

North Central Wisconsin Healthcare Emergency Readiness Coalition  
 NCW HERC Board Meeting  
 Virtual, 12 August 2020, 0900-1100

NCW HERC Board Members		<i>Clinics</i>		NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>	x	Molly O'Malley		Mary Fay-Shields-Red Cross
	Jim Monarski		Suzi Okey		Teresa Erler- WEM
x	Josh Englund		<i>CMS</i>	x	Ingrid Gowdy-O'Leary & Anick
	<i>EMS</i>	x	Mike Roberts		
x	Delmond Horn	x	Cindy Keitel		
	Jared Thompson		<i>Tribal</i>		
	<i>Emergency Management</i>		vacant		
x	Phil Rentmeester	<b>NCW HERC/NCRTAC Staff</b>			
x	September Murphy	x	Robbie Deede		
	<i>Public Health</i>	x	Michael Fraley		
x	Joan Theurer	x	Dr. Tim Vayder		
x	Sue Kunferman	x	Travis Nixdorf		
	<i>Trauma</i>	x	Ty Zastava		
x	Jason Keffeler				
x	Dr. Michael Clark				

**Location: Virtual**

**Call in Number- +1 (669) 224-3412 Pass code- 141-054-461**

Go to Meeting Link: <https://global.gotomeeting.com/join/141054461>

First GoToMeeting? Try a test session: <https://global.gotomeeting.com/install/141054461>

Agenda Item	Talking Points	Action Steps
<b>1. Attendance and Quorum Determination</b>	Introductions & Opening Thought Exposure, Environment, Time, and Outcomes	<b>Quorum verified: Yes</b>
<b>2. Call to Order</b>	Meeting called to order @ 9:03	
<b>3. Approval of Minutes of Previous Meeting</b>	Discussion: None <b>Motion to approve previous meeting minutes</b> 1 <sup>st</sup> : Philip Rentmeester 2 <sup>nd</sup> : Dr. Clark <b>Motion result:</b> Carried	
<b>4. Agenda Review and Additions</b>	Discussion: Review of agenda <b>Motion to approve current agenda</b> 1 <sup>st</sup> : September Murphy 2 <sup>nd</sup> : Jason Keffeler <b>Motion result:</b> Carried	

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<p><b>5. Budget Review/FA Report: O’leary</b></p>	<p>Discussion</p> <ul style="list-style-type: none"> <li>• June Report</li> <li>• BP2 Budget Update</li> <li>• Carry Forward 150k+ 75k + \$55,621.24             <ul style="list-style-type: none"> <li>○ 150K can be carried into BP3</li> <li>○ Have to spend 74k of COVID dollars and \$55,621.24 in BP2</li> </ul> </li> </ul> <p><b>Motion to approve BP2 budget</b>  <b>1<sup>st</sup>: Joshua Englund 2<sup>nd</sup>: Philip Rentmeester</b>  <b>Motion result: Carried</b></p>	
<p><b>6. BP1 Outstanding</b></p>	<p>Review          Discussion:</p> <ul style="list-style-type: none"> <li>• Peds Surge Annex             <ul style="list-style-type: none"> <li>○ Will be a living document</li> <li>○ Another work group mtg. scheduled today</li> <li>○ Commitment to exercising for pediatrics will be critical</li> <li>○ Plan needs to be complete by Sept. 30, 2020</li> </ul> </li> <li>• Capability 1-4 Review             <ul style="list-style-type: none"> <li>○ Many things marked as “in progress” could be moved to complete, however, Robbie is leaving as “in progress” as they are ongoing efforts that need to be updated frequently</li> <li>○ Acute care hospitals went from 15 to 17</li> <li>○ Specialty patient referral centers went from 0 to 7 to account for active surgical centers</li> <li>○ Nongovernmental organizations went from 0 to 1 (Red Cross)</li> <li>○ Robbie walked through capabilities</li> </ul> </li> </ul> <p><b>Motion to approve the Capability 1-4 Review</b>  <b>1<sup>st</sup>: Phil Rentmeester 2<sup>nd</sup>: Molly O’Malley</b>  <b>Motion carried</b></p> <ul style="list-style-type: none"> <li>• Exercise Tool</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Prep and Response Plan Signatures           <ul style="list-style-type: none"> <li>○ Upon review and approval for 20-21 we will want to achieve signatures from our core group</li> <li>○ Signatures would not be binding, but will provide situational awareness that you have seen the plans</li> </ul> </li> </ul>	
<p><b>7. BP2 Update</b></p>	<ul style="list-style-type: none"> <li>• Work Plan           <ul style="list-style-type: none"> <li>○ Was approved last month</li> <li>○ Robbie went through and brought out bolded ideas further</li> <li>○ Crossed referenced workplan to budget and capabilities</li> <li>○ Put into a format acceptable for submitting</li> </ul> </li> <li>• Training Plan           <ul style="list-style-type: none"> <li>○ Not completely finalized</li> </ul> </li> <li>• Contracts           <ul style="list-style-type: none"> <li>○ Contracts for medical advisor (Dr. Vayder), WISCOM (Travis Nixdorf), Coordinator (Robbie Deede), Planner (Ty Zastava), RTAC (Michael Fraley) all signed</li> <li>○ Need contracts yet for burn surge, coalition surge test, and recovery workshop</li> </ul> </li> <li>• Budget           <ul style="list-style-type: none"> <li>○ As NCW HERC moves to becoming a 501C3, it will look to O’Leary &amp; Anick for a quote for their service</li> </ul> </li> </ul>	
<p><b>8. Bylaws</b></p>	<p>Review</p> <ul style="list-style-type: none"> <li>• Suggestions for amendments or revisions – provide comments to Robbie by Aug. 30 so he can send out to board for their review and then to be discussed and approved at the next meeting on Sept. 9</li> <li>• Meetings should be facilitated by chair or vice chair</li> </ul>	
<p><b>9. HERC Staff and Advisory Group Meeting</b></p>	<p>Discussion:</p> <ul style="list-style-type: none"> <li>• OPEHC Staffing           <ul style="list-style-type: none"> <li>○ Discussed ICS planning</li> <li>○ Patient tracking work group has 3 more meetings scheduled</li> </ul> </li> </ul>	<p><b>Events:</b>  <b>DNC Aug 17-20</b></p>

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	<ul style="list-style-type: none"> <li>○ Budget request for OPEHC to receive a higher percentage of funding; advisory group did vote to approve increase for one year, with plan that it will not happen again and budget changes need to be made to prevent this occurrence in the future</li> <li>○ As NCW HERC moves to incorporation the bureau of contracting will no longer work as the fiscal agent; need D&amp;O insurance; changes relationship with fiscal agent as well</li> <li>● COVID Funding       <ul style="list-style-type: none"> <li>○ 75k of COVID dollars – was discrepancy as what it could actually be used for</li> <li>○ NCW HERC’s budget line items for those dollars is crystal clear and approved</li> </ul> </li> <li>● DNC update – has scaled back in size; now 4 days long</li> <li>● Websites       <ul style="list-style-type: none"> <li>○ Need to update the NCW HERC website</li> <li>○ Received a quote from Go Daddy for virtual web designer and transport current site onto current software for significantly less - \$4,200; much more reasonable than 25k quotes given from other companies</li> <li>○ Increased desire to have more uniformity in websites among HERCS</li> </ul> </li> <li>● 8<sup>th</sup> Coordinator       <ul style="list-style-type: none"> <li>○ Only qualified candidate was a firm from out of state and not a person</li> <li>○ OPEHC put out request for further applicants</li> </ul> </li> <li>● CDC is now hosting weekly vaccine updates and webinars – need to start shifting into vaccine discussion and planning</li> </ul>	
<p><b>10. Updates</b></p>	<p>HERC Coordinator</p> <ul style="list-style-type: none"> <li>● Open Records – many partners, particularly public health partners are receiving open record requests; HERC Coordinator was determined to be OPEHC staff per Corp Counsel and</li> </ul>	

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	<p>additional provision of records may be needed relate to open records requests</p> <ul style="list-style-type: none"> <li>○ Be aware that your emails and texts can be pulled for these requests</li> <li>● Robbie shared his Coordinator Progress Report</li> </ul> <p>Planning</p> <ul style="list-style-type: none"> <li>● Phase 1 AAR is finally complete</li> <li>● Conservation Annex draft is in progress</li> <li>● Continue development of weekly update</li> </ul> <p>Logistics</p> <ul style="list-style-type: none"> <li>● Working on putting together logistics plan</li> <li>● Will be working with other HERCS to see what they are doing so as to not duplicate efforts</li> </ul>	
<p><b>11. Interoperable Communications Systems</b></p>	<p>EMResource Update</p> <ul style="list-style-type: none"> <li>● WI is a leader in regards to data reporting for HHS requirements</li> <li>● NCW – region 2 – has had some of the best reporting in state and country; commend all hospitals for hard work they are doing, understanding how frustrating these changes have been</li> <li>● Surveillance has been an issue over last few months, and now getting the ED data on patients with COVID symptoms has been extremely valuable</li> </ul> <p>WISCOM Update</p> <ul style="list-style-type: none"> <li>● Went to MMC-Minocqua in June to check on their radios</li> <li>● Went to MMC- Marshfield last month to address radio issue there</li> <li>● Overall, radio drills have been going well</li> </ul>	
<p><b>12. COVID</b></p>	<p>AAR Improvement Plan</p> <ul style="list-style-type: none"> <li>● Some activities can be done at HERC level, but some need to be adopted at the local level</li> <li>● Reintroduction of patients from acute care to LTC is becoming a high need and something HERC needs to keep on the radar</li> <li>● Reintroduction of services such as hospice and physical therapy into LTC is still of concern</li> </ul>	<p>Ask Board to review improvement plan and identify actions moving forward; identify what actions at the HERC level should be moved forward; need to track improvements that are made</p>

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	<ul style="list-style-type: none"> <li>Entire response plan will be reviewed at the end of this and OPEHC and HERC response strategies will be reviewed</li> </ul>	
<b>13. Sector Reports/ Top Priorities</b>	<p><b>CMS</b></p> <ul style="list-style-type: none"> <li>Aspirus Post Acute is revamping PPE use and conservation</li> <li>Rennes is doing outside visitation now; ongoing concern of ability to do facility wide testing</li> </ul> <p><b>Clinics</b></p> <ul style="list-style-type: none"> <li>Aspirus Weston – working on testing strategies; addressing PPE shortages; struggling when rooms have to be shut down for 90 minutes – patient flow is hard</li> </ul> <p><b>Hospitals</b></p> <ul style="list-style-type: none"> <li>None</li> </ul> <p><b>Emergency Management</b></p> <ul style="list-style-type: none"> <li>Lincoln Co. - continue to keep up with PPE requests and support PH</li> <li>Marathon - none</li> </ul> <p><b>Public Health</b></p> <ul style="list-style-type: none"> <li>Finalizing testing strategies for their counties; continue to be very busy with contact tracing and now moving into mass vaccination planning</li> </ul> <p><b>EMS/RTAC/Trauma</b></p> <ul style="list-style-type: none"> <li>Working on project grants</li> <li>Putting together formal results for EMS COVID survey</li> <li>Working to assure PPE supplies are adequate</li> </ul>	
<b>14. Regional Resource Requests/Needs</b>	--	
<b>15. Tabled Items for Future Discussions</b>	--	
<b>16. Next Meetings</b>	Sept 9 <sup>th</sup> , Oct 14 <sup>th</sup> Virtual	
<b>17. Adjourn</b>	<p><b>Motion to adjourn.</b>          1<sup>st</sup>: Joshua Englund 2<sup>nd</sup>: Jason Keffeler  <b>Motion result:</b> Carried</p>	