



HICS FORM 202: INCIDENT OBJECTIVES

1. Incident Name: NWWIHERC Board of Directors	2. Operational Period: January 3, 2025 0830-0930	3. Incident Location: Virtual Only
Attendance: Aimee Wollman (Program Coordinator), Mark Manning (Tamarack Health-Hayward), Jon Schultz (Eau Claire Fire), Sara Wartman (Bayfield County Public Health), Natasha Trush (Red Cliff Tribal Health), Brittany Fry (Western WI Public Health Readiness Consortium), Natasha Brunell (St. Croix County Emergency Management), Darren Van Blaricom (HealthPartners Valley Hospitals), Kaiya Shrader (Meadowbrook of Bloomer), Bob Lindberg (Cumberland Healthcare)		

TOPIC	DISCUSSION
Call to Order	The meeting was called to order at 0830, by Darren Van Blaricom, Chair
Additions to the Agenda and Announcements & Review of Minutes	Motion to approve the December Minutes by Sara Wartman and seconded by Bob Lindberg. Motion approved. Minutes will be posted on our website under “Resources”.
Financial Update	<p>Approval of HERC Coordinator Reimbursement Invoices for Travel Expenses, December, 2024</p> <ul style="list-style-type: none"> Travel expenses were reviewed (there were no non-travel expenses). Motion to approve the reimbursement request by Mark Manning, seconded by Bob Lindberg. Motion approved. <p>NWWIHERC Budget Period 1 (24-25) Budget to Date</p> <ul style="list-style-type: none"> Reviewed the current budget expenditures and fiscal report. Natasha Trush made a motion to approve the fiscal report as presented, seconded by Bob Lindberg. Motion approved. Aimee has submitted a revised budget following our last Board meeting. Received a request for some changes and corrections. Resubmitted and have not heard yet if the revisions have been approved. Darren will reach out to ask about this delay.
Advisory Group Updates	No meeting in December. Next meeting will be January 17, 2025 in Stevens Point with a virtual option. Darren will be on PTO. Sara Wartman agreed to attend meeting in his place. Darren will notify OPEHC of this change in writing. Brittany and Sara will both plan to attend virtually.
Old Business	<p>NWWIHERC Disbursement and Reimbursement Policy</p> <ul style="list-style-type: none"> Aimee presented a draft of the policy with revisions from last meeting. Discussion about adding the following: “In general, these funds are not held to the same restrictions identified above in the “funds may not be used for section.” Motion to accept the policy with this revision by Bob Lindberg, seconded by Sara. Motion approved. <p>Governance Document</p> <ul style="list-style-type: none"> Aimee presented a draft of this document with revisions from last meeting. This is one of the Hospital Preparedness Program grant deliverables due January 31, 2025. Discussion to add the following: “The Board of

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	<p>Directors reserves the right to waive the fiscal agent fee in limited circumstances” in the section regarding RTAC Fiscal Agent fees. Motion to approve the document with this addition by Bob Lindberg, seconded by Sara Wartman. Motion approved.</p> <ul style="list-style-type: none"> • Discussion about bylaws and the need to make some updates regarding agency “designees”. <p>Readiness Assessment</p> <ul style="list-style-type: none"> • This is also a grant deliverable due January 31, 2025. Aimee reviewed this document with the Board. This is a “living” document that will change over the years. Motion to approve document as presented by Jon Schultz and seconded by Bob Lindberg. Motion approved. Aimee will submit this document as complete for this year.
New Business	<p>Vacation</p> <ul style="list-style-type: none"> • Aimee will be out of the country January 11-January 15, 2025. Jennifer Behnke (HERC Region 5) will be covering during this time. Aimee will forward calls to Jennifer during this time in the event of an incident needing support.
Adjournment Next Meeting	<p>Motion to adjourn at 0921 by Bob Lindberg and Kaiya Shrader. Motion approved.</p> <p>Next Meeting: February 7, 2025, 0830-0930, In person at the Barron County EOC with a virtual option.</p>
5. Prepared by:	Aimee Wollman