

North Central Wisconsin Healthcare Emergency Readiness Coalition NCW HERC Board Meeting

Aspirus Weston Clinic, 13 Sept 2017, 0900-1200

Location: Aspirus Weston Clinic, 4005 Community Center Drive, Weston, WI Room: 2 nd Floor Conference Room Call in Number- (571) 317-3112 Pass code- 214-565-613 Go to Meeting Link: https://global.gotomeeting.com/join/214565613 First GoToMeeting? Try a test session: http://help.citrix.com/getready		
Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum Determination	Introductions: Present: [REDACTED] [REDACTED] **Reference Quorum Document**	Quorum achieved with 4/8 sections present.
2. Call to Order	Meeting called to order @0903	
3. Recording of Meeting	To ensure most effective minutes, related to barriers facilitating and conducting clerical responsibilities, Rob requests approval that meetings be recorded. Discussion: None Motion: [REDACTED]	Result: Passes, without opposition
4. Approval of Minutes of Previous Meeting	Discussion: None Motion: [REDACTED] **Reference Attachment**	Result: Approved, no opposition Michael and Rob will ensure finalized minutes are posted to the website
5. BP 1 Budget Approval	Amendments to budget shared by Tamarah. Approval needed. Discussed the shift in mileage related to essential travel. Motion: [REDACTED] **Reference Attachment**	Result: Approved, no opposition Rob will share with Christine upon approval, Lisa Kelly. Due by 9/15.
6. Bioseal Systems Placement Update	Discussion: Currently 3 located at Aspirus to be distributed. Portage County and Wood County have systems currently. Strategic placement is important. Locating some in the northern part of the region was recommended. ME or Coroners were discussed as ideal places to house them.	Designated location will be reviewed at the November NCW-HERC Public Health sector meeting. Final location to be determined.

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7. HCC Coordinator	<p>Greetings!!!</p> <p>Priorities Assigned by Executives:</p> <ul style="list-style-type: none"> • 1. CST -Save the date (sent out) <ul style="list-style-type: none"> ○ Nov 8 1030-1200 ○ Alternate venue to be identified later in the meeting. • 2. WI TRAC Training <ul style="list-style-type: none"> ○ 3 Phone meeting with Deb, resources have been received. ○ MCI and Bed Count Reports understood and to be shared later in meeting. • 3. Work Plan HCC to MA compared-completed and referenced in the work plan. • 4. WISCOM <ul style="list-style-type: none"> ○ Met with Mark 9/8/17 and Michael Fraley. ○ Common operating picture is an issue. ○ Rob's WISCOM radio not activated yet • 5. Resource Inventory <ul style="list-style-type: none"> ○ Rob is rediscovering what Region 2 has. Sharing database last updated in 2014 with hospitals. ○ Rob is reviewing previous awards from NCW-HERC over the last 10 years. This will aid in development of funding requests from foundations in the future. • 6. Foundation Funding <ul style="list-style-type: none"> ○ This is something that Rob is well versed in related to volunteer organization he runs 	<p>Rob will work with Mark to get this WISCOM radio operational and begin drilling with hospitals ASAP.</p> <p>Resource inventory to be developed Rob and shared with the board</p> <p>Rob to draft funding foundation letter to be reviewed by the board.</p>
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	<ul style="list-style-type: none">○ Rob has templates for approaching possible donors. Personalize the templates to NCW-HERC after completion of inventory review.○ Inventory of provisions <p>Responsibilities Assigned by Executives:</p> <ul style="list-style-type: none">● Contact Lists<ul style="list-style-type: none">○ Core Partner roster developed, Rob is now seeking to add additional partners. CMS partner database development is basically becoming essential related to provision of information and nothing similar has been developed to date.● WISCOM (Super User)<ul style="list-style-type: none">○ Rob is continuing to develop a comfort level and looking to begin drilling with hospitals.○ One pagers to be shared with hospitals○ Drilling needed, hospitals need to be identified and operational○ Advised by board to continue moving forward and not wait for every hospital to be up and running.● Agendas/Minutes● WITRAC (Super User)<ul style="list-style-type: none">○ Bed Count/MCI Results○ MCI Drill Calendar○ Actual use evaluation <p>(Drills and practice, this is going to make life easier)</p> <ul style="list-style-type: none">● Budgets/F.A. Communication (monthly meetings)	
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	<ul style="list-style-type: none"> ○ Rob is working to meet with Christine the 2nd Monday of every month to discuss fiscal status of the coalition. ● Operate NCW-HERC Website <ul style="list-style-type: none"> ○ Discussion on areas for improvement ○ Michael Fraley identified this is something down the road. Michael will continue operating the page until Robbie takes over. ○ Discussed having a HCC newsletter update synthesizing vital information received and to answer questions asked. ● Monthly Summary of Activities (Aug 2017 provided) <ul style="list-style-type: none"> ○ This has been shared with the executives for August. Robbie plans to make his work well known to the board moving forward. <p>Other Items not aforementioned:</p> <ul style="list-style-type: none"> ● Work Plan Fulfillment <ul style="list-style-type: none"> ○ The work plan is why the coordinator is here to ensure its completion. Discussion. ● Ensure Assessment Tool completion <ul style="list-style-type: none"> ○ Two tools to complete. ○ BP5 executive team will complete, due Sept 29 ○ ASPR capabilities to be covered during board meetings due Jan 18. ● CMS Community Partner advisory and correspondence <ul style="list-style-type: none"> ○ This is well under way providing partners with resources as requested. ○ Tool-kits should be out by end of Sept. 	<p>Moving forward ensure clear provision of information to show how NCW-HERC is making a difference, provides clarity in mission, demonstrates strong objectives, This is great related to timing of state wide structure expected uniformity. Rob to add Mission, Vision and objectives to next meeting agenda.</p> <p>Rob to provide a monthly update review to the board. Standing agenda item.</p> <p>Rob will add ASPR capabilities as a standing agenda item until its completion in January.</p> <p>Rob to consider a news letter needs to be affiliated with the website</p>
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	<ul style="list-style-type: none"> • Draft AMCC, RMCC plan <ul style="list-style-type: none"> ○ Robbie and Michael have begun to draft a plan outlining mission, scope, objectives. ○ Concern identified to make sure this will work with existing plans to not rewrite current operational methods, but rather improve. • Tribal Representation Acquisition <ul style="list-style-type: none"> ○ Jim Lane ○ Discussion, Tribal representation is present at all sites availability varies • Draft/Develop a Preparedness and Response Plans (6/30/18) <ul style="list-style-type: none"> ○ Templates acquired ○ This plan needs to be developed, reviewed and approved by the board by June 2018. • Ensure completion of HVA <ul style="list-style-type: none"> ○ Tentative completion date will be Jan 2018 ○ Discussion of large group meeting having partners complete individual HVAs to formulate a larger regional HVA. • NIMs Compliance <ul style="list-style-type: none"> ○ Robbie has these templates from Tamarah. • Case Study and AAR review (trainings/ "Be Educational") <ul style="list-style-type: none"> ○ [REDACTED] Medical Student, Linnea [REDACTED] <ul style="list-style-type: none"> ○ Linnea is a Medical Student residing in Marathon County. She is currently working on a 2 yr project research addressing community needs. Linnea has a passion EM and preparedness. 	<p>Robbie and Michael to finalize development of the draft plan and share with Dr. Vayder for input.</p> <p>Next meeting to formally acknowledge Jim Lane as Tribal representation for NCW-HERC. October Agenda Item.</p> <p>Robbie to work with HCC Coords to develop a draft plan</p> <p>Robbie to schedule HVA meeting January 2018</p> <p>Robbie to send out NIMS compliance letter template to WHEPP partners to have completed and returned. Due Mar 2018.</p>
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	<ul style="list-style-type: none"> ○ Looking to work with Linnea to achieve her project goals through collaboration with NCW-HERC. <p>Additional Priorities: Discussion of adding in a news letter to inform partners and fulfill goals and capabilities.</p> <p>Where are we with “Surge Capability”? This is something we are all going to work together over the next 5 years to develop and improve. This is a cornerstone of the 2017-2022 work plan put forth by ASPR.</p>	
<p>8. Bed Count/ MCI Reports</p>	<p>Discussion: Clear areas for improvement. MCI drills are the vital data EMS need. We need to begin drilling more often and the staff assigned to WITRAC need to be the ones conducting the drills.</p> <p>**Reference Attachment**</p>	<p>Oct 11 WITRAC Training. Request to hospitals those working in WITRAC make every effort possible to attend.</p>
<p>9. Alternate Sites</p>	<p>Discussion: Reviewed. Weston Clinic will remain available for NCW-HERC and WHEPP meeting if it does not start before 0900. Robbie did discovery of possible alternate sites. Others may consider using this as a resource in the future for scheduling events.</p> <p>Discussed discovery of “outstanding balance” related to events scheduled, but not follow through with Dale’s Weston Lanes. Robbie purposed for upcoming large events that Dale’s Weston Lanes be approached for availability.</p> <p>Motion ██████████</p> <p>**Reference Attachment**</p>	<p>Result: Passes no opposition. Robbie will look to schedule large upcoming meetings with Dale’s Weston Lanes for large scale meetings.</p>
<p>10. Fiscal report</p>	<p>Discussion: Spending is low. This will go up. Site visits of hospitals being conducted and this will increase mileage.</p>	<p>Robbie will move this to a current spending report and keep this as a standing agenda item.</p>

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	Robbie has a Budget Tracking Template provided courtesy of Oneida County Health Department	
11. BP1 Work Plan Review	Discussion of current work plan and how it pertains to the coalition. It is important to ensure that all tasks set forth in the NCW-HERC fall into the Work Plan. **Reference Attachment**	Rob will update each month to submit to board and show progress. Reoccurring agenda item.
12. HCC Structure Meeting follow-up (Del)	Discussion of effect on entities. See email sent by Del. Key Points discussed: <ol style="list-style-type: none"> 1. A single Wisconsin Statute Chapter 193 cooperative will be formed. The cooperative structure provides the same protections as a Limited Liability Company. The cooperative structure will also serve to exempt the coalition from state securities laws and will be advantageous from a tax perspective. Currently Articles of Incorporation and bylaws are being drafted as a basis of the cooperation. These Articles will be drafted to make the cooperative non-stock and not for profit. 2. There will be seven committees of the Cooperative, one for each of the Healthcare Coalition regions. 3. The cooperative will file for 501(c) (3) tax exempt status. 4. Governance: The owners of the company will be the participating regions. The governing board will be made up of representatives from each of the regional committees and would be chosen by the regions to sit on the board and sign the documents as the owners on behalf of the regions. Each board member would serve a 3-year term. The board represents the good of the entire state. Ex-Officio non-voting members will be added as needed. 5. Funding: It will be written into the bylaws of the cooperative that funds awarded from DHS would be split evenly amongst the committees (region). With few exceptions, funds raised in 	Board will have to review and approval articles of incorporation Board will need to identify and supply a representative Board will need to ensure partner attendance

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	<p>each committee (region) would remain in that committee (region). If funds were to be allocated differently for the greater good of all committees (regions), it would require a decision by the board by a super majority vote. This will also be written into the bylaws.</p> <p>Will need a letter signer, logically should be chair or vice chair. Plan to be operational January 1. Bylaws currently being written. Funding effective BP2.</p>	
<p>13. Sector Reports</p>	<p>Emergency Management</p> <ul style="list-style-type: none"> • Regional Fat Tire Bike event Bayfield this weekend • WebEOC operational from Esponder • FEMA funding concerns considering changing dollar amount required to declare <p>Public Health</p> <ul style="list-style-type: none"> • Regional meeting Nov 13 meeting <ul style="list-style-type: none"> ○ Proposed agenda items: Bioseal placement, drills, CMS, infectious disease table top • Discussed the potential benefits of preparedness coordinators to CMS rule. <p style="background-color: black; color: black;">[REDACTED]</p> <p>EMS</p> <ul style="list-style-type: none"> • Fall ride event 9/15/17 • Regional EMS Committee regionalized plan for ambulances to respond. How is MABAS going to play into this. • Discussion of the MABAS system and resource requesting <p>RTAC</p> <ul style="list-style-type: none"> • Progress on trauma registry 	<p>Rob requests Del and Michael assist in improving reach to EMS.</p>

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	<ul style="list-style-type: none"> • State coordinator still in progress, hope to have the position filled soon • Trauma criteria hospitals need to by to be certified potential changes 3 and 4. Hearings this fall. In place first of the year. • Conference April 27th Wausau. NCW-HERC reaching out to hospitals. <p>MRC</p> <ul style="list-style-type: none"> • Dr. Richards not in attendance 	<p>Rob and Linnea to present NCW-HERC at the trauma conference</p>
<p>14. NCW-HERC Upcoming Partner Meetings</p>	<ul style="list-style-type: none"> • WI Trac Workshop/CMS Toolkit Workshop (if released) <ul style="list-style-type: none"> ○ Oct 11 (1300), Location TBD Dales Weston lanes • CST Overview Meeting <ul style="list-style-type: none"> ○ Nov 8 (1030-1200), Location TBD Dales Weston • HVA Workshop <ul style="list-style-type: none"> ○ January, Location TBD <p>Upcoming discussion Topics in 2018: CISM, Burn Surge(discussion), Regional Response Plan Workshop, Cyber Attack Forum, Inf. Disease Exercise (Feb), CST Exercise April?</p>	<p>Rob to make phone calls HERC, WITRAC, WHEPP Second Wednesday each month Rob to clarify to Michelle what signifies Communicate with Other coords state requirement or federal Webinars possible discussions</p>
<p>15. Next Meeting</p>	<p>Wednesday, October 11, 2017, 0900-1200. Location TBD WHEPP gearing agendas to hospitals. Sector reports per hospitals</p>	<p>To confirm with Deb meeting time. Lunch?</p>
<p>16. Adjourn</p>	<p>Motion to adjourn. [REDACTED]</p>	<p>Result: no opposition, motion carried</p>