



HICS FORM 202: INCIDENT OBJECTIVES

1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: October 7, 2022 0830-0925	3. Incident Location: Teleconference and In Person
5. In Person Attendance: Aimee Wollman Nesseth (Coordinator), Bob Lindberg (Cumberland Healthcare-Chair), Brittany Fry (WWPHRC-Vice Chair), Sara Wartman (Bayfield County PH), and Natasha Cardinal (St. Croix County EM), Randy Books (NW WEM Region), Robert Goodland (RTAC Coordinator). Zoom: Jon Schultz (Eau Claire Fire Department), Candi McConnell (Water’s Edge).		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 0832 by Vice Chair, Brittany Fry.
Additions to the Agenda and Announcements	Motion to approve agenda as written by Randy, and seconded by Natasha. Motion approved.
Review of Minutes	Aimee presented the September Board of Director Minutes as written for approval. Motion by Sarah and seconded by Natasha to approve. Motion approved. Minutes will be posted to our website under “Resources”.
Financial Update	<p>Approval of HERC Coordinator Reimbursement Invoice Travel Only, September, 2022:</p> <ul style="list-style-type: none"> • Motion to approve by Sarah, seconded by Randy. Motion approved. Aimee noted that we are required to provide more details in all travel reimbursement requests including who traveled, to what, when, where and why. <p>New Carryover Process</p> <ul style="list-style-type: none"> • State and regional carryover funds will be going into one large pot as opposed to being automatically returned to the region. There is a new process being developed to apply for these funds. Every region and state will be able to apply for funds for projects. Money will not be taken away, just a new process. Will be made fair and equitable, with no region receiving large amounts of funds over another. Will need to make sure we have all the deliverable requirement expenses in our base budget. <p>Review of Budget Period 4 with consideration of the new carryover process:</p> <ul style="list-style-type: none"> ○ Audit requirement: We had an audit last fiscal year and have a 3-year contract signed with WIPFLI. This is a State requirement. ○ Remove conference to Anaheim, CA (no board members plan to attend). ○ 4 will be going to conference in Scottsdale, AZ (keep) ○ We don’t purchase equipment. ○ Contractual – bulk of money is spent on things required – WISCOM SME, Medical Advisor, accounting, audit, insurance, storage unit, response & business contracts. ○ Other – we have DocuSign. There has been some discussion of state purchasing (not completed). Regional conference – we do not have one scheduled yet. Food is not an option to use funds to purchase (have to use non-HPP funds). If we find a corporation who would donate money, we could fund food. Board-Director retreat (not done). ○ Travel – Expenses must be in base budget. (not allowed to have travel expenses paid out of Carryover funds). ○ Scholarships – shift more money to scholarships in base budget and apply for more as special project.

TOPIC	DISCUSSION
	<p>Review of last year's carryover budget:</p> <ul style="list-style-type: none"> • Rob is no longer involved in patient tracking. Contract was downsized and put out for application. Jennifer has been hired w/o contract. Does not need to be put into base-budget. • Pediatric supplies added to base budget, along with business management contract. • No COVID site managers this year. Can be removed. • Keep Vistelar, BOD retreat for next year • Develop project on how to introduce the HERC to new members & partners and add to base budget. • Special Project – Development of Regional Incident Management Team (IMT) • Remove Northwoods Technical College room reservation from base budget. <p>Motion made to approve the Base Budget with these changes made by Brittany and seconded by Sarah. Motion approved.</p> <p>Status of Grant Agreement and Purchase Order:</p> <ul style="list-style-type: none"> • Our Grant Agreement has been signed and Purchase Order received. Therefore, we are able to submit an invoice for expenses from July 1-August.
<p style="text-align: center;">Advisory Group Updates</p>	<p>Updates:</p> <ul style="list-style-type: none"> • See attached report from all seven HERC regions.
<p>Old Business</p>	<p>HERC Coordinator Contracts Update</p> <ul style="list-style-type: none"> • Aimee's 9-month contract has been received. Waiting on Purchase Order. <p>Review of MN Nurse Association Strike event and eICS</p> <ul style="list-style-type: none"> • There was no significant impact on our hospitals during this three-day event. However, the event was a good way for us to test eICS. We have every Hospital Preparedness Coordinator in our system.
<p>New Business</p>	<p>Calendar for BP 4:</p> <ul style="list-style-type: none"> • Discussion moved to Board Retreat meeting this afternoon.
<p>Adjournment Next Meeting</p>	<p>Next Meeting will be virtual November 4, 0830-0930</p> <p>Motion to adjourn made by Sarah at 0926, seconded by Randy. Motion approved.</p>
<p>5. Prepared by:</p>	<p>Natasha Cardinal and Aimee Wollman Nesseth</p>

HERC REGIONAL UPDATES:

Region 1:

- Held Hospital Calls during the week of the MN Nurse Strike with MN partners for situational awareness. No issues directly related to the strike.
- Board of Directors' Retreat cancelled and rescheduled in part due to the nurse strike happening during initial date.
- Still waiting for Purchase Order for HERC.
- Still promoting ABLS seats to hospitals and EMS in region. Slow uptake.
- Have submitted initial base budget and work plan to OPEHC and CAT tool.
- Attending and participating in several regional exercises including Baldwin area MCI, Sawyer County PH.

Region 2:

- NCW HERC Plan signatures collection completed
- Substantial prep work for Work Plan execution
- Coordinating HERC engagement and education tour
- Seeking to establish asset: "Event Support Vehicle"
- Seeking an agency to conduct program audit
- Additional revenue generation strategies identified

Region 3:

- Rescue Task Force Special Project is almost completed.
- RTF Training has started with 14 training days and multiple agencies working collaboratively
- Region 3 Annual Conference coming up on October 24
- Board Retreat scheduled for October 21
- Budget approved by Board
- Grant Agreement signed

Region 4:

- - Updating spending processes and policies
- - Cyber TTX
- - LTC TTX and full scale ex
- - Radiation training and equipment for region
- - Developing a PIO for HCC

Region 5:

- Exploring financial sustainability mechanisms for this year and beyond, as working capital remains an issue
- RMCC and SALT Triage training initiative for remaining hospitals and EMS, including outfitting them with multi victim trauma bags.
- Planning recorded MCI training modules for partners (pending budget approval)
- Strategizing MRSE and additional exercise topic planning (pending budget approval)

Region 6:

- Anticipating FVHERC regional contract
- Budget and WP ready to submit per board
- Redundant Communication Drill completed
- In person Member meeting on Sept 20 including WHEPP and PHEP meetings- training presentation and eICS presentation
- Planning exercises for BP4 (MRSE, PEDS surge, CMS, Mass shooting)
- Working on MCI training for ED's
- ABLS enrollment continues

Region 7:

- Finalizing the Audit responses
- Discussing planning for HVA
- Discussing next steps for planning for required exercises
- Once budget is approved, contracts will be fully executed and signed with contractors that are already currently working.