

North Central Wisconsin Healthcare Emergency Readiness Coalition
NCW CMS Partner Engagement Meeting
 Ascension St. Clare's Hospital, 09 May 2018, 1300-1600

Location: Ascension Saint Clare's Hospital, 3400 Ministry Pkwy, Weston, WI 54476 **Room:** Conference Room B&C
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 Introductions	Introductions: Present: See attendance roster Phone: See attendance roster	
2. Call to Order	Meeting called to order @1300	
3. Today's Meeting Objectives	Reviewed objectives of today's presentation: <ul style="list-style-type: none"> • Outline what NCW HERC is and what it does • Increase communication and align operational picture • Recap DQA Inspections since 11.15.17 • Identify current education, training, resource and exercise needs from CMS Partners • Share identified needs of NCW HERC from CMS Partners • Identify formal representation for the NCW HERC Board • Identify and address questions comments and concerns 	
4. What is the HERC?	HERC Coordinator presented "Disaster Ready: Regional Preparedness" The presentation covered what the HERC does, how partners/members can engage with the coalition and why the coalition is important to your organization.	If your organization would like to have this presentation shared with your leadership, contact HERC Coordinator @: Robert.deede@wi.gov or 715-360-6822
5. NCW HERC Member Database and Work Plan	HERC Coordinator shared the current work plan. NCW HERC fulfills ASPR and OPEHC deliverables and capabilities at the regional level. Discussed the baseline expectations and the ability to go beyond based upon local need.	
6. NCW HERC Preparedness Plan	Discussed the HERC Preparedness Plan. This is the business plan for the coalition. It outlines what the coalition is and does for its members and region. Currently the plan is in its last round of revision and will be	HERC Coordinator to share final DRAFT of Prep Plan with partners.

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	provided to members for final comments to then be voted in by the board June 2018.	Partners and members asked to review and provided comment to HERC Coordinator by June 8, 2018.
7. Review examples of How coalitions can aid CMS partners	HERC Coordinator reviewed methods and strategies of working with CMS partners: Work Shops Educational Opportunities Tabletop Exercise Functional Exercise Discussion of a "Opt-in" strategy not requiring partners to attend HERC gatherings but allow partners to participate in what they find beneficial.	
8. DQA Inspections??	Facilities share interactions with DQA since 11.15.17 COOP plans and a separate plan for each organization a large discussion topic. Discussion about truly surging during exercise for credit. Discussion about documentation showing participation with local partners. HVAs need to be reviewed and confirmed individualized for facilities.	
9. Gaps in Education	<ul style="list-style-type: none"> • ICS 100/700 crash course (IN PERSON) • COOP Plan training • 96 hours sustainability template • Emergency Operations Plan Workshop • Psych First Aid training (offered in June) • Cyber Attack (Cyber Hygiene offered in June) • Evacuation Training • WITRAC could be used for common operational awareness ability to share information and needs, including bed availability. 	HERC Coordinator to work with HERC board to identify, offer and share these courses needed by partners. George with Aspirus Medford to share the 96-hour sustainable template with HERC Coord. HERC Coordinator to share with CMS Partners.

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10. Gaps in Plans	<ul style="list-style-type: none"> • Discussed MOUs and agreements to help should the need arise. • Discussed continuity of operations (COOP) Plans. Plans that help prioritize tasks to be continued when the agency is at limited capacity, while the agency is in a recovery process (30 days.) 	
11. Exercising	<ul style="list-style-type: none"> • Evacuation exercises for inpatient facilities • Active Shooter exercises • Cyber Attack exercises 	
12. Discussion of Bylaws and need for 2 Standing Board Representatives	<p>Discussion, briefly describing the board, bylaws and caucuses. Members always welcome to attend board meetings. 2 Hospital Caucus members identified: Jim Monarski and Josh Englund Discussed clinic representation needs (2.) Discussed CMS partner representation needs (2.)</p>	
13. NCW HERC Member Expectations	<p>Discussed roles and responsibilities of members in NCW HERC and "Active Member" criteria. Criteria further outlined in the Preparedness Plan Discussed the expansion of WITRAC during the 2018-2019 year.</p>	<p>All partners are asked to review Members roles and responsibilities and provided comments by June 8th, 2018.</p>
14. The website	<p>http://www.ncw-herc.org/</p>	
15. Other Items for Discussion	<p>None</p>	
16. Next Meeting	<p>October 10, 2018 Location: TBD</p>	
17. Adjourn	<p>Meeting adjourned.</p>	