



HICS FORM 202: INCIDENT OBJECTIVES

1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: July 21, 2023 0830-0930	3. Incident Location: Virtual
5. Attendance: Aimee Wollman Nesselth (Coordinator), Brittany Fry (WWPHRC-Vice Chair), Sara Wartman (Bayfield County Public Health), Natasha Cardinal (St. Croix Emergency Management), Gina Benson (St. Croix Tribal Health), Kerri O’Bel (Water’s Edge), Mark Manning (Hayward Area Memorial Hospital), Robert Goodland (NWWIRTAC Coordinator), Darren Van Blaricom (Health Partners Valley Hospitals), Wayne Street (Mayo Clinic Health System-Eau Claire).		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 0831 by Vice Chair, Brittany Fry.
Additions to the Agenda and Announcements	Board introduced themselves to one another as many are new to their positions. No changes or additions to the agenda. Motion to approve the agenda as presented made by Sara Wartman. Seconded by Natasha Cardinal. Motion approved.
Review of Minutes	The June Minutes were sent out for review. Motion to approve the minutes as written by Sara Wartman. Second by Natasha Cardinal. Motion approved. Minutes will be posted to our website under “Resources”.
Financial Update	Approval of HERC Coordinator Reimbursement Invoices for Travel Expenses, June 2023: <ul style="list-style-type: none"> Motion to approve the travel invoice as presented by Brittany Fry and seconded by Wayne Street. Motion approved. Budget Period 4 Base Budget to Date: <ul style="list-style-type: none"> Still waiting on one or two more invoices before closing out the financial statements for Budget Period 4. In spite of our best efforts we did not spend all of our carryover funding.
Advisory Group Updates	Updates: <ul style="list-style-type: none"> Brief meeting. Discussion about possibility of getting a quote for a company to do all of the HERC audits instead of each HERC finding an auditor as this is very expensive. More discussion about meeting format. Next meeting will be August 25, in person (Madison) with virtual option, 0900-1430.
Old Business	WISCOM SME Contract <ul style="list-style-type: none"> Discussion regarding the email interactions to approve John Kruk as the WISCOM SME for Budget Period 5. Motion by Darren Van Blaricom and seconded by Sara Wartman to offer John this position. Motion approved. Brittany will notify the other candidate. Supplies <ul style="list-style-type: none"> Discussion about distribution of large quantity of supplies purchased with carryover funding. Discussion about holding a “packing party” of the bleeding control kits after the next Membership meeting and potentially in Eau Claire at one of the fire stations. Board will consider how best to distribute these kits throughout the region. Autumn will assist Aimee with bringing items to the next WWPHRC meeting in August. NHICS classes will be scheduled to distribute items purchased specifically for Long Term Care providers.

TOPIC	DISCUSSION
New Business	<p>Officer Elections for Chair and Secretary per by laws.</p> <ul style="list-style-type: none"> • Natasha expressed a willingness to continue in the role of Secretary. • Darren Van Blaricom was nominated to be the Board Chair. • Motion by Wayne Street and seconded by Brittany Fry for Natasha and Darren to fill these officer positions. Motion approved. <p>Budget Period 5 Draft Budget</p> <ul style="list-style-type: none"> • We have a base budget of \$152,000 this year. Discussion regarding potential trainings, addition of the onboarding project. Discussion regarding which virtual platform to purchase for the year. Suggestion to send out a survey monkey to membership to find out what most organizations will use. Waiting for clarification from State on use of indirect funding before completing the budget. Will finalize at our August 4, 2023 meeting. <p>Work Plan Review and Review of Policies tabled to next meeting due to lack of time.</p>
Adjournment Next Meeting	<p>Next Meeting: September 8, 2023 0830-0930 Virtual.</p> <p>Motion to adjourn at 0937.</p>
5. Prepared by:	Aimee Wollman Nesseth