

North Central Wisconsin Healthcare Emergency Readiness Coalition

NCW HERC Board Meeting

Aspirus Weston Clinic 8 March 2017

Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum Determination	Tamarah Scholze, Chris Kalata, Michael Fraley, Jason Keffeler, Trina Daniels, Molly O'Malley, Trina Daniels, Sue Kunferman, Tim Vayder	Meeting from 09:00-12:30 Quorum is present
2. Call to Order	Meeting called to order @9:09 am	No action taken
3. Approval of Minutes of Previous Meeting	Jason Keffeler made motion to approve minutes. Delmond Horn 2 nd	Approved – Motion Carried
4. Agenda Review/Additions	No Additions	
5. CMS Rule	<ul style="list-style-type: none"> • As the CMS guidelines start to unfold and impact healthcare entities; they are going to be turning to the coalition to help. • CMS Rule will require other health entities to have preparedness plans, HVA's, patient tracking, etc. • How do we develop and bring representatives from outside entities to the HERC board in the future? • In our bylaws we have defined our members and who should be represented on our board. We will work on finding a way to bring information to the members, ensuring they are aware they are all participants of the coalition and we will begin by inviting them all to the WHEPP meetings and exercises, and utilizing them to in sub committees. • If we start to invite more people to our meetings we will need to look at different venues. Look into public 	Ann Ovsak has requested to become a member of the coalition.

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	<p>libraries, schools, ADRC, community centers, Portage County Annex. Don't forget to think about parking.</p> <ul style="list-style-type: none"> • We will need to find out from Lisa Kelly as to what the government rate is for allowing for conferences. • Chris will look at Lincoln County to see what they have available. 	
<p>6. Tribal Representative for NCW HERC Board</p>	<ul style="list-style-type: none"> • We have no tribal representation at this time. Chris did reach out to all three tribes and have not yet received any response. 	
<p>7. Discussion of Board of Directors</p>	<ul style="list-style-type: none"> • NCW HERC Board discussion – terms are unlimited. We previously discussed and asked if anyone wanted to step down. All are happy with their positions at this time. • Ed Radke resigned as the co-chair from WHEPP. He nominated Jim Monarski to fill the position. Chris Smith was second in line to this position. Tamarah has reached out to her to see if she is still interested in fulfilling the position. If she is not, we will look at filling the position. 	
<p>8. Fiscal Agent Report</p>	<ul style="list-style-type: none"> • BP4 carry over – we need to spend this along with all our bp5 so we will be purchasing PAPER hoods, an isopod, RTAC convention costs, and triage tags. • Tamarah had Kristine request 90% of the projects. We need to send a reminder out to the project awardees that they need complete by March 31st and invoices need to be turned into us by May 15th. • June 1st at executive committee is to make sure we send every cent. 	

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<p>9. Work plan Updates</p>	<ul style="list-style-type: none"> • BP4- BP5 program measure gaps – one of the items on the work plan was to coordinate with the coalition to implement an action plan to close the gaps between bp4 – bp5. We need to select one to focus on, create an action plan, and move on resolving the level. • Gap one - We are going to focus on resource inventory gap. Tamarah is going to take lead on this one. We will work on pulling all inventory lists together. • Subcommittee will consist of Tamarah for hospitals, Emergency Management, Theresa, MRC, <p>Action time line – Tamarah will get a group together and will report to this board in May to define what we will need to do as a coalition board. We need to implement an action plan to be initiated by June 30, 2017.</p> <ul style="list-style-type: none"> • Gap 2 – Conflict resolution gap – We need to develop a process for conflict resolution. Exec – to board – we need to develop a policy and procedure. Mike will add a button on the website. Chris will develop a policy, Tamarah will present conflict resolution to partners at our annual presentation. • Gap 3 – redundant communication - WITRAC Training, WITAC triage training, WISCOM - Mark will lead this subcommittee. 	<p>Tamarah to take the lead on this one</p>

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10. CPG's	CPG's gap - table this until May. Tamarah will work with Chris on developing an excel spreadsheets	
11. Sector Reports	<ul style="list-style-type: none"> • We ran out of time for sector reports. We will attempt to get updates at the next meeting. 	
12. WITRAC Update	<ul style="list-style-type: none"> • WITRAC Dashboard – Default view – the home page is going to be standardized on their facility page. They are creating components to include Incident command contacts • Contract triage drills – we need to keep wringing on the triage drills – Chris needs to start monitoring the drills and screenshotting the end of the exercise. We will get better at responding to 15 minutes as we continue to conduct the drills. • Suggestion to send an email out at half point through the MCI Drill – and do we want to notify hospitals of when the drill is complete • Patient tracking trial has been ongoing for well over a year. Stevens Point Fire has been trained and ready to go for a long time. We should have been up and operational in October. The holdup is on St. Michael's side. SPFD are waiting for St. Mikes to get moving. St. Mikes has ordered the monitors and purchased their phones. They decide to use the smart phone app. This is being held up by a corporate compliance officer in the Ascension extension. This project is HIPPA compliant, there are no issues. Although it was originally approved by local compliance 	

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	<p>officer. Then it was decided it was a corporate decision and is not sitting in a lawyer's office in Kansas City.</p> <ul style="list-style-type: none"> • Fire department is ready to go. HCC is paying for service and phones. We cannot prepay for the service from budget to budget. Recommendation is that because of logistical issues we want to continue the pilot into BP1 for next year. We have invested a lot of time into this project and we want to keep it up and running. • FYI – from the med advisor phone – there are no other pilots going on right now. Region 1 will have a pilot when they have a mass sporting events. This is the only other patient tracking pilot at this time. • Dr. Vayder has been working with Michael F. on developing an assessment tool on this project. The state is interested in utilizing their assessment tool. 	
<p>13. WISCOM Update</p>	<ul style="list-style-type: none"> • Mark has a meeting this afternoon. He has been talking with Paul re: the facilities he has been to and his strategy to visit the northern part of the region until he has all the training information available. • Region 1 was using some of their BP4 to continue their WISCOM Training. We need to add the WISCOM trainer to the budget next year to complete the training. Riverview, Aspirus Medford, St. Joe's, Aspirus Wausau • Reach out to Paul to see if he has completed the final version of the WISCOM Training. We want to get them modified and laminated. 	

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	<ul style="list-style-type: none"> • Michael is working with Mark to develop a video for WISCOM training. They will not start until they get the training from the state 	
<p>14. Training Exercise Updates</p>	<ul style="list-style-type: none"> • April 12th is a regional exercise, disaster tier training, and a partner annual meeting for the healthcare coalition. Chris will send out a synopsis of the exercise and save the date update. • Annual meeting – highlight – new coordinator, website, communication method, projects- grants, what we have done this past year, HCC partners, Triage tags, UV lights, WISCOM, resource inventory list, - UV light there for demonstration, and SMART Triage tags. • Activity 14 - May 10th WHEPP meeting we will be having the SURGE Capacity table top discussion. <p>Looking for people willing to be NCW HERC strike teams for events that require debriefings conducted. The training will be provided for free, however you need to be willing to be a member of a volunteer strike team in the case of an event. Are we as the HERC held responsible for the liability? For those that would like to become part of the strike team we are offering a training as a two day seminar at our cost. You provide your name and contact information so we can activate you if there is a need. Hospital staff, mental health staff, social workers, pastoral care, employee assistance personnel, will be the focus. Expectation is that if you are called upon you are able to conduct a group debriefing on an incident.</p>	<ul style="list-style-type: none"> •
<p>15. Burn Surge</p>	<p>Activity 15 – Burn surge status – define our strategy – medical advisor meeting 2/28 – working on transportation issues with WI Air Medical Council and various EMS agencies to coordinate</p>	<ul style="list-style-type: none"> •

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	transportation. This is the last piece to finish and then it should be rolled to the state. We can start to regionalize it with the draft. We will have the RMCC group look at this document. We will aim to have a revised plan for the coalition in May.	
16. RMCC Meeting Update	Activity #23 & 21 - We had one RMCC meeting to get Chris up to date. We decided we need to get our three call centers to set up a meeting so we can sit down and meet with them to explain our concept of RMCC and how we think it should flow using the call centers. We want people answering the telephone there to let us know if our ideas are doable or if they can suggest better options. Ministry Connect, MC Cares, and Aspirus one call.	•
17. State Healthcare Coalition Report	<ul style="list-style-type: none"> • Joe want us to use the PCA Portal – we need to define where we want our documents posted and how we will modify them 	•
18. Set New Agenda, Date Time	Next meeting is April 12 th - Wausau Aspirus Hospital – Annual meeting and exercise 1000 -1400. Next regular meeting is 10 May 2017 from 0900-1200 at Aspirus Weston Clinic.	
19. Adjournment	Meeting adjourned – at 12:56. There was no quorum at the end of the meeting to make a motion to end.	
Completed by Chris Kalata	Visit the NCW HERC website. All minutes, agendas and other information can be found by clicking here http://www.ncw-herc.org/	