

# NORTHEAST FLORIDA HEALTHCARE COALITION

Executive Board Meeting – Wednesday, March 16, 2016

1:30 pm

St. Johns County EOC

Call in: 1-888-670-3525

Code: 1130084513



## AGENDA

### I. Call to Order

- Validation of voting members present [accept designees, if required]
- Introductions
- \*Approval of minutes from 2/17/16 meeting

### II. Budget Update

- \*Budget report
- Expenditure Requests
- Management and Administration update
- 501C3 Status

### III. Business

- Overview of Deliverables
  - Strategic Plan
  - Ebola Gap Analysis & Resource Plan
  - Member Organization Assessment
- Training & Exercise Update (targeted invites needed)
- Status of Charter Signatories

### V. Other Topics

- Board Members Outreach Reports
- State Task Force Update

**Next Meeting Date: April 20, 2016**

# MEETING SIGN-IN SHEET – NORTHEAST FLORIDA HEALTHCARE COALITION

Executive Board Meeting

Meeting Date: March 16, 2016

St. Johns County EOC, St. Augustine, Florida

Name	Title	Agency	E-Mail	Voting Member & Representation
Leigh Wilsey	Account	DOH-Clay	leigh.wilsey@flhealth.gov	Yes Clay
Jeff Alexander	Dep Dir	SSC EM	jeffalexander@sscfl.us	Yes EM
NANCY FREEMAN	CONTRACTOR	NEFLHCC	nancyinop@yahoo.com	NO
Sarah Winn	EPH MGR	DOH-Duval	sarah.winn@flhealth.gov	No
DAVE CHAPMAN	SAFETY MGR	BROOKS	DAVE.CHAPMAN@brooksrenab.com	No
Jason Miller	Disaster Prep/Nassau	FDOT-Nassau	Jason.Miller@FLHealth.gov	NO
Michael Godwin	Env. Mgr	FDOT-Nassau	michael.godwin@flhealth.gov	Yes
Scott Turner	EP Director	DOH-Duval	scott.turner@flhealth.gov	No
Sandi Cowson	REER	FDOT	Sandi.cowson@flhealth.gov	NO
HEATHER PARTH	NE CONSORTIUM EPI	FDOT	HEATHER.PARTH@flhealth.gov	NO
Timothy Devin	Em Mgr	UF Health	BLAZEJFRD@ad.com	Yes
BRUCE SCOTT	Resident Coordinator	FDOT	Bruce.Scott@EM.MJ/AD.com	Yes
Jennifer Silvey	Coordinator	UF Health	Jennifer.Silvey@jax.ufl.edu	
Brad Blum MD	RDSTP co-Chair	FDOT SFRD	Brad.Blum@flhealth.gov	No
Greg Miller	EMS Coordinator	MHJ	gregory.miller@hcahealthcare.com	Att-?nate?
D.P. MOSES	Env Rep	CFRZ	David.moses@claycountybar.com	Yes
Tim Connor	St. Johns Rep	DOH - St. Johns	timothy.connor@flhealth.gov	Yes

Northeast Florida Health Care Coalition Combined Fiscal Year 14/15 and Fiscal Year 15/16  
 Financial Report  
 As of February 2016

<b>ADMINISTRATION</b>	<b>Budget</b>	<b>February 2016</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
<b>Revenues</b>					
State Contract	\$ 75,000.00	\$ 2,975.94	\$ 38,079.01	51%	\$ 36,920.99
Revenues	\$ 75,000.00	\$ 2,975.94	\$ 38,079.01	51%	\$ 36,920.99
<b>Expenses</b>					
Staffing Cost	\$ 71,888.00	\$ 2,975.94	\$ 37,268.98	52%	\$ 34,619.02
Conference Calls	\$ -	\$ -	\$ 55.08	0%	\$ (55.08)
Postage	\$ 20.00	\$ -	\$ 3.58	18%	\$ 16.42
Office Supplies	\$ 282.00	\$ -	\$ -	0%	\$ 282.00
Printing/Copying	\$ 310.00	\$ -	\$ 4.91	2%	\$ 305.09
Travel	\$ 2,500.00	\$ -	\$ 613.65	25%	\$ 1,886.35
Cell Phone	\$ -	\$ -	\$ 54.06	0%	\$ (54.06)
Incorporation Filing Fees	\$ -	\$ -	\$ 78.75	0%	\$ (78.75)
Expenses	\$ 75,000.00	\$ 2,975.94	\$ 38,079.01	51%	\$ 36,920.99

<b>OPERATIONS</b>	<b>Budget</b>	<b>February 2016</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
<b>Revenues</b>					
State Contract	\$ 50,000.00	\$ 699.95	\$ 15,834.29	32%	\$ 34,165.71
Revenues	\$ 50,000.00	\$ 699.95	\$ 15,834.29	32%	\$ 34,165.71
<b>Expenses</b>					
Staffing Cost	\$ 25,595.00	\$ 493.53	\$ 7,605.87	30%	\$ 17,989.13
Telephone/Cell Phone	\$ 500.00	\$ 29.02	\$ 570.54	114%	\$ (70.54)
Membership Dues	\$ -	\$ -	\$ 100.00		\$ 100.00
Printing/Copying	\$ 2,005.00	\$ 29.40	\$ 103.86	5%	\$ 1,901.14
D&O Insurance	\$ 700.00	\$ -	\$ 397.34	57%	\$ 302.66
Travel	\$ 18,000.00	\$ 146.00	\$ 4,438.68	25%	\$ 13,561.32
Registration Fees	\$ 1,500.00	\$ -	\$ 2,030.00	0%	\$ (530.00)
Website	\$ -	\$ 2.00	\$ 28.00	0%	\$ (28.00)
Meeting Expenses	\$ -	\$ -	\$ 560.00	0%	\$ (560.00)
Miscellaneous	\$ 1,700.00	\$ -	\$ -	0%	\$ 1,700.00
Expenses	\$ 50,000.00	\$ 699.95	\$ 15,834.29	32%	\$ 34,165.71

<b>DELIVERABLES</b>	<b>Budget</b>	<b>February 2016</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
<b>Revenues</b>					
State Contract	\$ 120,000.00	\$ 6,084.44	\$ 64,743.99	54%	\$ 55,256.01
Revenues	\$ 120,000.00	\$ 6,084.44	\$ 64,743.99	54%	\$ 55,256.01
<b>Expenses</b>					
Staffing Cost	\$ 58,209.00	\$ 6,083.46	\$ 56,526.51	97%	\$ 1,682.49
Conference Calls	\$ -	\$ 0.98	\$ 9.03	0%	\$ (9.03)
Postage	\$ 91.00	\$ -	\$ -	0%	\$ 91.00
Printing	\$ 300.00	\$ -	\$ 80.47	27%	\$ 219.53
Travel	\$ 450.00	\$ -	\$ 203.19	45%	\$ 246.81
Meeting Expenses	\$ 2,250.00	\$ -	\$ 505.52	22%	\$ 1,744.48
Exercise Expenses	\$ 1,200.00	\$ -	\$ 54.27	5%	\$ 1,145.73
Training Expenses	\$ 2,500.00	\$ -	\$ -	0%	\$ 2,500.00
Contractual Services	\$ 55,000.00	\$ -	\$ 7,365.00	13%	\$ 47,635.00
Expenses	\$ 120,000.00	\$ 6,084.44	\$ 64,743.99	54%	\$ 55,256.01

<b>EBOLA FUNDING</b>	<b>Budget</b>	<b>February 2016</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
<b>Revenues</b>					
State Contract	\$ 82,500.00	\$ 3,524.57	\$ 6,951.62	8%	\$ 75,548.38
Revenues	\$ 82,500.00	\$ 3,524.57	\$ 6,951.62	8%	\$ 75,548.38
<b>Expenses</b>					
Staffing Cost	\$ 35,755.00	\$ 3,377.57	\$ 6,797.50	19%	\$ 28,957.50
Conference Calls	\$ 95.00	\$ -	\$ -	0%	\$ 95.00
Travel	\$ -	\$ -	\$ 7.12	0%	\$ (7.12)
Meeting Expenses	\$ -	\$ 147.00	\$ 147.00	0%	\$ (147.00)
Exercise Expenses	\$ 20,000.00	\$ -	\$ -	0%	\$ 20,000.00
Contractual Services	\$ 25,000.00	\$ -	\$ -	0%	\$ 25,000.00
Administrative Fee	\$ 1,650.00	\$ -	\$ -	0%	\$ 1,650.00
Expenses	\$ 82,500.00	\$ 3,524.57	\$ 6,951.62	8%	\$ 75,548.38



## *Northeast Florida Healthcare Coalition*

### Executive Board Meeting

March 16, 2016

### Meeting Notes

The monthly meeting of the Executive Board of the Northeast Florida Healthcare Coalition was held on Wednesday, March 16, 2016, at 1:30 p.m. The Executive Board meeting was held at the St. Johns County Emergency Operations Center, 100 EOC Drive, St. Augustine, Florida.

### CALL TO ORDER

The meeting was called to order by Chair Leigh Wilsey with a validation of a quorum, with the following Board members present:

Clay County – Leigh Wilsey, Chair  
Duval County – Tim Devin  
Nassau County- Michael Godwin  
St. Johns County – Tim Connor  
Emergency Management – Jeff Alexander  
EMS – David Motes  
Public Health – Dr. Wells (via phone)

Absent:

Hospitals – Rich Ward  
Baker County – Dan Mann  
Flagler County – Dave Kovacs

For others in attendance, please see attached sign in sheet.

### Approval of Minutes

The minutes from the February 17, 2016 meeting were distributed via email and provided at the start of the meeting.

*The Chair called for a motion for approval of the February 17, 2016 meeting minutes. Tim Connor moved approval; seconded by Tim Devin. Motion carried.*

### BUDGET UPDATE

#### Budget Report

Beth Payne provided a brief overview of the financial report. She indicated that staff is working diligently in completing the deliverables at this time, as indicated by the staff costs in the finance report. This will be the same in the coming months as staff works to complete the remaining deliverables.

The Ebola line item will be spent down significantly after the completion of the Ebola Preparedness Summit on 4/12. This is due to payment to the contractor for services (approx. \$15,000) and the fee for the facility and food (approx. \$6,000).



With no questions, *Jeff Alexander moved for acceptance of the February 2016 budget report, Tim Connor seconded. Motion carried.*

#### Expenditure Report

The only expenditure request at this time is for travel to the Statewide Taskforce Meeting, to be held during the Governor's Hurricane Conference, on May 11, 2016. Chair Wilsey requests that staff (Beth Payne) attend and have the Coalition pay for her hotel room for the evening. The money would come from the Operations budget.

*Jeff Alexander made a motion for the Northeast Florida Healthcare Coalition to pay for Beth Payne to attend the State Taskforce Meeting in May. Tim Connor seconded. Motion carried.*

#### Management and Administration Update

Ms. Payne provided a brief update on several items:

1. Staff is working towards the completion of deliverables for the 3/30/16 quarter end date, to be submitted along with an invoice for \$63,750.
2. Ms. Payne indicated that Cpt. Link's assessment report on the NEFLHCC has been sent out and if anyone needs a copy, please let her know. Also, feel free to share with your County and/or discipline as this provides insight into the workings of the Coalition and our success. Ms. Payne asked if this should be posted to the website and the Board agreed it should be posted.
3. Finally, Ms. Payne brought up an issue brought to her by NEFRC's Chief Financial Officer regarding the Coalition's incorporated status and next steps. As the Coalition filed for Incorporation, it is required the Coalition pursue 501C3 status or begin to file corporate tax returns and procure a Federal ID number. Ms. Payne asked if they were interested in starting the 501C3 status. Discussion took place on the pros and cons of each choice and how hard it may be to file a corporate tax return. Ms. Payne indicated she would get answers to their concerns from the CFO as well as NEFRC's auditors. Board members requested a brief overview on their options and the pros and cons of each one be provided by the Council's auditor. Ms. Payne agreed and will provide that at next meeting.

### **BUSINESS**

#### Overview of Deliverables

##### Strategic Plan

Nancy Freeman presented the final draft of the Strategic Plan to the Board. This was accompanied by the Work Plan, which is the meat of the document. The biggest challenge was trying to marry the Public Health Capabilities with the Healthcare Preparedness Capabilities in the document. The plan includes sustainment strategies, which was a focus of Cpt. Link's assessment of the Coalitions. Additional funding sources are discussed, as it is anticipated that the federal funding for Coalitions is not assured. A preparedness strategy and the work plan that implements the strategic plan (operational planning) is also included.



One item of discussion was brought up regarding the Emergency Management Target Capabilities and if there was the ability to crosswalk these capabilities with other capabilities listed. It was decided that work may be difficult, but the included capabilities could be crosswalked with EM Mission areas. Ms. Freeman indicated this would be added to the document.

The final draft is due to the State on 3/30/16. It was encouraged for the Board to send any comments or revision as soon as possible to ensure they can be included. If additional comments came in after the deadline, any changes could be reviewed at the April Board meeting. With no other discussion, a motion was made.

*Jeff Alexander made a motion for the Strategic Plan to be sent to the State, with the addition of the EM Mission Areas. Tim Devin seconded. Motion carried.*

#### Ebola Gap Analysis & Resource Plan

Ms. Payne reviewed the document, which combines two of the required deliverables. Both the gap analysis and resource plan were based on the survey created and sent out to member organizations in February 2016. With help from the Board, there were nearly 30 responses. It was noted that since we do not have a variety of agencies as members of the Coalition, the survey results do not represent the broad spectrum of healthcare agencies.

There were suggestions from the Ebola Working Group to include the CDC definitions of PPE as well as a graphical representation (chart/graph) which depict the percentage of patients that facilities could treat with in stock PPE. With no additional discussion, a motion was made.

*Jeff Alexander made a motion to include the changes as discussed to the Ebola Gap Analysis & Resource Plan, incorporate any changes received within one week (seeking guidance of the Board if conflicting comments received) and move the final document forward to the State. Tim Devin seconded. Motion carried.*

#### Member Organization Assessment

The member assessment document was compiled from the survey results received in February 2016. To maximize participation, the survey included both Ebola related questions as well as questions relating to healthcare deficiencies. Those deficiencies were outlined in the Member Organization Assessment and include typical results for our members, which are mainly hospitals. The Board agreed that these are standard findings and would be more helpful if the Coalition had a diverse membership.

With no additional discussion, a motion was made. *Jeff Alexander made a motion to move the document forward to the State as written. Time Connor seconded. Motion carried.*

#### Training & Exercise Update

Numerous activities are on the calendar for the Coalition. They include:

- Ebola Preparedness Summit – April 12, 2016



- 2016 Tabletop Exercise – April 27, 2016
- Basic Healthcare Emergency Management 8 hour class – June 22, 2016 (coordinate with Bruce Scott of FDEM to put the class on SERT TRAC)
- PPE Training for Baker and St. Johns Counties – August 16 and 17, 2016

The Board was encouraged to share this information with the counties and disciplines they represent to ensure good participation in the upcoming events. The success of the exercises is dependent on the participants, so we must ensure a variety of players. The flyers will be re-distributed to ensure everyone has the most current information. Please reach out.

#### Status of Charter Signatories

To date, only two people have signed the Charter as members of the Coalitions, both of them Board Members. It is a formality, but will be more important as the Coalition moves forward with soliciting projects from organizations as membership will most likely be a requirement for project submittal. Ms. Payne will resend the charter out to the Board Members.

#### OTHER TOPICS

#### Board Member Reports

Leigh Wilsey briefed the Board on the opportunity to partner with the First Coast Disaster Council for next contract year's exercise requirement. As FCDC members have a functional exercise requirement for completion in October and limited funding (\$12,000 - \$14,000), the NEFLHCC could partner with them to implement a more robust exercise and to satisfy multiple agencies' deliverables. FCDC representatives were in attendance and indicated they would discuss this at an upcoming meeting.

*Jeff Alexander made a motion to extend an offer to the First Coast Disaster Council to partner on a functional exercise in October that would meet the needs of all organizations involved. Tim Conner seconded. Motion carried.*

Bruce Scott inquired if the Coalition would be represented at Region 3 TEP. Chair Wilsey indicated it was on her calendar and she plans to attend. Ms. Payne will send the TEP by the end of the month, as requested.

Tim Devin announced that March 16, 2016 is his last day with UF Health. He is going back into retirement. This is his last meeting as the Duval County Board representative and that Sarah Winn, the current alternate, will move into his spot. Duval County needs to get together to determine the new alternate. The Board wished Tim well in retirement and thanked him for his work with the Coalition. Ms. Payne indicated that Tim will be signing a contract to work with the Coalition, to continue his efforts.

#### State Taskforce Update

Ms. Wilsey indicated that the statewide taskforce call is tomorrow, 3/17/16. A question came up regarding the regionalization concept for the Coalition. Ms. Wilsey indicated that the regionalization concept for Region 3 as created by the NEFLHCC has been distributed and no feedback has been received from State DOH. A meeting to discuss this should be scheduled in

*Northeast Florida Healthcare Coalition*



the near future, as contract renewal dates are in a few months.

The next meeting of the NEFLHCC Board will be held on Wednesday, April 20. With no further business, the meeting was adjourned at 2:55 pm.