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Form 990-EZ

Department of the Treasury
Internal Revenue ServiceShort Form
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$1,000,000 and total assets less than \$2,500,000 at the end of the year may use this form.

▶ The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No 1545-1150

2008

Open to Public
Inspection

A For the 2008 calendar year, or tax year beginning OCT 1, 2008 and ending SEP 30, 2009

B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Termination ☐ Amended return ☐ Application pending	Please use IRS label or print or type See Specific Instructions	C Name of organization NORTHERN WISCONSIN AHEC, INC.		D Employer identification number 39-1740838
		Number and street (or P.O. box, if mail is not delivered to street address)		E Telephone number
		401 5TH STREET		715-849-2432
		City or town, state or country, and ZIP + 4 WAUSAU, WI 54403		F Group Exemption Number ▶

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ)

G Accounting method: ☐ Cash ☒ Accrual
Other (specify) ▶

I Website: ▶ WWW.NAHEC-WI.ORG

J Organization type (check only one) ☒ 501(c)(3) (insert no) ☐ 4947(a)(1) or ☐ 527 H Check ☒ if the organization is not required to attach Schedule B (Form 990 990-EZ or 990-PF)

K Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts; if \$1,000,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ **496,213.**

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I)

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	494,381.
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	
	4	Investment income	4	26.
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) (attach schedule)	5c	
	6	Special events and activities (complete applicable parts of Schedule G) If any amount is from gaming, check here ☐		
	a	Gross revenue (not including \$ _____ of contributions reported on line 1)	6a	
b	Less: direct expenses other than fundraising expenses	6b		
c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c		
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe ▶ REGISTRATION FEES)	8	1,806.	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	496,213.	
Expenses	10	Grants and similar amounts paid (attach schedule)	10	
	11	Benefits paid to or for members	11	18,406.
	12	Salaries, other compensation, and employee benefits	12	258,211.
	13	Professional fees and other payments to independent contractors	13	153,576.
	14	Occupancy, rent, utilities, and maintenance	14	13,142.
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe ▶ SEE STATEMENT 1)	16	72,611.
	17	Total expenses. Add lines 10 through 16	17	515,946.
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-19,733.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	106,125.
	20	Other changes in net assets or fund balances (attach explanation)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	86,392.

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Part II Balance Sheets. If Total assets on line 25, column (B) are \$2,500,000 or more, file Form 990 instead of Form 990-EZ.

(See the instructions for Part II.)

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	245,559.	295,685.
23 Land and buildings		
24 Other assets (describe ▶ SEE STATEMENT 2)	59,464.	86,211.
25 Total assets	305,023.	381,896.
26 Total liabilities (describe ▶ SEE STATEMENT 3)	198,898.	295,504.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	106,125.	86,392.

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LHA For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990.

Form 990-EZ (2008)

SCANNED APR 08 2010

26

Part III	Statement of Program Service Accomplishments (See the instructions for Part III.)
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What is the organization's primary exempt purpose? SEE STATEMENT 5

Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, or other relevant information for each program title

Expenses
(Required for 501(c)(3)
and (4) organizations and
4947(a)(1) trusts; optional
for others)

28 SEE STATEMENT C

(Grants \$) If this amount includes foreign grants, check here

28a	393,577.
-----	----------

29

(Grants \$) If this amount includes foreign grants, check here

29a

30

(Grants \$) If this amount includes foreign grants, check here

30a

31 Other program services (attach schedule)

(Grants \$) If this amount includes foreign grants, check here

31a

32 Total program service expenses (add lines 28a through 31a)

32	393,577.
----	----------

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated (See the instructions for Part IV)

[illegible]

Part V Other Information (Note the statement requirements in the instructions for Part VI.)

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity		X
34 Were any changes made to the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes	X	
35 If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining your reason for not reporting the income on Form 990-T.		
a Did the organization have unrelated business gross income of \$1,000 or more or section 6033(e) notice, reporting, and proxy tax requirements?		X
b If "Yes," has it filed a tax return on Form 990-T for this year?	N/A	
36 Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," complete applicable parts of Sch. N		X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions	37a	0.
b Did the organization file Form 1120-POL for this year?		X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still unpaid at the start of the period covered by this return?		X
b If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	N/A
39 Section 501(c)(7) organizations Enter:		
a Initiation fees and capital contributions included on line 9	39a	N/A
b Gross receipts, included on line 9, for public use of club facilities	39b	N/A
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 <u>0.</u> ; section 4912 <u>0.</u> ; section 4955 <u>0.</u>		
b Section 501(c)(3) and (4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," complete Schedule L, Part I	40b	X
c Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		0.
d Enter amount of tax on line 40c reimbursed by the organization		0.
e All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	X
41 List the states with which a copy of this return is filed	WI	
42a The books are in care of	NOELLE KOLAR, ADMIN/FINANCE COORDIN	
Located at	401 FIFTH STREET, SUITE 440, WAUSAU, WI	
Telephone no	715-849-2432	
ZIP + 4	54403	
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b	X
If "Yes," enter the name of the foreign country:		
See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.		
c At any time during the calendar year, did the organization maintain an office outside of the U.S.?	42c	X
If "Yes," enter the name of the foreign country		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here	☐	
and enter the amount of tax-exempt interest received or accrued during the tax year	43	N/A
44 Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ	44	X
45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ	45	X

Form 990-EZ (2008)

Part VI Section 501(c)(3) organizations only. All section 501(c)(3) organizations must answer questions 46-49 and complete the tables for lines 50 and 51

- 46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I
- 47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II
- 48 Is the organization operating a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E
- 49a Did the organization make any transfers to an exempt non-charitable related organization?
- b If "Yes," was the related organization(s) a section 527 organization?
- 50 Complete this table for the five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

	Yes	No
46		X
47		X
48		X
49a		X
49b		

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
NONE				
Total number of other employees paid over \$100,000				

- 51 Complete this table for the five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
NONE		
Total number of other independent contractors each receiving over \$100,000		

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here: Signature of officer: *David B. Jenkins* Date: *4-1-10*
 Type or print name and title: *DAVID B. JENKINS* *PRESIDENT*

Paid Preparer's Use Only: Preparer's signature: *KATHLEEN J. LABRAKE* Date: *03/29/10* Check if self-employed: ☐
 Firm's name (or yours if self-employed) address and ZIP + 4: *WIPFLI LLP*
PO BOX 8010
WAUSAU, WI 54402-8010 EIN: *39-1740838*
 Phone no: *715-845-3111*

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Form 990-EZ (2008)

Department of the Treasury
Internal Revenue Service

To be completed by all section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts.

OMB No. 1545-0047

2008

Open to Public
Inspection

Name of the organization

NORTHERN WISCONSIN AHEC, INC.

Employer identification number

39-1740838

Part I	Reason for Public Charity Status (All organizations must complete this part) (see instructions)
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The organization is not a private foundation because it is (Please check only one organization)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(ii)**.

2 ☐ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**. (Attach Schedule H)

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state _____

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.

7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II)

9 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete the Part III)

10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**. (see instructions)

11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3)**. Check the box that describes the type of supporting organization and complete lines 11e through 11h

a ☐ Type I b ☐ Type II c ☐ Type III - Functionally integrated d ☐ Type III - Other

e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2)

f ☐ If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box

g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

(i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?

(ii) A family member of a person described in (i) above?

(iii) A 35% controlled entity of a person described in (i) or (ii) above?

h Provide the following information about the organizations the organization supports

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

[illegible]

LHA For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule A (Form 990 or 990-EZ) 2008

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")	432,225.	603,650.	470,868.	497,364.	494,381.	2498488.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1-3	432,225.	603,650.	470,868.	497,364.	494,381.	2498488.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public Support. Subtract line 5 from line 4						2498488.

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
7 Amounts from line 4	432,225.	603,650.	470,868.	497,364.	494,381.	2498488.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	128.	158.	169.	67.	26.	548.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)	2,080.	40,029.	21,104.		1,806.	65,019.
11 Total support. Add lines 7 through 10						2564055.
12 Gross receipts from related activities, etc. (see instructions)					12	

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2008 (line 6, column (f) divided by line 11, column (f))	14	97.44	%
15 Public support percentage from 2007 Schedule A, Part IV-A, line 26f	15	96.48	%
16a 33 1/3% support test - 2008. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ☒			
b 33 1/3% support test - 2007. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ☐			
17a 10% -facts-and-circumstances test - 2008. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ☐			
b 10% -facts-and-circumstances test - 2007. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ☐			
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐			

Schedule A (Form 990 or 990-EZ) 2008

Part III Support Schedule for Organizations Described in Section 509(a)(2) (Complete only if you checked the box on line 9 of Part I)**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 - 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of 1% of the total of lines 9, 10c, 11, and 12 for the year or \$5,000						
c Add lines 7a and 7b						
8 Public support (Subtract line 7c from line 6)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support (Add lines 9, 10c, 11, and 12)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ☐						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2008 (line 8, column (f) divided by line 13, column (f))	15		%
16 Public support percentage from 2007 Schedule A, Part IV-A, line 27g	16		%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2008 (line 10c, column (f) divided by line 13, column (f))	17		%
18 Investment income percentage from 2007 Schedule A, Part IV-A, line 27h	18		%

19a 33 1/3% support tests - 2008. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests - 2007. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

M4

FORM 990-EZ	OTHER EXPENSES	STATEMENT	1
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DESCRIPTION	AMOUNT
EQUIPMENT USAGE	214.
SUPPLIES	26,479.
TRAVEL	16,093.
DEPRECIATION	8,375.
INTEREST	2,100.
OTHER	19,350.
TOTAL TO FORM 990-EZ, LINE 16	72,611.

FORM 990-EZ	OTHER ASSETS	STATEMENT	2
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DESCRIPTION	BEG. OF YEAR	END OF YEAR
GRANTS RECEIVABLE	39,714.	75,360.
PREPAID EXPENSES	4,405.	3,881.
OTHER DEPRECIABLE ASSETS	15,345.	6,970.
TOTAL TO FORM 990-EZ, LINE 24	59,464.	86,211.

FORM 990-EZ	OTHER LIABILITIES	STATEMENT	3
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DESCRIPTION	BEG. OF YEAR	END OF YEAR
NOTE PAYABLE	60,000.	60,000.
ACCOUNTS PAYABLE	2,300.	11,670.
ACCRUED AND OTHER LIABILITIES	28,967.	18,982.
DEFERRED REVENUE	107,631.	204,852.
TOTAL TO FORM 990-EZ, LINE 26	198,898.	295,504.

FORM 990-EZ

INFORMATION REGARDING TRANSFERS
ASSOCIATED WITH PERSONAL BENEFIT CONTRACTS

STATEMENT 4

- A) DID THE ORGANIZATION, DURING THE YEAR, RECEIVE ANY FUNDS,
DIRECTLY OR INDIRECTLY, TO PAY PREMIUMS ON A PERSONAL
BENEFIT CONTRACT? [] YES [X] NO
- B) DID THE ORGANIZATION, DURING THE YEAR, PAY PREMIUMS,
DIRECTLY OR INDIRECTLY, ON A PERSONAL BENEFIT CONTRACT? . . [] YES [X] NO

Form **8868**

(Rev. April 2009)

Department of the Treasury
Internal Revenue Service**Application for Extension of Time To File an
Exempt Organization Return**

OMB No 1545-1709

► **File a separate application for each return.**

- If you are filing for an **Automatic 3-Month Extension**, complete only **Part I** and check this box ☒
- If you are filing for an **Additional (Not Automatic) 3-Month Extension**, complete only **Part II** (on page 2 of this form)

Do not complete Part II unless you have already been granted an automatic 3-month extension on a previously filed Form 8868**Part I Automatic 3-Month Extension of Time.** Only submit original (no copies needed)A corporation required to file Form 990-T and requesting an automatic 6-month extension check this box and complete Part I only ☐*All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns***Electronic Filing (e-file).** Generally, you can electronically file Form 8868 if you want a 3 month automatic extension of time to file one of the returns noted below (6 months for a corporation required to file Form 990-T). However, you cannot file Form 8868 electronically if (1) you want the additional (not automatic) 3 month extension or (2) you file Forms 990-BL, 6069, or 8870, group returns, or a composite or consolidated Form 990-T. Instead, you must submit the fully completed and signed page 2 (Part II) of Form 8868. For more details on the electronic filing of this form, visit www.irs.gov/efile and click on **e-file for Charities & Nonprofits**

Type or print	Name of Exempt Organization	Employer identification number
	NORTHERN WISCONSIN AHEC, INC.	39-1740838
	Number, street, and room or suite no. If a P.O. box, see instructions 401 5TH STREET, NO. 440	
File by the due date for filing your return. See instructions	City, town or post office, state, and ZIP code. For a foreign address, see instructions WAUSAU, WI 54403	

Check type of return to be filed (file a separate application for each return)

- | | | |
|---|---|------------------------------------|
| ☐ Form 990 | ☐ Form 990-T (corporation) | ☐ Form 4720 |
| ☐ Form 990-BL | ☐ Form 990-T (sec. 401(a) or 408(a) trust) | ☐ Form 5227 |
| ☒ Form 990-EZ | ☐ Form 990-T (trust other than above) | ☐ Form 6069 |
| ☐ Form 990-PF | ☐ Form 1041-A | ☐ Form 8870 |

NOELLE KOLAR, ADMIN/FINANCE COORDINATOR

- The books are in the care of ► 401 FIFTH STREET, SUITE 440 - WAUSAU, WI 54403
- Telephone No ► 715-849-2432 FAX No ► _____

- If the organization does not have an office or place of business in the United States, check this box ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____ If this is for the whole group, check this box ☐. If it is for part of the group, check this box ☐ and attach a list with the names and EINs of all members the extension will cover.

- 1 I request an automatic 3-month (6-months for a corporation required to file Form 990-T) extension of time until MAY 15, 2010, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

► ☐ calendar year _____ or
 ► ☒ tax year beginning OCT 1, 2008, and ending SEP 30, 2009

- 2 If this tax year is for less than 12 months, check reason ☐ Initial return ☐ Final return ☐ Change in accounting period

3a If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$
b If this application is for Form 990-PF or 990-T, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$
c Balance Due. Subtract line 3b from line 3a. Include your payment with this form, or, if required, deposit with FTD coupon or, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$ N/A

Caution. If you are going to make an electronic fund withdrawal with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions

LHA For Privacy Act and Paperwork Reduction Act Notice, see Instructions.

Form **8868** (Rev. 4-2009)

BYLAWS
NORTHERN WISCONSIN AHEC, INC.
(A Non-Profit Corporation)

ARTICLE I
NAMES AND OFFICES

The Corporation shall be known as the Northern Wisconsin AHEC, Inc. (NAHEC)

1.1 Mission.

To improve access to health care in northern Wisconsin's underserved communities, primarily through the education of present and future health care professionals and to serve as fiscal agent for the three northern Wisconsin AHEC Centers (North Central AHEC, Northwest AHEC, and Northern Highlands AHEC).

ARTICLE II
BOARD OF DIRECTORS AND OFFICERS

2.1 Board Composition and Number.

The Board of Directors shall be comprised of persons who possess talent, training, experience or standing that will benefit the Corporation and who are interested in the affairs of the Corporation and are willing to devote sufficient time to its direction. Three board members shall be selected from each of the three northern Wisconsin Centers to serve on the NAHEC Board of Directors. They shall be geographically selected to represent northern Wisconsin as consumers, educators, and providers in the area served by the NAHEC. The total number of voting members shall not exceed nine (9).

2.2 General Purposes.

- a. The Board of Directors shall have the responsibility and authority to perform all lawful acts and things not prohibited by Statute, Articles of Incorporation or the By Laws, including, but not limited to, the authority to delegate all or a portion of the powers of the Board to the Director, Executive Committee, or other standing or special committees as needed.
- b. The Board will function in a policy-making and budget making capacity for NAHEC and will oversee NAHEC's duties as fiscal agent for the three northern Wisconsin AHEC Centers. NAHEC's duties as fiscal agent will include:
 - Agreeing to accept and be responsible for grant monies on behalf of the three grantee Centers
 - Maintaining separate records of disbursements related to each grant or contract
 - Disbursing funds solely at the direction of the grantee Centers, in accordance with the purpose of any grants or contracts received
 - Disbursing funds in accordance with any restrictions imposed by the underlying funding source (state, federal, or other grant funds)
 - Keeping financial records and backup documentation for at least seven (7) years following closure of each grant or contract

- Making financial records available to the AHEC Program Office and others upon request
- Maintaining separate financial records in accordance with standard accounting principles
- Managing payroll and benefits services for the grantee Centers, at the direction of the Centers' Boards
- Being accountable for earned and other income in a budget oversight capacity for the three northern Wisconsin AHEC Centers.
- Ensuring and maintaining appropriate system for document storage and backup.

The Board's functions shall include, but not be limited to, legal functions, policy-making, community relations and advocacy activities. Included among the functions of the Board are:

1. Formulating general objectives, policies and programs for the NAHEC.
 2. Approving and monitoring work plans, budgets, and other financial information of the NAHEC.
 3. Developing community confidence in the NAHEC and its programs.
 4. Assisting with the development of plans to provide long-term, adequate financial support for the NAHEC.
 5. Supporting the acquisition of adequate facilities and staff.
 6. Serving as an advocate for the educational needs of health care providers in the communities served by the NAHEC.
 7. Selecting and evaluating the NAHEC Director.
 8. Engaging in strategic planning and evaluating the progress of the NAHEC in relation to its mission, goals, and objectives.
 9. Engaging in such other activities as may be required or desirable under applicable federal or state laws or regulations.
- c. New Board members will be required to participate in an orientation program within the first three months of tenure.

2.3 Election and Appointment. Members will be elected for three-year terms. The terms will be staggered so an approximately equal number expire each year. As terms expire, members of the Board shall be elected for three-year terms. Vacancies on the Board shall be filled by majority vote of the Directors then in office. Board members shall be elected at the annual meeting of the Corporation or at any special meeting called for such purpose by a majority vote of the Directors then in office. Any director may succeed him/herself.

A vacancy occurring during the term of a director shall be filled by electing a new director to serve for the balance of the vacant term.

A member of the Board may be removed by a vote of two-thirds of the entire membership of the Board as then constituted. No person shall serve as a member of the Board of Directors for more than two consecutive three-year terms, unless approved by a majority vote of the Directors then in office.

- 2.4 Officers, Terms and Duties. The officers shall be the President, Vice-President, Secretary, Treasurer, and Member-At-Large. If possible, at least one officer will come from each northern Wisconsin Center. Officers shall be elected by the Board and shall serve at the pleasure of the Board for a term of one year and may stand for re-election.

The President shall chair the Executive Committee and preside over all Board of Directors meetings. The President shall appoint, with confirmation of the Board, the members of all standing and ad hoc committees, with the exception of the Nominating Committee and shall be an ex-officio member of all committees. If the office of President shall become vacant, that position shall be filled by the Vice-president for the duration of the term.

The Vice-President shall preside in the absence of the President and shall assist the President in fulfilling the duties and responsibilities of the President as requested. If the office of Vice-President shall become vacant, that position shall be filled by election of a majority vote of the Board to serve for the duration of the term.

The Secretary shall preside in the absence of the President and Vice-president. Responsibilities include recording of minutes at all meetings and performing other such acts or duties as the Board of Directors or the President may designate. Should the office of Secretary become vacant, the position shall be filled by election of a majority vote of the Board to serve for the duration of the term.

The Treasurer shall preside in the absence of the President, Vice-President, and Secretary. Responsibilities include reviewing financial activities of the Corporation with the NAHEC Director and assisting the NAHEC Director with the provision of annual audits, providing such information to the Board and performing such other acts or duties as the Board or President may designate. Should the office of Treasurer become vacant, the position shall be filled by election of a majority vote of the Board to serve for the duration of the term.

The Board may vest certain powers and duties of the Treasurer in the NAHEC Director to promote efficiency in carrying out the day-to-day business of the Corporation.

2.5 Quorum. A quorum for any meeting of the Board of Directors shall consist of a majority of the membership of the Board as then constituted.

2.6 Meetings.

- a. An annual meeting shall take place each year as decided by the board of directors. The election of new members of the Board of Directors and new officers shall take place at a meeting that shall be held within 60 days of the anniversary date of incorporation.
- b. The Board shall convene quarterly for regular meetings. Special meetings may be called at any time by the President or by a majority of the members. At least ten (10) days but not more than fifty (50) days notice of the time and place of special meetings shall be given to each Board member so as to allow a reasonable time to prepare for a meeting. If all members shall be present at any special meeting or shall sign a written waiver of notice or consent to the holding of any special meeting before, or after the time of such meeting, actions taken shall be valid. Signing an approval of any minutes or resolution of any meeting of the Board shall be deemed a waiver of notice thereof.
- c. All minutes of meetings of the Board of Directors and committees shall be written and circulated to the members thereof. Committees shall make regular written reports to the Board of Directors.

- 2.7 Meeting Mode. Any meeting may be conducted pursuant to any means of communication allowed under Wisconsin law.
- 2.8 Adjournment. If a quorum of Directors shall not be present at the time and place designated for a meeting of the Board, any director present may, by declaration, adjourn that meeting until such time that a quorum is present.
- 2.9 Compensation. Compensation for expenses shall be set by the Board of Directors.
- 2.10 Joint Office. No Board member may hold more than one office at a time.

ARTICLE III COMMITTEES

- 3.1 Nominating Committee. There shall be a Nominating Committee consisting of three Board members elected by the Board of Directors at the annual meeting to serve for a one-year term or until said nominating committee members' successors have been elected by a majority of the Board of Directors then in office. The Nominating Committee has the responsibility of identifying persons qualified for, and interested in, becoming Board members and shall solicit qualified candidates to serve on the Board of Directors.
- 3.2 Executive Committee. The Executive Committee shall be comprised of the five officers (President, Vice-President, Secretary, Treasurer, and a Member-At-Large elected by the Board). That committee shall have all rights, responsibilities, and authority of the entire Board of Directors for time-bound decisions between meetings. The Executive Committee will be charged with performing the functions of the Board so that the entire Board does not have to convene as often. The Executive Committee shall maintain written records of its business and make them available to all Board members in a timely fashion.
- 3.3 Ad Hoc Committees and Task Forces. The Board of Directors or the Executive Committee, acting on the authority of the Board of Directors, shall establish a variety of ad hoc committees or task forces as needed to conduct the business of the Corporation and shall review recommendations of these ad hoc committees and task forces and may act on those recommendations. These committees may have functions such as program development, budget, personnel, legislation, community relations, or may represent specific health professions groups such as nurses, dentists, medical technologists, etc. Ad hoc committees and task forces shall be appointed to accomplish task-specific assignments on a time-specific basis. The NAHEC Director may ask the Executive Committee for assistance in forming ad hoc committees or task forces as needed.

- 3.4 Audit Committee. The Board of Directors shall appoint an internal audit committee consisting of the Treasurer and two or more members of the Board. It shall be the duty of the Audit Committee to work with an audit firm to audit the accounts of the Corporation and secure a signed statement of the condition of accounts to submit to the NAHEC Director and to the Board of Directors. Written reports of the audit shall be made annually within two months following the end of the fiscal year.

ARTICLE IV AMENDMENTS

- 4.1 The Board of Directors, by affirmative vote of a two-thirds majority of its total membership, may alter, amend, or revoke these Bylaws at any regular or special meeting of the Board.

ARTICLE V THE NAHEC DIRECTOR

- 5.1 The Board of Directors shall hire a NAHEC Director who shall exercise general supervision over staff and shall administer the business of the Corporation. The NAHEC Director shall, with the assistance of appropriate working committees, determine the programs undertaken by the NAHEC. The NAHEC Director is a general agent of the Board of Directors.
- 5.2 Relationship with the Board. The NAHEC Director shall serve at the pleasure of the Board and shall be an advisor to the Board. The NAHEC Director shall hire, fire, and exercise general supervision over staff and shall manage the business of the Corporation and shall perform such other acts as are usually incident to her/her office or as may otherwise be required or authorized by the Board of Directors. The Board of Directors determines broad policy; the NAHEC Director administers the office and its programs. The NAHEC Director is the instrument by which the NAHEC's policies are implemented. The NAHEC Director prepares reports and budgets on a number of administrative matters. He/She performs a liaison role with the health agencies and educational institutions in the communities served by the Corporation and has the responsibility for orientation of new Board members. He/She also assists the Nominating Committee in the recruitment and selection of new Board members.

ARTICLE VI FUNDS

- 6.1 The Board of Directors may authorize any officer or officers, agent or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Corporation. Such authority may be general or may be confined to a specific instance or transaction. The NAHEC Director is a general agent of the Board.

- 6.2 All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued on the name of the Corporation shall be signed by such authorized agents, and in such manner as shall, from time to time, be determined by resolution of the Board. The NAHEC Director is the agent of the Board for these purposes.
- 6.3 All funds of the Corporation shall be deposited to the credit of the Corporation in a bank or other financial institution of the Board's choosing, consistent with federal guidelines governing the use of funds.
- 6.4 The Board of Directors may accept, in the name of and on behalf of the Corporation, any contribution, gift, grant, contract, bequest, or device for any purpose of the Corporation. Any revenue generated by the Corporation shall become the property of the Corporation and shall be deposited in the appropriate accounts as defined above.

ARTICLE VII

BOOKS AND RECORDS

- 7.1 The Treasurer shall be responsible for assuring that correct and complete books and records of financial accounts are kept in accordance with federal guidelines. The Secretary or designated committee member shall keep a complete record of proceedings of all meetings of the Board of Directors and other committees. The Board of Directors shall have the responsibility of assuring the accuracy of all records.

ARTICLE VIII

INDEMNIFICATION

- 8.1 The Directors and officers of the Corporation shall enjoy the greatest limitation on individual liability that may be authorized pursuant and subject to Wisconsin law, including the Wisconsin Non-Stock Corporation Act.

ARTICLE IX

DISSOLUTION

The activities of the Corporation shall be so conducted that no part of its income or property and earnings shall inure to the benefit of any member, director, officer, or other individual, institution, or association. Upon dissolution, any assets of the Corporation shall be distributed in such manner as the Board of Directors shall determine or to an organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes enjoying an exempt status under Section 501(c)(3) of the Internal Revenue code or successor statutory authority.

ARTICLE X
FISCAL YEAR

The fiscal year of the Corporation shall be October 1-September 30.

ARTICLE XI
INACTIVE DIRECTORS

Directors missing more than two (2) consecutive meetings without direct communication to the NAHEC Office, shall be considered automatically resigned, shall be notified as such in writing by the President, and shall be replaced at the next Board meeting unless the Board determines otherwise by majority vote.

ARTICLE XII
WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of applicable statutes, bylaws, or articles of incorporation, a waiver thereof in writing signed by the person or persons entitled to such notice whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ANNUAL PROGRAM REPORT

AHEC Office NC AHEC
 Program Year: 2008-2009

PART A: PROGRAM SUMMARY: AHEC (state or federal) funded programs

Project #	Title/Description	Community/ Location	Project Partners	Outcomes	# Participants (by discipline if app.)
1. NC	Cultural Rounds DVDs and Videos	Wausau	Milwaukee AHEC NAHEC	Milwaukee AHEC's Community Cultural Rounds Video Library was copied to DVDs and sold on the NAHEC website. These DVDs have been used for training interns and students at the University of Wisconsin Nursing School and Northland College. Individuals have also purchased them for personal use.	10 DVDs purchased
2. NC	4 th Annual Caring for Yourself: Mind, Body, Spirit Conference	Wisconsin Rapids, Wood, Portage, & Marathon Counties	CAP Services of Stevens Point, The Family Center of Wisconsin Rapids, Hmong American Association of Portage County, The Khang Family, Marathon County Health Department, Ministry Health Care, Paper City Savings Bank, Northern Wisconsin AHEC, The Women's Community, UW-Extension, UW-Marathon County, and Wausau Area Hmong Mutual Association.	The 4th Annual Caring for Yourself: Mind, Body, & Spirit conference was held on Saturday, September 19, 2009 at UW-Marathon County. This is a wellness conference designed specifically for the Hmong communities of Wood, Portage, and Marathon counties. Bor R. Yang, J.D., Attorney & Professor from Minnesota gave the keynote address on "Keeping Hope Alive in Your Life." Other presenters included Dr. George Lor who spoke on "Preventative Healthcare", and a panel on "Managing Tough Times" (including financial management, food budgeting, resumes, job training, job hunting, and other resources) was held by Jackie Carattini, UW-Extension/Get Smart Coalition, Lindsey Lee, UW-Extension Stevens Point, and True Lor, Marathon County Job Center. Workshops were provided entirely in the Hmong language and child and youth activities were available.	100 participants

3. NC	Medical Interpreter Training Continuation	Wausau, Stevens Point, Weston, Marshfield	Ministry Health Care NAHEC	Continuing and Expanding an Interpreter Training program for Medical Interpreters. Currently there are interpreter training programs available on the roles of interpreting; however, there was no such curriculum or training on medical physiology for medical interpreters. This training provided a two-fold approach. One was to develop and implement a medical training for interpreters on human physiology, preventative diseases, and medical terminology. The other portion of the training focused on creating a peer support group for the medical interpreters to discuss boundary and ethical issues that many interpreters have encountered.	35-50 medical interpreters
4. NC	DC Everest Career Education Program (Wausau) Support Continuation health careers recruitment programs, assist high school students to prepare for entry into health professions schools and careers, with particular emphasis on under-represented populations and underserved – career exposure, shadowing, health professional speakers, site visits, mentoring	Wausau	DC Everest Senior High School and teachers DC Everest Career Center Northcentral Technical College Aspirus Hospital Wausau Family Practice primary care providers	- Working with NTC Admissions Specialist to gather accurate information about programming - Working high school intern to develop materials - Working with institutions to verify career information - Developed unique format for health career information that is complete and user friendly (materials include bullet/powerpoint presentation rather than paragraph) - Scripts developed from visiting multiple websites for health careers, colleges, technical colleges, and hospital affiliated laboratory-training programs (often personal contact occurred to confirm that the information was current) - Feedback from students and parents has been very positive - Healthcare Workforce Network provided 10 health career videos for the project and for website (feedback very positive from students and parents) - Printed information is also provided and displayed on Poster Boards at the Career Center - Career Shadowing is coordinated by Aspirus Hospital's Human Resources Program Coordinator - Future plans to write, edit, and complete the notebook for 70 health careers.	The Program will expose students in grades 10-12 to a broad range of careers and career related activities in a consistent and comprehensive manner. Students will learn about their personal interests, values, skills, and aptitudes and use this information to make informed choices about careers and appropriate post secondary educational options. General 10-12: 1,329, Alternative School: 40, Asian: 183, Hispanic: 6, Native American: 3, At-Risk: 75-90m, Special Needs: 150, Teen Parents: 15, K-9: 4,267

5. NC	Planning Stage for Expanding the DC Everest Senior High Career Center Model	Merrill, Wisconsin Rapids, Antigo, Wausau	Assumption High School in Wisconsin Rapids, Merrill High School in Merrill, Antigo High School in Antigo, and Newman High School in Wausau	NAHEC has continued to help to maintain and expand the Career Center model. NAHEC will provide guidance and resources for these high schools to replicate the Career Center in their high schools.	Participants General 10-12: 2,300 Alternative School: 40 Asian: 200 Hispanic: 25 Native American: 3 At-Risk: 100-150 Special Needs: 200 Teen Parents: 25 K-9: 5,567
6. NC	Red Cross Health Screening Program Continuation NAHEC received the Clara Barton Society Award from the American Red Cross for this project	Marathon County 26 health screening sites. Communities include Athens, Bevent, Colby, Edgar, Hatley, Mosinee, Rothschild, Spenser, Stratford, and Wausau	The Marathon County Red Cross, United Way of Marathon County, Ministry Health Care, Community Foundation of NC Wisconsin, Marathon County Health Department, Marathon County Department of Aging, Community Care of Central Wisconsin, Salvation, YMCA, Neighbors Place, Area Hospitals and Clinics and NTC	The Red Cross conducted 16 free Blood Pressure and Blood Glucose Screening clinics. The target population was the poor, elderly, Hmong, and Hispanic people. Education was provided to prevent chronic illness through healthy lifestyles related to maintaining a health weight, decreasing salt intake, increasing exercise, decreasing use of alcohol consumption, decreasing smoking, using techniques for stress management, and taking medications as prescribed by their medical provider. Each person received a written report of screening results and how they relate to normal. Following medical protocol, clients were referred to their primary care providers. Many were referred to the Bridge Community Health Center. Educational seminars were given as Community Outreach upon request to various groups. High school students were screened at several high schools in the county with referrals made back to the local school nurse. About 450 people were screened per month. Student nurses from Northcentral Technical College, in their 3 rd semester, accompanied the Red Cross RNs to the screening sites to do screenings as part of their community health experience.	1,600 high schools students were screened for hypertension. 450 had hypertensive readings and were referred to the school nurse. 60 persons attended a community education event. Two student nurses continued as volunteers with the Red Cross. 1,765 persons attended the educational events that were presented by the Red Cross. 255 were residents at the Salvation Army Homeless Shelter. They were screened monthly and given a health lifestyle presentation. 345 Hmong elders were also screened and educated. Community Health Workers were used to present in the Hmong language and present the educational materials and discussion.

7. NC	Health Career Compass: Pointing You in the Right Direction	NAHEC has collaborated with the ST. Croix Regional Medical Center	NAHEC has collaborated with the St. Croix Regional Medical Center to develop the "The Health Careers Mentorship Curriculum: <i>"Career Compass: Pointing you in the right direction"</i> . This curriculum has been sold by NAHEC.	10 sold
			The Health Careers Mentorship Program, "Career Compass: Pointing you in the right direction," features job shadowing and work sessions that explore a variety of topics and information related to finding employment in particular health care fields. Participating students complete career interest assessments to help them determine appropriate matches between their interests/personality and various health care careers. They then "shadow" employees who have jobs in which they are interested. Students also discuss resumé and portfolio development, which play a key role in applying and securing their "dream" job. Other workshop topics include time management, learning how to navigate the educational system, identifying opportunities in health care, and department visits. The curriculum can be tailored by any organization to fit their needs	
8. NC	Dimensions of Diversity Training	Wausau	99% of the participants rated the training as excellent	3 health care administrators; 5 RNs; 3 teachers
9. NC	Multicultural Health Information Network (MHIN)	Wausau	Quarterly meetings of health care, social service, and public health agencies members to share cross-cultural information and resources and plan activities to address the needs in the community. Meetings include time for sharing and planning, and time for presentations and special speakers.	55 members
10. NC	Website Management Consultants			

	Web Management	All		Manage websites for 4 different domains Editorial changes were made for 108 different pages on nahec-wi.org Links were checked and fixed for entire health careers website every quarter; video was added to site; salary information was updated	www.nahec-wi.org – approx. 106,568 visits this year www.wihealthcareers.org – approx. 140,000 visits this year www.wihealthwiscosin.org – approx. 60,000 visits this year www.informedcaring.org – as of August 30, 2008 there were 540 registered portal users and approx. 8574 visits this year
11. NC	Continuing Education and Registration System	State of Wisconsin	NAHEC and continuing education providers	NAHEC continues to update and repopulate its very popular continuing education website.	Individuals from across the state use this website to find high quality continuing education offerings in Wisconsin.
12. NC	Alzheimer's Meetings in Northern WI	State of Wisconsin	Alzheimer's Association of Greater WI	Attended meetings and consulted with Association on their HRSA grant "Collaboration to Improve Access to Quality Dementia Care Services in Rural Wisconsin Communities"	
13. NC	Health Extension – UW ICTR	Northern WI AHEC Region	Community Stakeholders, UW SMPH faculty	Formation of Regional Research Councils Interviews conducted with Community Health Researchers Event planned – Community Health Research Forum	15 20 100+ expected

14. NC	Marinette County Fluoride Varnish Program Northeast Wisconsin Technical College Continuation	NE Wisconsin	NAHEC NE WI Technical College	The Marinette County Fluoride Varnish Program enhances the NWTC nursing and practical nursing curriculum by providing opportunities to deliver preventive dental health to children from poor families. Under the guidance of a nursing instructor who has been trained by a clinical dental hygiene instructor, the nursing/practical nursing students will learn to empathize with the needs of an underserved and uninsured population while providing preventive dental applications. NWTC will partner with Marinette County Head Start and initiate projects similar to those successfully carried out with the Brown County Head Start. Two community partners will participate in the development and implementation of the projects. The representative from Marinette-Peshigo Head Start is the Site Director. In addition, the Public Health Director/Health Officer will represent Marinette County Health & Human Services for the purposes of this project.	Provide dental screenings and two fluoride varnish applications for approximately 120 Health Department participants age ten months through ten years and 80 Head Start participants age three through five during the 2008 2009 academic year.
15. NC	Price County Health Department Oral Health Epidemiological Survey Planning Phase	Price, Ashland, Sawyer, Taylor, and Iron Counties	Price County Health Department, School Districts, Wisconsin Department of Health Services	Planning Phase to conduct a primary oral health epidemiological survey of 11th and 12th grade children in school districts with non-fluoridated water systems. The school districts will be located in the regions of the three centers in northern WI. This survey will evaluate the efficacy of local public health departments intervening with preventive oral health measures.	Determine an ongoing, systematic collection, analysis, interpretation, and dissemination of data regarding a health-related event for us in public health action to reduce the morbidity and mortality by improving health from preventable oral disease

16 NC	Providing Behavioral Health Education and Support for Community Action Agencies Planning Phase	Taylor, Clark, Burnett, Washburn, Sawyer, and Rusk Counties	Indian Community Action Agency	Focusing on an alternative service delivery model, the project will involve providing on-going professional development/training in how to work with youth and adults with behavioral health issues, for service providers in several of the Indianhead Community Action Agency programs. The various ICAA sites will be used as practicum sites for students in Allied Health programs at the Wisconsin Indianhead Technical College and/or the Chippewa Valley Technical College and for students pursuing nursing degrees in psychiatric nursing from area colleges. Up to twelve students to participate.	Through the assistance of experts from the behavioral health field, program staff will receive knowledge, support, and assistance in how to help clients/students who are experiencing a variety of behavioral health issues including such things as: low self esteem, limited decision making ability, depression, stress, an inability to identify and express feelings, value conflict, dependence, cognitive distortion, a sense of hopelessness and helplessness, mistrust, etc. By helping the individuals in the community, their quality of life and the communities' quality of life will be enhanced. Students will become better health providers because of this experience.
17. NC	Planning Stage for Developing a Partnership with Health Literacy Advancement to Provide HL Trainings for County Health Departments and other Health Organizations	NC AHEC	Health Literacy Advancement of Eau Claire, county health departments	This partnership is being developed to provide Health Literacy trainings and curriculum for county health departments and other health care organizations in NC AHEC region.	10 county health departments
18. NC	Cultural Competency Training for Public Health Departments in NC AHEC Region	NC AHEC	NCAHEC WI AHEC Program Office	NC AHEC scheduled public health departments cultural competency trainings for northern WI using curriculum developed by the AHEC Program Office.	6 county health departments

19. NC	Parish Nurse Skills Enhancement Workshops Planning Phase	NC AHEC	Wisconsin Nurses Association, Concordia University, Marquette University, Marian College, (Fond du Lac), Viterbo University (La Crosse) and Edgewood College (Madison)	The PN Skills Enhancement workshops will be held in informal settings such as churches or offered in community settings. These might be public libraries, the Mead Wildlife Area, or retreat facilities like St. Anthony's in Marathon City. Parish Nurses tend to prefer informal settings that encourage reflection.	250 parish nurses
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II. FINAL PROGRAM REPORT

North Central Projects

1. NC- Cultural Rounds DVDs and Videos

Milwaukee AHEC's Community Cultural Rounds Video Library was copied to DVDs and sold on the NAHEC website. These DVDs have been used for training interns and students at the University of Wisconsin Nursing School and Northland College. Individuals have also purchased them for personal use.

2. NC – 4th Annual Caring for Yourself: Mind, Body, Spirit Conference

The 4th Annual Caring for Yourself: Mind, Body, & Spirit conference was held on Saturday, September 19, 2009 at UW-Marathon County. This is a wellness conference designed specifically for the Hmong communities of Wood, Portage, and Marathon counties. Bor R Yang, J.D., Attorney & Professor from Minnesota gave the keynote address on "Keeping Hope Alive in Your Life." Other presenters included Dr. George Lor who spoke on "Preventative Healthcare", and a panel on "Managing Tough Times" (including financial management, food budgeting, resumes, job training, job hunting, and other resources) was held by Jackie Carattini, UW-Extension/Get Smart Coalition, Lindsey Lee, UW-Extension Stevens Point, and True Lor, Marathon County Job Center. Workshops were provided entirely in the Hmong language and child and youth activities were available.

Partners included CAP Services of Stevens Point, The Family Center of Wisconsin Rapids, Hmong American Association of Portage County, The Khang Family, Marathon County Health Department, Ministry Health Care, Paper City Savings Bank, Northern Wisconsin AHEC, The Women's Community, UW-Extension, UW-Marathon County, and Wausau Area Hmong Mutual Association.

3. NC – Medical Interpreter Training- NAHEC and Ministry Health Care Partnership Continuation

Rationale:

There is a growing need to ensure that medical interpreters are not only fluent in their native language as well as the spoken language, but also that they have the medical background that can assist them in performing their duties. Although many interpreters have undergone interpreter training programs (i.e. Equal Footing, Bridging the Gap, International Institute) there is still many that lack the medical terminology that should be required. As a result, the rationale for this training is to design and implement an interpreter training program for medical interpreters on medical physiology. This training would have two objectives. One objective is to develop and implement a medical training for interpreters on human physiology, preventative diseases, and medical terminology. The second objective is to create a peer support group for the medical interpreters to discuss boundary and ethical issues that many interpreters have encountered.

Methodology:

The training will be a six month training occurring once a month. Many of the medical interpreters are employed full time at other jobs. As a result, the training will take place once a month for six months. The trainer has been developing a curriculum for medical training for the medical interpreters through use of digital DVD as well as required readings and assignments throughout the training. Table 1.1 details the medical conditions that the interpreters will be exposed to.

Table 1.1

Summary of Hmong Interpreter Training Lessons

Body systems	Disease
Cardiovascular	Hypertension, valvular heart disease, heart failure, Stress test
Respiratory system	TB, pneumonia, asthma,
Digestive System	Reflux, colon cancer, gall stone, irritable bowel disease, hepatitis
Urinary system	Urinary tract illness, Kidney stone, Kidney failure, pancreatitis
Endocrine system	Diabetes, hyper/hypothyroidism, high cholesterol
Nervous system/psychiatry	Depression, migraine headache, anxiety, concussion
Muscular/ Skeletal system/skin	common sports injury, marfan's syndrome, Eczema
Eyes, Ears, Nose, Throat	Pink eye, otitis media, sinus infection, strep throat,
Reproductive system	How providers performed male and female exams
Hematology/ Lymphatic system/immunology	cancer, allergies, arthritis

The interpreters are located throughout Central Wisconsin in Marshfield, Stevens Point, Weston, and Wausau As a result, due to its central location, the trainings will be held at Saint Michael's Hospital in Stevens Point Table 1.2 lists the scheduled dates for the training

Table 1.2

April 2009
May 2009
June 2009
July 2009
August 2009
September 2009

Support (In-kind support)

Ministry will be cover the interpreters' time and travel In addition, Ministry will cover any printing costs from the trainer as well as the facilitator Furthermore, Ministry will provide the training facility for this training

Evaluation.

All interpreters will be given an assessment after each training session to ensure that they comprehend the materials. In addition, during the final training session, they will be given a comprehensive assessment to ensure comprehension from the interpreters They must successfully pass the assessment with a score of 75% or higher. Furthermore, a survey of the training materials will be evaluated to determine what further materials of benefit to continue trainings

4. NC – Evercrest Senior High Career Center Continuation

NAHEC has continued to help to maintain and expand the Career Center They have support a coordinator to provide accurate and timely healthcare career information/shadowing contacts/speakers for future expansion use by multiple local and state high school and elementary school guidance/career center personnel NAHEC has contributed health materials and visual aids to the center and has supported the Career Center Director for the last two years Dee Jenkins, NAHEC Board Member has worked as the Coordinator for this project on a volunteer basis and has devoted numerous hours to the project She has directed the activities and been responsible for identifying medical and health professionals to participate in the activities for the students

DC Everest and NAHEC continue to

- Work with NTC Admissions Specialist to gather accurate information about programming
- Work with a high school intern to develop materials
- Work with institutions to verify career information
- Develop a unique format for health career information that is complete and user friendly (materials include bullet/powerpoint presentation rather than paragraph)
- Scripts developed from visiting multiple websites for health careers, colleges, technical colleges, and hospital affiliated laboratory-training programs (often personal contact occurred to confirm that the information was current)
- Get feedback from students and parents has been very positive
- Print information that is provided and displayed on Poster Boards at the Career Center
- Organize Career Shadowing that is coordinated by Aspirus Hospital's Human Resources Program Coordinator

5. NC - Planning Stage for Expanding the DC Everest Senior High Career Center Model

NAHEC has continued to help to maintain and expand the Career Center model. NAHEC will provide guidance and resources for these high schools to replicate the Career Center in their high schools. High schools include: Assumption High School in Wisconsin Rapids, Merrill High School in Merrill, Antigo High School in Antigo, and Newman High School in Wausau.

6. NC- Red Cross Health Screening Program Continuation

The Community Health Screening Program offers free blood pressure and blood glucose screenings combined with health education consultations. 26 screening clinics are held monthly in communities across Marathon County. Sites are established in libraries, community centers, meal sites, etc. Registered nurses and volunteers nursing students from North Central Technical College are on hand at each of the monthly sites. Nurses monitor each client's monthly readings, explain the results and provide individual education aimed at helping individuals "take control" of their own health and avoid unnecessary medical visits. Each client receives a written record of screening results. In the event of an abnormal reading or symptoms that may need professional attention, clients are referred to their local provider. Students assist with each client's education as directed by the registered nurse on site. In addition, the program serves primarily the elderly and poor of Marathon County. This includes the uninsured and those with BadgerCare, Medicaid and/or Medicare coverage. Most clients are referred to this program by area physicians and/or the Marathon County Health Department. The program monitors an average of 612 persons each month. Approximately 7,343 client visits are handled annually. There is no other program like this in Marathon County that serves those who are unable to pay for medical services.

7. NC – Health Career Compass: Pointing You in the Right Direction Curriculum

NAHEC has collaborated with the St. Croix Regional Medical Center to develop the "The Health Careers Mentorship Curriculum." *"Career Compass Pointing you in the right direction"*. This Health Career curriculum has been sold by NAHEC.

The Health Careers Mentorship Program, "Career Compass Pointing you in the right direction," features job shadowing and work sessions that explore a variety of topics and information related to finding employment in particular health care fields. Participating students complete career interest assessments to help them determine appropriate matches between their interests/personality and various health care careers. They then "shadow" employees who have jobs in which they are interested. Students also discuss resumé and portfolio development, which play a key role in applying and securing their "dream" job. Other workshop topics include time management, learning how to navigate the educational system, identifying opportunities in health care, and department visits. The curriculum can be tailored by any organization to fit their needs.

8. NC – Dimensions of Diversity

NAHEC continues to offer high quality Dimensions of Diversity three-day training session. These trainings have proved popular with a variety of health and education professionals. It is also approved for CEU and CME credit through the UW Continuing Professional Education program. NAHEC continues to visit healthcare facilities for cultural competency training. These facilities are large and small healthcare provider systems and health professional training sites.

9. NC – Multicultural Health Information Network

NAHEC also conduct the Multicultural Health Information Network. The meetings have proven to very well attended by a board variety of health and education organizations. It provides an opportunity for community partners to come together to share resources and information that have to do with culture. 20-30 people attend each meeting. NAHEC has created and maintains 2 cultural competency blogs. One is devoted to Hmong health and the other offer a place for multicultural postings and information sharing.

10. NC – Website Management Consultants

This project continues to offer library information and learning resource network capabilities.

Web Management	All	Manage websites for 4 different domains Nahec-wi.org was migrated to a Cold Fusion platform to make changes easier Links were checked and fixed for entire health careers website every quarter. Links were checked and fixed on HealthyWisconsin Website for National Library of Medicine grant, Informed Caring had registered 544 users	www.nahec-wi.org – approx. 92,159 visits this year www.wihealthcareers.org – approx. 113,470 visits this year www.wihealthywisconsin.org – approx. 64,998 visits this year www.informedcaring.org –approx. 4,155 visits this year
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Web Management

NAHEC continues to manage websites for 4 different domains

- Links were checked and fixed for entire health careers website on a quarterly basis and www.healthywisconsin.org annually
- There were 1000+ CE opportunities added to the Continuing Education Database

Web Statistics			
Name of website	Average hits per day	Avg visits per day	Most requested page
www.wihealthcareers.org			
September 2008	14,201	560	Occupations
January 2009	11,589	574	Speakers and Mentors
April 2009	9,474	543	Speakers and Mentors
July 2009	7,887	564	Speakers and Mentors
www.nahec-wi.org			
September 2008	3,245	478	Homepage
January 2009	1,678	367	CE Listings
April 2009	1,234	359	CE Listings
July 2009	987	328	Homepage
www.healthywisconsin.org			
September 2008	3567	567	Homepage
January 2009	2678	359	Selection Policy
April 2009	1245	393	Selection Policy
July 2009	2789	290	Staying Healthy
www.informedcaring.org			
September 2008	550	54	Virtual Library
January 2009	283	25	Virtual Library
April 2009	198	19	Homepage
July 2009	143	20	Homepage

11. NC – Continuing Education Clearinghouse Website and Event Registration System

NAHEC has a Continuing Education clearinghouse on our website which facilitates the addition of a continuing education course by anyone who has a username and password. Over the past year 956 different courses have been added to the database. This year it was the page on the website with the highest percentage of requests.

NAHEC's online registration system for continuing education is being used by NAHEC to administer their programs. In the past year our database of contacts has increased over 22%. This system allows people in our community to enter themselves on our mailing list with a link from our homepage.

More than 1500 people used the NAHEC registration system in 2008-2009

12. NC – Alzheimer's Meeting in Northern WI

NAHEC has continued to support the meetings with the Association on their HRSA grant "Collaboration to Improve Access to Quality Dementia Care Services in Rural Wisconsin Communities"

13. NC - ICTR Project

Health Extension's Vision and Mission

Launched in early 2008, Health Extension represents a key *community engagement* component of ICTR-CAP. Based on the principle of the Wisconsin Idea, Health Extension's vision is to be a leader in forging new models of *two-way* communication, knowledge development and exchange about researchable ideas.

Specifically, Health Extension's mission is to build and sustain a *platform* to promote ideas and projects that will influence the Type 2 translational and community-based research being done at the UW-Madison and across the state.

Health Extension's Collaborative and Statewide Approach

Health Extension's central staff have appointments in the UW Department of Family Medicine, which has campuses, programs, faculty and staff located throughout the state of Wisconsin.

Health Extension is building its platform through collaboration with the regional organizations of the Wisconsin Area Health Education Center (AHEC) system. Through cooperative agreements, Health Extension employs Regional Research Coordinators, located in regional AHEC offices.

A Platform for Two-Way Communication and Research "Match-making"

Health Extension is working to enhance the statewide portfolio of funded Type 2 translational and community-based research projects, through a number of capacity building efforts.

Regional Research Councils. One model Health Extension uses to promote the two-way process of communication and exchange about translational and community-based research is through the work of Regional Research Councils. Council membership is drawn from the following types of organizations: health systems and community-based practices; academic institutions; public health agencies; AHECs, UW Extension, nonprofit agencies, businesses; school systems, community-based organizations representing underserved populations; and local government.

Regional Research Coordinators facilitate and support the work of the Councils. In addition, Coordinators conduct conversations with researchers and community-based organizations about translational research needs, resources and potential opportunities. In some areas of the state, rather than – or in addition to – the establishment of Research Councils, Health Extension's Coordinators are available to work with local researchers and community-based groups to identify and promote locally determined research priorities and opportunities.

Community Health Research Forums. Health Extension sponsors research forums to provide opportunities for researchers to highlight their work and to make contact with other potential collaborators and community-based organizations about possible research "matches."

Research Match-making and Facilitation of Research Ideas and Projects. Health Extension uses the information obtained from Councils, research forums, and conversations with local researchers and community-based groups to discover and encourage opportunities for "research match-making" for specific projects. Health Extension central staff and Coordinators can provide consultation and facilitation services to support the development of such projects.

Other Capacity-building Services

Health Extension works to enhance, support and sustain the statewide capacity for translational and community-based research by a number of other means

Help In Accessing Available Research Resources. Health Extension can assist researchers and community-based organizations in accessing various types of resources available through ICTR-CAP and the UW School of Medicine and Public Health

- **ICTR-CAP Research Resources.** ICTR-CAP offers a basic level of consultation, available free of charge, to encourage and facilitate formulation of research ideas

[For more information on the services offered by the Community-Academic Partnerships Core (ICTR-CAP), go to the following URL. <http://www.ictr.wisc.edu/?q=node/100>]

- **ICTR-CAP Education/Professional Development Opportunities.** Health Extension staff work with the Educational component of ICTR-CAP to identify and communicate professional development opportunities related to a variety of research topics, including grant-writing; qualitative research; and community-based participatory research
- **Access to UW Library Services.** Health Extension also provides information on the outreach library and distance learning resources available through the UW Ebling Library and the Innovations in Medical Education (IME) Video Library

Dissemination and Communication. Health Extension is working to develop and refine its Internet presence for.

- **Dissemination of research results** from translational and community-based projects being conducted across the state; and
- **Social networking technologies** to strengthen and support opportunities for communication and collaboration

14. NC - Marinette County Fluoride Varnish Program Northeast Wisconsin Technical College Continuation

A. Rationale

Approximately 75% of Wisconsin's five and one half million residents visited a dentist in 2007. This figure may give the impression that oral health in Wisconsin is available to almost all its citizens. However, for low-income citizens in Wisconsin, access to dental care is not as readily available. According to the 2008 Wisconsin County Health Ranking Full Report published by the University of Wisconsin Population Health Institute, 24.7% of Marinette County residents did not visit a dentist in 2007. The Wisconsin Health Facts: Poverty and Health, 2006 report published by the Wisconsin Department of Health and Family Services (WI DHFS) indicates that among those uninsured for part of 2006, 19% were poor; among those not insured, 25% were poor. The latest figures available from DHFS also show 1,939 Marinette County WIC participants for the 2006 calendar year. Head Start enrollments stand at 80.

Evidence-based research from the May 2000 report "Oral Health in America: A Report of the Surgeon General" states that nationally.

Dental caries is the single most common chronic childhood disease

There are striking disparities in dental disease by income. Poor children suffer twice as many dental caries as their more affluent peers, and their disease are more likely to be untreated.

Medical insurance is a strong predictor of access to dental care. Children from families without dental insurance are three times more likely to have dental needs than children with either public or private insurance.

In 2003, the US Surgeon General released "A National Call to Action to Promote Oral Health." The goals outlined in the "Call to Action" include expanding the efforts of healthcare workers, communities and policy makers to work together to increase access of oral healthcare to all citizens. According to *Healthy People 2010*, the proportion of the U.S. population that makes annual dental visits as recommended and the U.S. Population's total correlated oral health varied according to certain socio-demographic factors such as age, race and family income. WI DHFS recommends that prevention of tooth decay is most important during the first five to ten years after the tooth emerges. Dental sealants are an effective decay preventive measure. The U.S. Department of Health and Human Services' Healthy People 2010 outlines objectives for overcoming oral health disparities including reducing dental caries in children ages two to four (Healthy People 2010 21.1), reducing untreated dental decay in children (Healthy People 2010 21.2), and increasing number of school-based health centers with oral health component (Healthy People 2010 21.13).

Grant funding for this project will promote the improvement of primary oral health care access for uninsured and underserved children in Marinette County by providing screenings and fluoride varnish applications for three-through five-year-olds at Marinette-Peshigo Head Start and 120 children ages ten months through ten years at the Marinette County Department of Health & Human Services. Nursing and practical nursing students from Northeast Wisconsin Technical College, along with faculty and community healthcare providers, will work together to help meet the goal set by the Surgeon General by increasing the access of oral healthcare to Marinette County's most vulnerable citizens. This project provides opportunities for NWTTC students to become involved in addressing access for both uninsured and underinsured populations and to expand their own cultural and public health learning opportunities.

B Methodology Project Development

The Marinette County Fluoride Varnish Program enhances the NWTTC nursing and practical nursing curriculum by providing opportunities to deliver preventive dental health to children from poor families. Under the guidance of a nursing instructor who has been trained by a clinical dental hygiene instructor, the nursing/practical nursing students will learn to empathize with the needs of an underinsured and uninsured population while providing preventive dental applications. NWTTC will partner with Marinette County Head Start and initiate projects similar to those successfully carried out with the Brown County Head Start. Two community partners will participate in the development and implementation of the projects. The representative from Marinette-Peshigo Head Start is the Site Director. In addition, the Public Health Director/Health Officer will represent Marinette County Health & Human Services for the purposes of this project.

Project Goals Objectives and Outcomes

Goal 1 Increase access to dental services for children of uninsured or underinsured families in Marinette County
Objective Provide dental screenings and two fluoride varnish applications for approximately 120 Health Department participants age ten months through ten years and 80 Head Start participants age three through five during the 2008-2009 academic year

Outcomes. Approximately 200 children will receive preventive dental services and improved understanding of good oral health

Goal 2 Improve nursing/practical nursing student awareness and ability to empathize with the needs of an underinsured or uninsured population through service learning

Objective Under the guidance of a nursing instructor who has been trained by a clinical dental hygiene instructor, nursing/practical nursing students will learn to appreciate diversity while providing preventive dental applications to two different populations in Marinette County during the 2008 - 2009 academic year

Outcome NWTTC nursing/practical nursing students will learn to appreciate diversity while providing preventive dental applications to an underserved population during the 2008 -2009 academic year.

15. NC – Price County Health Department Oral Health Epidemiological Survey Planning Phase

Planning Phase to conduct a primary oral health epidemiological survey of 11th and 12th grade children in school districts with non-fluoridated water systems. The school districts will be located in the regions of the three centers in northern WI. This survey will evaluate the efficacy of local public health departments intervening with preventive oral health measures

16. NC – Providing Behavioral Health Education and Support for Community Action Agencies Planning Phase

Focusing on an alternative service delivery model, the project will involve providing on-going professional development/training in how to work with youth and adults with behavioral health issues, for service providers in several of the Indianhead Community Action Agency programs. The various ICAA sites will be used as practicum sites for students in Allied Health programs at the Wisconsin Indianhead Technical College and/or the Chippewa Valley Technical College and for students pursuing nursing degrees in psychiatric nursing from area colleges. Up to twelve students to participate

17. NC – Planning Stage for Developing a Partnership with Health Literacy Advancement of Eau Claire to Provide Trainings for County Health Departments

This partnership is being developed to provide Health Literacy trainings and curriculum for county health departments and other health care organizations in NC AHEC region

18. NC – Cultural Competency Trainings for Public Health Departments in NC AHEC Region

NC AHEC scheduled public health departments cultural competency trainings for northern WI using curriculum developed by the AHEC Program Office

19. NC - Parish Nurse Skills Enhancement Workshops Planning Phase

The PN Skills Enhancement workshops will be held in informal setting such as churches or offered in community settings. These might be public libraries, the Mead Wildlife Area, or retreat facilities like St. Anthony's in Marathon City. Parish Nurses tend to prefer informal settings that encourage reflection.

Program Suggestions—

Professional development

- Medical Ethics—Fr. Lawrence Dunklee
- Mastering the Computerworld

Clinical

- Nutrition Education in Faith-based Communities – Yvonne Greer
- Role of Spirituality in Healing – Jeffery Fairchild
- Integrative Health –Hilary Scully

Caring for Parishioners

- Challenges for Employed Caregivers—Marilyn Lawler
- Cultural Competency—Suzanne Matthew

These workshops can be scheduled quarterly for a four hour “day” program, 10 am until 2 pm with lunch and light refreshments. PN would be provided with handouts and materials to use in their practice or for reference.

Potential partners: Wisconsin Nurses Association, Concordia University, Marquette University, Marian College, (Fond du Lac), Viterbo University (La Crosse) and Edgewood College (Madison).

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