

North Central Wisconsin-Healthcare Emergency Readiness Coalition
NCW-HERC Board Meeting
 Aspirus Weston Clinic 11 January 2017

Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum Determination	Introductions made. The following were present: Tamarah Scholze, Molly O'Malley, Jason Keffeler, Trina Daniels, Delmond Horn, Ted Ryan, Joan Theurer, Roxanne Richards, Theresa Erler, Timothy Vayder, Chris Kalata, Mike Fraley Dr. Roxanne Richards introduced herself as the new MRC representative. We are happy to have her.	Meeting from 09:00-12:30 Quorum is present
2. Call to Order	Meeting called to order @9:00 am	No action taken
3. Approval of Minutes of Previous Meeting	Approved Motion made by Joan T., 2 nd by Dr. Richards	Approved
4. Agenda Review/Additions	<ul style="list-style-type: none"> • No Changes were made to the agenda. 	Nothing added to the agenda.
5. HCC Coordinator Role	<ul style="list-style-type: none"> • Welcome Chris Kalata to the board as the new Region 2 Healthcare Coalition Coordinator. Briefly discussed what goals have been set for her for the short term. • The HCC coordinators conference is January 19th & 20th in Wisconsin Dells at Great Wolf Lodge. Agenda and reservation information will be sent out by end of day today or early tomorrow. 	No action taken
6. In need of Tribal Representative	<ul style="list-style-type: none"> • We will be looking to replace the tribal representative voting position. 	<ul style="list-style-type: none"> • Chris Kalata will address Lorrie Shepard from Potawatomi to see if she would like to replace Chris or find someone to replace her. If she is not interested, Chris will reach out to the other tribes in the region.

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<p>7. Board of Director Terms</p>	<ul style="list-style-type: none"> • After reviewed by-laws to find terms for board members. The by-law reads “Direct shall serve 1 year term on the board and may serve unlimited consecutive terms on the board. The term will coincide with the fiscal year of the coalition”. • The board was asked if they wanted to keep their current position or if they wanted to pass it along to someone else from their organization. All members discussed and decided they would continue to keep their current positions. 	
<p>8. HERC Website Updates</p>	<ul style="list-style-type: none"> • Board member requested that emails be sent in one email rather than several. Today was a unique situation due to the weather and not knowing whether we would lose connection from our webcast. We also had individuals who needed emails sent separately. • In the near future we will be posting to the website and sending only a link to the members. • Dr. Richards is going to need a sign in for the HERC Website. • Mike gave an overview of the HERC Website. In order to view member only information, go to partner login located at the bottom of the screen, after you enter your log in information the member only page will open. All data will be posted here. WITRAC videos are located under the tools tab. • To view the website, click here http://www.ncw-herc.org/ • We want all partners to get used to checking the website as this is where we will be posting all information. 	<ul style="list-style-type: none"> • Chris and Mike will be working together to get this set up. • Mike will set up a sign in for Dr. Richards

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<p>9. CPG's</p>	<ul style="list-style-type: none"> • Board began reviewing CPG's. We were able to get through 3 CPG's of the six that were left to review. We decided as a board that from this point forward we would add CPG Review as a standing item on the agenda and try to review one or two each meeting so we can get them completed in a more timely fashion. • Tamarah asked that the board review the CPG's we were unable to review, send your comments to Chris or Tamarah and we will get the information together, make the changes, and submit the updated CPG's to the state by the end of the month. • CPG's were reviewed as follows: <ul style="list-style-type: none"> ○ Target Capability # 15 Volunteer Management ○ Function 1 - Participate with volunteer planning processes to determine the need for volunteers in healthcare organizations. ○ 1(1) – mark as important ○ 1(2) – no changes ○ 1(3) - # 3,5,6,12,14 ○ 1(4) - No changes ○ 1(5) – no changes ○ Function 2 – Volunteer notification for healthcare response needs ○ 2(1) – no change ○ 2(2) – no change 	<ul style="list-style-type: none"> • Board members to review the last few CPG's and send their suggested revisions to Chris or Tamarah. • Chris and Tamarah will get the data together and submit it to the state by the end of January.

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- 2(3) – Add #14 – limited resources within our coalition
- 2(4) – no changes
- 2(5) – no changes
- **Function 3 – Organization and assignment of volunteers**
- 3(1) – no changes
- 3(2) – no changes
- 3(3) – no changes
- 3(4) – no changes
- 3(5) – no changes
- **Function 4 – Coordinate the demobilization of volunteers**
- 4(1) – no changes
- 4(2) - no ability
- 4(3) – no changes
- 4(4) – no changes
- 4(5) – no changes
- **Target Capability #6 – Information Sharing**
- **Function 1 – Provide healthcare situational awareness that contributes to the incident common operating picture**
- 1(1) – no change
- 1(2) – remove #10, 2 Add #14 – lack of knowledge and inventory in what sectors
- 1(3) – remove #1
- 1(4) – no changes
- 1(5) – remove #1

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	<ul style="list-style-type: none"> ○ Function 2 – Develop, refine, and sustain redundant, interoperable communication systems ○ 2(1) – no change ○ 2(2) – no change ○ 2(3) – remove #6 ○ 2(4) – no gaps = removed #2 ○ 2(5) – removed #2 ○ Capability #1 – Healthcare System Preparedness ○ Function 1 – Develop, refine, or sustain Healthcare Coalition ○ 1(1) – no changes ○ 1(2) – no changes ○ 1(3) - add #7 ○ 1(4) – no changes ○ 1(5) – removed P5 & P3 ○ Function 2- Coordinate healthcare planning to prepared the healthcare system for a disaster ○ 2(1) – no changes ○ 2(2) – no changes ○ 2(3) – removed 1,2,3,6,7,8,12 added #14 – knowledge and sharing of hospital plans with EM & RMCC ○ 2(4) Remove #1 added #2 ○ 2(5) Removed P2 ○ Function #3 – Identify and prioritize essential healthcare assets and services ○ 3(1) – no changes ○ 3(2) – added #3 	
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	<ul style="list-style-type: none"> ○ 3(3) – removed #1,2,3,6,7,10 added #4 ○ 3(4)no changes ○ 3(5)Removed E1 ○ Function #4 – Determine gaps in the healthcare preparedness and identify resources for mitigation of these gaps ○ 4(1) – removed # 5 ○ 4(2) – removed #3 ○ 4(3)Added #14 – Inventory of resources needed – removed #2,1,3,6,7,8,10 ○ 4(4) – no changes ○ 4(5) – no changes ○ Function #5 – coordinate train to assist healthcare responders to develop the necessary skills in order to respond. ○ 5(1) – no changes ○ 5(2) – no changes ○ 5(3) – remove 1,2,6,7,8 add #14 follow up from AAR's ○ 5(4) - remove #1 leave #2 ○ 5(5) – no changes ○ Function #6 – Improve healthcare response capabilities through coordinated exercise and evaluation ○ 6(1) – no changes ○ 6(2) – no changes ○ 6(3) – remove 1,2,3,6,7,8 add 3,5,12,14 – lack of funding for exercises 	
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	<ul style="list-style-type: none"> ○ 6(4) – no changes ○ 6(5) – no changes ○ Function #7 – Coordinate with planning for at-risk individuals and those with special medical needs ○ 7(1) – no changes ○ 7(2) – no changes ○ 7(3) – remove 1,2,6,7,10 add #14 – special needs equipment for special needs people ○ 7(4) – no changes ○ 7(5) – no changes 	
10. WISCOM Update	<ul style="list-style-type: none"> ● SME’s are working on a training component to possibly be released at the end of this month. ● SME’s need to start the assessment and make contacts with hospitals ASAP ● A form has been created – Hospital Initial Radio Assessment ● SME’s need to make contact with each facility to make sure each radio is working ● Board needs to determine who’s responsibility it is to ensure radios are working properly and who will provide the funding to correct the issues ● Boards need to request funding for next year 	<ul style="list-style-type: none"> ● Mark S. provided an update 01/12/17 to Chris K. & Dr. Vayder – He and other SME’s are meeting prior to their scheduled meeting to compare contracts and develop a training plan to present to the state for approval rather than waiting for the state to submit a template plan to them. ● Our board needs to make request for additional SME funding for next budget year
11. WITRAC Update	<ul style="list-style-type: none"> ● There are no updates to provide for WITRAC 	
12. Training Exercise Updates	<ul style="list-style-type: none"> ● Received quotes from EM Solutions for \$23,000 to conduct exercises. We think the price is excessive. Aimee from Region 1 shared their exercise and what they are doing. ASPR guideline included. We do not have the 	<ul style="list-style-type: none"> ● Give Chris the documents we have and have her get permission to modify for our region.

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	<p>funds available to fund the type or size of exercise EM Solutions are quoting. Chris Kalata brings experience to the board on exercise development and has the skill set the board would like to utilize.</p> <ul style="list-style-type: none"> • Chris will work on the courses being held in two locations at two different dates to make in hopes to get more partner participation. Chris will review the documents and create a small workgroup to develop an exercise that meets the capabilities and objectives in our work plan. • Dr. Vayder is available April 4,5, & 6 to attend an exercise in his location or to assist with an exercise. • Capabilities we are thinking about is surge capacity and the coordination among responders – communication and information flow. 	<ul style="list-style-type: none"> • Board needs to give Chris a list of capabilities to be tested in the exercises and she will work with her resources to develop the exercise. • Chris will look at venues in 2 locations to provide the course in the Northern part of the region and in the southern part of the region. The venue will be to provide service to 30 people – do not need break out rooms. Chris will find info and share with Tamarah to provide a Save the Date flyer in the by the second week of February. • Chris will work with Theresa Erler and Tamarah on the development and updates of the exercise for our region • Chris will work with Theresa Erler and Tamarah on the development and updates of the exercise for our region
<p>13. New Business</p>	<ul style="list-style-type: none"> • Critical Incident Stress Management Certification Class <ul style="list-style-type: none"> ○ Amiee from Region 1 has been contracted to provide training for CISM – This is a full 2 day class ○ Chris will send out a save the date flyer out to partners in the near future. She is going to work finding a venue in a central location that can accommodate 30 people. There is a small fee for the course (\$20.00/person) to cover books and materials. There was some discussion as to if the 	<ul style="list-style-type: none"> • Chris will look at venues in a central location that will accommodate 30 people and will pick the date and send out a Save the Date flyer to our board members.

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	HCC would be covering the registration cost per person. I don't recall a decision being made.	
14. Set New Agenda, Date Time	Next meeting is 8 February 2017 from 09:00-12:00 at Aspirus Weston Clinic.	
15. Adjournment	Motion to adjourn made by Chris K. Seconded by Jason K. The meeting was adjourned at 12:32 pm	
Completed by Chris Kalata		