



## HICS FORM 202: INCIDENT OBJECTIVES

<b>1. Incident Name:</b> NWWIHERC Board of Directors	<b>2. Operational Period:</b> July 15, 2020, 0700 Rescheduled meeting due to no quorum on July 10.	<b>3. Incident Location:</b> <b>Teleconference</b>
<b>5. Attendees:</b> Aimee Wollman Nesselth (Coordinator), Bob Lindberg (Vice Chair), Natasha Cardinal (Secretary), Candi McConnell, Brittany Fry, Jon Schultz, Darren Van Blaricom.		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 0701 by Bob Lindberg
Additions to the Agenda and Announcements	None. Motion to approve agenda made by Jon. Seconded by Natasha. Motion approved.
Review of Minutes	The minutes from the June meeting had been distributed previously. No questions or comments. Natasha made a motion to accept the minutes as printed. Jon seconded the motion. The motion was approved.
Financial Update	<p><b>Approval of HERC Coordinator's (Aimee's) June Expenses</b></p> <ul style="list-style-type: none"> <li>Aimee reviewed both the BP1 budget update and projected BP 2 Budget Draft. Expect \$102K base funding and approximately \$85K carryover from BP1 to BP 2. We have time to make changes.</li> <li>\$75k for COVID: intended for acute care related to COVID (public health related such as isolation/quarantine centers, testing in community is not acceptable). Can use for such things as PPE, enhance physical infrastructure (negative pressure rooms), minor alterations, etc. We have until May/June 2021 to spend down funds. Aimee shared the COVID Grant information. One suggestion is Cooling Vests for those who are in full PPE for any length of time– he will send product descriptions to everyone.</li> <li>Funds we had for designated fees related to incorporation are able to be carried over. Scholarships last year got curtailed due to trainings and conferences being cancelled, and remain virtual, so the amount designated for scholarship this year was reduced by \$5K. Medical Advisor contract needs to be renewed. Need to submit a draft budget within 30 days of executing the grant contract. We are still putting things in place with our new accounting process, so we have some time.</li> </ul> <p><b>BP 1 and BP 2:</b></p> <ul style="list-style-type: none"> <li>Aimee reviewed both the BP1 budget update and projected BP 2 Budget Draft. Expect \$102K base funding and approximately \$85K carryover from BP1 to BP 2. We have time to make changes.</li> <li>\$75k for COVID: intended for acute care related to COVID (public health related such as isolation/quarantine centers, testing in community is not acceptable). Can use for such things as PPE, enhance physical infrastructure (negative pressure rooms), minor alterations, etc. We have until May/June 2021 to spend down funds. Aimee shared the COVID Grant information. One suggestion is Cooling Vests for those who are in full PPE for any length of time– he will send product descriptions to everyone.</li> <li>Funds we had for designated fees related to incorporation are able to be carried over. Scholarships last year got curtailed due to trainings and conferences being cancelled, and remain virtual, so the amount designated for scholarship this year was reduced by \$5K. Medical Advisor contract needs to be renewed. Need to submit a draft budget within 30 days of executing the grant contract. We are still putting things in place with our new accounting process, so we have some time.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Question regarding the WISCOM Contract. The current WISCOM radios we have with hospitals right now will be replaced and John Kruk's job to replace/program will be very important this year. Radios have been purchased and implementation plan is in the works. We will need to rewrite this contract as well.</li> </ul>
<b>Advisory Group Updates</b>	<ul style="list-style-type: none"> <li>• Current conversation and debate over request to extend the annual 18% cap for administrative costs for the Office of Preparedness and Emergency Health Care. ASPR has started to cap what the awardee/grantee can utilize from the grant (18%). The office is asking for a letter/waiver to spend more than the 18% cap. It was approved last year.</li> <li>• Most meetings have been very short and focused around each region with COVID. Not much has been related to the strategic plan.</li> </ul>
<b>Old Business:</b>	<p><b>Work Plan Remaining Items from BP 19-20</b></p> <ul style="list-style-type: none"> <li>• Submitted draft pediatric annex plan – must submit final by September 1<sup>st</sup>.</li> <li>• Preparing strategy for compiling the After-Action Review for the first phase for COVID response: this will count towards 5-year multidisciplinary exercise. Aimee will write and send out.</li> </ul> <p><b>Incorporation/By-Laws</b></p> <ul style="list-style-type: none"> <li>• Articles of Incorporation have been submitted. Bob and Aimee worked with Jessica to fine-tune bylaws. We expect the final copy by the next Board of Director's meeting.</li> <li>• Changes to By Laws recommended. <ul style="list-style-type: none"> <li>○ Took out agency and organization language to talk about "healthcare" in NWWI</li> <li>○ Special Meetings – need at least 20% of members and 25% for quorum</li> <li>○ Pg. 3 – expanded board of directors to include tribal healthcare representative</li> <li>○ Jessica recommended one of officers has responsibility of financial records (secretary)</li> <li>○ We decided we did not want an executive committee because the BOD was enough.</li> </ul> </li> <li>• Next step is to submit application for 501(c)(3) status. Jessica is already working on this.</li> </ul> <p><b>Preparedness and Response Plans out for Review &amp; Signature</b></p> <p><b>Clinical Director Position Recruitment</b></p> <ul style="list-style-type: none"> <li>• We need to hire. This does not need to be a physician, but could be a nurse practitioner.</li> <li>• \$15k salary for 2-5 hours a month</li> <li>• Dr. Kranz was a .05 FTE – we need to find out if a retired position is acceptable.</li> </ul>

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<p><b>New Business</b></p>	<p><b>New Fiscal Agent</b></p> <ul style="list-style-type: none"> <li>Now that we are moving toward incorporation and non-profit status, we can no longer use the Non-Profit Helping Hands organization as our fiscal agent. Aimee reached out and spoke to three different agencies. Reviewed two quotes that were received. One agency stated we weren't "big" enough for their services. Motion to accept the proposal as stated by O'Leary &amp; Anick for accounting services by Jon, seconded by Natasha. Motion approved. Bob will sign the agreement on behalf of the NWWIHERC.</li> </ul> <p><b>Officer Elections for Vice Chair per by Laws</b></p> <ul style="list-style-type: none"> <li>Motion to name Bob Vice Chair for second year made by Brittany and seconded by Natasha. Motion approved.</li> </ul> <p><b>Meeting Schedule for BP 2 20-21</b></p> <ul style="list-style-type: none"> <li>Aimee would like to get calendar invites out. Discussion on whether they should be in person or not. Aimee still needs to have a discussion with Brian and his role with the HERC Board. Suggestion to schedule meetings to virtual for the remaining calendar year. Recommendation to schedule August BOD meeting to Wednesday morning, and go back to regularly scheduled Friday mornings before HERC Membership Meeting after Labor Day.</li> </ul> <p><b>AAR Discussion Date/Survey</b></p> <ul style="list-style-type: none"> <li>Goal is to capture as much information as we can and meet exercise requirements for HERC, WEM, PH, CRI, Nursing Homes. Will put out a survey with a submission deadline of July 31. Will schedule a discussion for early August. There are many Core Capabilities addressed. There are several that many organizations have captured. All are listed, even though some may or may not have worked within that core capability. Aimee will send the survey form July 17<sup>th</sup> and will ask for at least one strength and tie to core capability, along with one improvement. The survey will also capture information regarding vulnerable populations (ex. Barron County worked with Somali community and interpreters). A question regarding how each organization worked with the HERC and what went well and needs improvement.</li> </ul> <p><b>HERC's role in Testing Framework/Strategy</b></p> <ul style="list-style-type: none"> <li>Waiting for state to provide clear guidance (billing, funding, insurance). There are 4 major buckets that the state is wanting tested <ul style="list-style-type: none"> <li>Symptomatic Testing</li> <li>Congregate settings (LTC, Jails)</li> <li>Outbreak testing (workplace)</li> <li>Close Contacts of Positives</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li data-bbox="386 173 2007 280">• All Health Departments are to submit a testing strategy today to continue testing once the WING are done providing support in August. Barriers associated with this such as liability, compensation. If anyone has any ideas how to make this work, please share. Aimee will continue to be a part of those state/coalition conversations.</li></ul>
<b>Adjournment Next Meeting</b>	Motion to adjourn at 0812 by Brittany, second by Natasha. Motion approved. <b>Next Meeting will be August 7, 2020. 0800. Teleconference. Stay Healthy!</b>
<b>5. Prepared by:</b>	Natasha Cardinal and Aimee Wollman Nesseth