



## HICS FORM 202: INCIDENT OBJECTIVES

<b>1. Incident Name:</b> NWWIHERC Board of Directors	<b>2. Operational Period:</b> September 9, 2022 1000-1100	<b>3. Incident Location:</b> <b>Teleconference</b>
<b>5. Zoom Attendance:</b> Aimee Wollman Nesseth (Coordinator), Bob Lindberg (Cumberland Healthcare-Chair), Brittany Fry (WWPHRC-Vice Chair) Darren Van Blaricom (Health Partners Valley Hospitals: Amery, Hudson, Westfields), Jon Schultz (Eau Claire Fire Department), Candi McConnell (Water's Edge), Sara Wartman (Bayfield County PH), and Natasha Cardinal (St. Croix County EM), Jean Roedl (St. Croix Tribal Health).		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 1002 by Chair, Bob Lindberg.
Additions to the Agenda and Announcements	Welcomed Natasha and Kyler back!! Congratulations!
Review of Minutes	<ul style="list-style-type: none"> <li>Aimee presented the August Board of Director Minutes as written for approval. Motion by Natasha Cardinal and seconded by Jon Schultz to approve. Motion approved.</li> </ul>
Financial Update	<p><b>August Monthly Expenses: Travel only:</b></p> <ul style="list-style-type: none"> <li>We don't have a signed grant agreement with OPEHC yet, so we aren't able to invoice any expenses for Budget Period 4 yet. However, this approval will allow us to submit for reimbursement as soon as possible after the purchase order is received. Motion to approve the invoice as presented by Brittany Fry and seconded by Natasha Cardinal. Motion approved.</li> </ul> <p><b>Budget Period 4 Base Budget Template:</b></p> <ul style="list-style-type: none"> <li>An updated template was sent to the HERC Coordinators following our last Board of Director's Meeting. Aimee walked through the changes to the budget template. Brittany asked if travel needed to be budgeted for the WWPHRC in person Board meetings which will take place in Douglas, Dunn, Chippewa and Jackson Counties this year. Agreement was this should be added. Brief discussion regarding the Bid vs. RFA process. Will be waiting for additional guidance from OPEHC. Suggested that we review all contracts carefully to be sure there are no conflicts or duplications within the scopes of work. Motion to approve base budget with addition of travel to WWPHRC Board meetings made by Darren Van Blaricom and seconded by Brittany Fry. Motion approved.</li> </ul> <p><b>Grant Agreement:</b></p> <ul style="list-style-type: none"> <li>Bob Lindberg did receive and sign the Grant Agreement for Budget Period 4 this week. Has not received the State signature on the document yet which would mean the grant agreement is "executed". Once that is completed, we need to wait for the Purchase Order to come through prior to invoicing any expenses for July or August.</li> </ul> <p><b>Office of Inspector General Audit:</b></p> <ul style="list-style-type: none"> <li>At the August HERC Coordinator grantee meeting we were informed that we would be receiving questions from the State Office of Inspector General requesting documentation and clarification on fiscal related topics. Aimee received request for clarification on 10 items in the first round and several others in a second round. All answers have been submitted. The "fiscal procedures and policies of OPEHC" are being reviewed.</li> </ul>

TOPIC	DISCUSSION
<b>Advisory Group Updates</b>	<b>Updates:</b> <ul style="list-style-type: none"> <li>• Discussion regarding HERC Coordinator Request for Application. At the time of the meeting all but one coordinator had received the 3-month contract to sign. RFA for the 9-month positions was posted on Monday, August 29 and are due September 9. They increased the pay by \$5K. Did do a National search. Aimee did reapply. Board will be invited to participate in interview process. Decisions will be made by September 23, 2022.</li> <li>• Discussion regarding the Wakefield Brunswick draft report which will not be shared by OPEHC. They are creating a new committee with representatives from OPEHC, the Advisory Group, and other partners to work on some recommendations and strategic planning. Brittany did reach out to the Public Health partners in the region. Kelli Engen, St. Croix Public Health Officer, has agreed to sit on this committee.</li> <li>• Discussion regarding ABLs seats and the underutilization of these seats. Focus shifting to EMS providers. Aimee will resend the email to hospitals and EMS providers in an attempt to recruit more people to take the course. Technical issues have improved. The seats are purchased already. If they are not used, they will go to waste.</li> </ul>
<b>Old Business</b>	<b>HERC Contracts (see discussion above)</b> <ul style="list-style-type: none"> <li>• The nine-month contracts are set to begin October 1, 2022-June 30, 2023.</li> </ul> <b>WISCOM SME Contract</b> <ul style="list-style-type: none"> <li>• Aimee had a meeting with John Kruk and the contract has been signed by all parties.</li> </ul> <b>Policy Reviews and Signature via DocuSign</b> <ul style="list-style-type: none"> <li>• Please review and sign when the document gets to you. Thank you!</li> </ul>
<b>New Business</b>	<b>Board of Directors' Retreat</b> <ul style="list-style-type: none"> <li>• The September 13, 2022, date was cancelled due to a multitude of reasons. Discussion regarding virtual vs. in person. Discussion regarding the need to “get back to a basic understanding of the program for all including Scope of Work and Work Plan”. Suggested time for meeting was after the in-person October 7 meeting in Cameron. Aimee will send out a doodle poll with that date included.</li> </ul> <b>Potential MN Nurse Strike</b> <ul style="list-style-type: none"> <li>• Aimee held a Hospital meeting yesterday with key partners from our regional hospitals, Minnesota Metro and NE Coalitions, and Emergency Preparedness coordinators from several systems that are represented in the possible strike. Aimee will be opening an eICS event room in the Juvare platform later today (with help from Brian Kaczmarek). All Emergency Preparedness coordinators in our region, key partners in MN, and Board of Directors will have access to the room. An EMResource general announcement will also be posted. This is intended as a location for situational awareness and resource sharing. Regional hospitals are encouraged to prepare for increased numbers of ED boarders, with particular concern for pediatric patients.</li> </ul> <b>Calendar for BP 4:</b> <ul style="list-style-type: none"> <li>• Aimee encouraged the Board to think about when they would like to see some of the key events required for this year to take place. Don't want to end load the year. This will come up in future conversation.</li> </ul>
<b>Adjournment Next Meeting</b>	Next Meeting will be In Person <b>October 7, 0830-0930</b> at the Mosaic Technologies Training Room, Cameron, WI Motion to adjourn made by Brittany at 1100, seconded by Sara. Motion approved.
<b>5. Prepared by:</b>	Aimee Wollman Nesseth