wollman Nesseth (Coordinator), Bob Lindberg (Chair), Brittany Fry (Vice-Chair), Rob Goodland (RTAC Coordinator), Randy Books, Candi McConnell, Darren Van Blaricom, Wayne Street.		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 0801 by Bob Lindberg
Additions to the Agenda and Announcements	Aimee added COVID Response Pay to the agenda. Request by Bob to move the New Business items to the beginning of the meeting since he needs to leave the meeting at 0830. Motion to approve agenda with these changes and additions made by Randy. Seconded by Brittany. Motion approved.
Review of Minutes	Aimee recognized that the July, 2020 Board of Director minutes were not compiled and sent out. Will get these put together and will send out for review for the next meeting.
Financial Update	<p>Approval of HERC Coordinator’s (Aimee’s) July Expenses</p> <ul style="list-style-type: none"> • Another month with not much travel. Did deliver a few Fit Test Kits to Long Term Care Facilities who requested them. • COVID Response Pay: This is for activities outside the HPP Contract Scope of Work. Aimee continues to track expenses. Discussion including the breakdown of what meetings and activities Aimee counts and what activities are excluded. Discussion about how these activities benefit the HERC with situational awareness. Consensus that we want to continue with these activities. The question regarding a “cap” for response pay was tabled for a future date. Motion to approve Aimee’s July expenses as presented by Brittany. Seconded by Darren. Motion approved. <p>Final BP1 Budget:</p> <ul style="list-style-type: none"> • The final budget is under audit at the fiscal agent. The anticipated number for carryover is: \$83, 875.99 for HPP funding and \$37,387.49 for Ebola Funds. We have placed an order for Decon equipment that will come out of the Ebola funding. These items are still back ordered. <p>Projected BP 2 Budget:</p> <ul style="list-style-type: none"> • We had reviewed a draft budget in July. We have found out that the base funding has increased to \$150K as opposed to \$102K. We will need to discuss projects or ideas to spend this additional funding in the next few weeks. May need to make some adjustments to things like insurance, accounting fees, etc. <p>COVID Funding:</p> <ul style="list-style-type: none"> • We have \$75K to spend prior to the end of June, 2021.

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New Business	<p>Insurance Quotes:</p> <ul style="list-style-type: none"> Aimee has reached out for insurance quotes. Received one which was sent out yesterday. Received the other two early this morning and haven't had time to review. Aimee will put together a comparison and will have this ready for a vote next week once the Board has had time to review. <p>Non-Escalation/De-Escalation Training:</p> <ul style="list-style-type: none"> Aimee has spoken with CPI and with Vistelar. CPI focuses on train the trainer and then expects people to recertify frequently. Vistelar is very interested in working with us to create the exact program we want and for the exact audience we feel is interested in this training. Aimee shared their proposal. Discussion. Board would like some additional information regarding their curriculum, testimonials, etc. How long the license is for their on line training. Aimee will reach out to them and send requested items to Board by early next week. <p>Cooling Vests:</p> <ul style="list-style-type: none"> Aimee sent the information regarding the cooling vests that we were looking at. Discussion. These are easily cleanable. Motion by Darren to purchase 2 per hospital and 1 per long term care facility. Second by Randy. Motion approved.
Advisory Group Updates	<ul style="list-style-type: none"> Still having discussion about eICS which will be rolled out this year. Interviews for the 8th Coordinator position. This is a position that will focus on Statewide initiatives on behalf of the HERCs. Advisory Group decided to reopen the application process.
Old Business:	<p>Work Plan Remaining Items from BP 19-20</p> <ul style="list-style-type: none"> Pediatric Annex to Response Plan: Meeting set for next week, August 11 to finalize. AAR discussion was held. Aimee is now working on the AAR. This will meet our 5-year exercise requirement once submitted. Redundant Communication drill is set for August 12, 1000-1030. Will revise Preparedness and Response Plans. Would like to seek signatures from Hospitals this year only. <p>Incorporation/By-Laws</p> <ul style="list-style-type: none"> Jessica made the changes we requested in the By Laws. Aimee sent the "final" version last night. Board was not ready to vote on these yet. Will include this in our meeting next week. Next step is to submit application for 501(c)(3) status. Jessica has this ready to go, but is waiting for final budget numbers for this year and a final proposed budget for next year. <p>Clinical Director Position Recruitment</p>

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	<ul style="list-style-type: none"> <li data-bbox="386 175 1997 232">• Aimee shared the Scope of Work that we utilized in the past. Will send this out to Membership and ask for recommendations and a very brief application process.
Other:	Candi shared some personal reflections. We need to continue to think about the personal side of COVID-19. How can we help families, especially those who work in healthcare with things like PPE, rides to and from appointments, placement for ongoing therapies?
Adjournment Next Meeting	<p data-bbox="338 345 1205 375">Motion to adjourn at 0910 by Randy, second by Candi. Motion approved.</p> <p data-bbox="338 380 1367 409">Aimee will send out a Doodle poll for a meeting next week to finalize some business.</p> <p data-bbox="338 414 1934 443">Next regularly scheduled Meeting will be September 11, 2020. 0800, due to the Labor Day weekend. Teleconference. Stay Healthy!</p>
5. Prepared by:	Aimee Wollman Nesseth