

# **NORTHEAST FLORIDA HEALTHCARE COALITION**

## **Joint Meeting with the First Coast Disaster Council**

**May 25, 2016 @ 9:30 am**

**UF Health Jacksonville, Pavilion Building**



### **AGENDA**

#### **I. Call to Order - 9:30 am**

- Validation of voting members present [accept designees, if required]
- Introductions
- \*Approval of minutes from 3/16/16 meeting

#### **II. Budget Update**

- \*Budget report
- Expenditure Requests
- Management and Administration update

#### **III. Information**

- Zika Update
- PRESENTATION – Danielle’s Dilemma Exercise - After Action Review

#### **IV. Business**

- \*Approval of Deliverables
  - Danielle’s Dilemma After Action Report
  - Ebola Summit Summary

#### **V. Other Topics**

- Coalition Goals for 2016-17 Fiscal Year
- Board Members Outreach Reports

**LUNCH, then First Coast Disaster Council Meeting**

**Next NEFLHCC Meeting Date:**

Wednesday, June 15, 2016  
St. Johns County EOC  
1:30 pm

# MEETING SIGN-IN SHEET – NORTHEAST FLORIDA HEALTHCARE COALITION

Joint FCDC/NEFLHCC Meeting

Meeting Date: May 25, 2016

UF Health Jacksonville, Pavilion Building

9:30 a.m.

Name	Title	Agency	E-Mail	Voting Member & Representation
John Coffey	EM Coordinator	St. Vincent PS	john.coffey@medxrefacilities.com	Yes
Allen Blocker	EMS Liaison	St V Clay		
Rich Ward	Director	OPMC	Rich.Ward@HEALTHCARE.COM	YES
Dave Chapman	Safety Officer	ST V Southside	Dave.Chapman@MEXCEL FACILITIES.COM	NO
Lyle Wilsey	DOT-Clay	DOT	l.wilsey@FLHEALTH.GOV	Yes
David Motes	Deputy Chief	CCFR	David.motes@claycountynv.com	Yes
Nancy Freeman	Contractor	NEFLHCC	nancyinop@yahoo.com	NO
Dason Miller	Disaster Preparedness	FDOH - Nassau	Dason.Miller@FLHealth.gov	NO
Michael Godwin	Env. Manager	FDOH - Wasco	Michael.godwin@flhealth.gov	Yes
Duane Green	Director H/Ops	Kindred	Duane.Green@kindred.com	NO
Kevin Kotsis	EMS Liaison	St. Vincent's JAX	Kevin.Kotsis@JAXHealth.com	NO
Jaimie Ocampo	Intern	FHD Clay	Jacobocampo76@hotmail.com	NO
Sandy McDonald	Director Hosp Safety and EP	UF Health	sandy.mcdonald@jax.ufl.edu	NO
Katie Van	Admin Asst Safety & EP	UF Health	Katie.Vone@jax.ufl.edu	NO
Eric Anderson	HCC Staff	NEFL HCC	eranderson@neflhcc.org	NO
Brian Teeple	"	"	bteeple@neflhcc.org	NO
Sam Young	PAIS	Prophylactic Health	Sam.Young@prophylactic.com	NO
Robert Linnens	Regional Planner	FLDOH	ROBERT.LINNE@FLDOH.GOV	NO
Sarah K. Winn	EPH MANAGER	DOT - Duval	Sarah-winn@duvalfla.gov	YES



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

<b>ADMINISTRATION</b>	<b>Budget</b>	<b>April 2016</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
<b>Revenues</b>					
State Contract	\$ 75,000.00	\$ 2,609.59	\$ 44,775.82	60%	\$ 30,224.18
Revenues	\$ 75,000.00	\$ 2,609.59	\$ 44,775.82	60%	\$ 30,224.18
<b>Expenses</b>					
Staffing Cost	\$ 71,888.00	\$ 2,609.59	\$ 43,939.98	61%	\$ 27,948.02
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	\$ -	\$ 639.46	26%	\$ 1,860.54
Cell Phone	\$ -	\$ -	\$ 54.06	0%	\$ (54.06)
Incorporation Filing Fees	\$ -	\$ -	\$ 78.75	0%	\$ (78.75)
Expenses	\$ 75,000.00	\$ 2,609.59	\$ 44,775.82	60%	\$ 30,224.18

<b>OPERATIONS</b>	<b>Budget</b>	<b>April 2016</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
<b>Revenues</b>					
State Contract	\$ 50,000.00	\$ 322.72	\$ 16,546.94	33%	\$ 33,453.06
Revenues	\$ 50,000.00	\$ 322.72	\$ 16,546.94	33%	\$ 33,453.06
<b>Expenses</b>					
Staffing Cost	\$ 25,595.00	\$ 295.77	\$ 8,204.84	32%	\$ 17,390.16
Telephone/Cell Phone	\$ 500.00	\$ 24.95	\$ 627.09	125%	\$ (127.09)
Membership Dues	\$ -	\$ -	\$ 100.00		\$ 100.00
Printing/Copying	\$ 2,005.00	\$ -	\$ 103.86	5%	\$ 1,901.14
D&O Insurance	\$ 700.00	\$ -	\$ 397.34	57%	\$ 302.66
Travel	\$ 18,000.00	\$ -	\$ 4,438.68	25%	\$ 13,561.32
Registration Fees	\$ 1,500.00	\$ -	\$ 2,030.00	0%	\$ (530.00)
Website	\$ -	\$ 2.00	\$ 32.00	0%	\$ (32.00)
Meeting Expenses	\$ -	\$ -	\$ 613.13	0%	\$ (613.13)
Miscellaneous	\$ 1,700.00	\$ -	\$ -	0%	\$ 1,700.00
Expenses	\$ 50,000.00	\$ 322.72	\$ 16,546.94	33%	\$ 33,453.06

<b>DELIVERABLES</b>	<b>Budget</b>	<b>April 2016</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
<b>Revenues</b>					
State Contract	\$ 120,000.00	\$ 8,923.64	\$ 82,758.11	69%	\$ 37,241.89
Revenues	\$ 120,000.00	\$ 8,923.64	\$ 82,758.11	69%	\$ 37,241.89
<b>Expenses</b>					
Staffing Cost	\$ 58,209.00	\$ 8,922.66	\$ 71,243.10	122%	\$ (13,034.10)
Conference Calls	\$ -	\$ 0.98	\$ 9.03	0%	\$ (9.03)
Postage	\$ 91.00	\$ -	\$ -	0%	\$ 91.00
Printing	\$ 300.00	\$ -	\$ 193.92	65%	\$ 106.08
Travel	\$ 450.00	\$ -	\$ 222.77	50%	\$ 227.23
Meeting Expenses	\$ 2,250.00	\$ -	\$ 955.02	42%	\$ 1,294.98
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	\$ -	\$ 10,080.00	18%	\$ 44,920.00
Expenses	\$ 120,000.00	\$ 8,923.64	\$ 82,758.11	69%	\$ 37,241.89

<b>EBOLA FUNDING</b>	<b>Budget</b>	<b>April 2016</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
<b>Revenues</b>					
State Contract	\$ 82,500.00	\$ 26,877.43	\$ 43,586.62	53%	\$ 38,913.38
Revenues	\$ 82,500.00	\$ 26,877.43	\$ 43,586.62	53%	\$ 38,913.38
<b>Expenses</b>					
Staffing Cost	\$ 35,755.00	\$ 8,663.21	\$ 19,851.91	56%	\$ 15,903.09
Conference Calls	\$ 95.00	\$ 14.38	\$ 14.38	0%	\$ 80.62
Printing	\$ -	\$ 26.88	\$ 26.88	0%	\$ (26.88)
Travel	\$ -	\$ 14.24	\$ 28.48	0%	\$ (28.48)
Meeting Expenses	\$ -	\$ 147.00	\$ 147.00	0%	\$ (147.00)
Exercise Expenses	\$ 20,000.00	\$ 4,602.97	\$ 7,742.97	39%	\$ 12,257.03
Contractual Services	\$ 25,000.00	\$ 13,408.75	\$ 15,775.00	63%	\$ 9,225.00
Administrative Fee	\$ 1,650.00	\$ -	\$ -	0%	\$ 1,650.00
Expenses	\$ 82,500.00	\$ 26,877.43	\$ 43,586.62	53%	\$ 38,913.38



Executive Board Meeting

May 27, 2016

Meeting Notes

This is the yearly joint meeting of the Northeast Florida Healthcare Coalition and the First Coast Disaster Council. It was held on Wednesday, May 27, 2016, at 9:30 a.m. at UF Health Jacksonville.

**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 – Sarah Winn  
Nassau County- Michael Godwin  
St. Johns County – Tim Connor  
EMS – David Motes  
Hospitals – Rich Ward  
Baker County – Dan Mann

Absent:

Emergency Management – Jeff Alexander  
Flagler County – Dave Kovacs  
Public Health – Dr. Wells

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

As this was a joint meeting with FCDC, introductions were made around the room.

Approval of Minutes

The minutes from the March 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 March 17, 2016 meeting minutes. Rich Ward moved approval; seconded by Tim Connor. Motion carried.*

**BUDGET UPDATE**

Budget Report

Rich Ward presented the finance report for the month of April. Administrative and Operations Funds are holding steady, spending at a normal rate to accomplish routine tasks. There was an increase in spending in the Deliverables funds, due to the exercise design and implementation in April. Also, the Ebola project funds were spent on the Ebola Summit and its planning. A majority of the money went to EREC for training and exercise services (\$15,000) and the Lexington Hotel (\$8,000). There will be limited additional charges for the remaining fiscal year, only staff time to finalize deliverables.

With no questions, Rich Ward *moved for acceptance of the April 2016 budget report, Tim*



*Connor seconded. Motion carried.*

#### Expenditure Report

Currently, there are no expenditure requests. There was brief discussion on the Ebola funds that Departments of Health had received for training and its recall back to the State. This limits the ability of Baker County and St. Johns County to fund a portion (the remainder to be paid by the NEFLHCC) of the PPE training scheduled for August. This will be further discussed at the June Board meeting.

#### Management and Administration Update

Brian Teeple (for Beth Payne) provided a brief update on several items:

1. Mr. Teeple invited all to visit the NEFLHCC's website as a new feature was added to the site, called Highlights. This section promotes recent events that the Coalition has held. Currently, there are pictures and write ups on the Ebola Preparedness Summit held on April 12 (and pertinent documents from the day) as well as the Evacuation Tabletop Exercise held on April 27.
2. As a follow up to an issue brought up at the March meeting regarding the Coalition's potential 501C3 status, staff is investigating the options with the Council's auditor for the NEFLHCC and will present the findings at the June Board meeting. Ms. Payne indicated she would get answers to their concerns from the CFO as well as NEFRC's auditors.
3. Final contract deliverables and the final invoice for the fiscal year and being finished and submitted by May 31, 2016.

#### INFORMATION

#### Zika Update

Heather Parth gave a brief update on the Zika virus. Key points included:

- CDC has broadened their definitions of Zika, which has expanded the number of cases classified as Zika.
- There have been Mosquito Control workshops held across the State (partnership between FDACS and DOH) to inform and educate on mosquito populations and those that have the potential to carry Zika.

#### Danielle's Dilemma Exercise – After Action Review

Eric Anderson presented an overview of the Regional Evacuation Exercise that was held at the Mayo Clinic on April 27 for the NEFLHCC member organizations. He presented the After Action Review (strengths and opportunities for improvement) as well as the draft Improvement Matrix. The PowerPoint is attached.

There was discussion on the concept of holding meetings with the Executive Leadership of the hospitals in order to educate them on the evacuation decision making process and allow them to gain an understanding of the timeframes the counties are working with in the event of a hurricane. An additional concept to discuss includes convening more specific meetings between hospital leadership and County EM's in order to discuss tactics applicable in each county. This



recommendation will be added to the After Action Report and Improvement Matrix. After discussion, *a motion was made by Sarah Winn to accept the AAR/IP and transmit to the State as a final deliverable, pending any changes provided by members. The motion was seconded by David Motes. The motion passed unanimously.*

#### Ebola Preparedness Summit Summary

Beth Payne provided a brief overview of the success of the Ebola Preparedness Summit, held on April 12 at the Lexington Hotel. She provided an in depth overview of the After Action Report/Improvement Plan written by the exercise consultants, EREC. Overall, the IP identified too many recommendations, many of which fell outside of the area of responsibility of the Northeast Florida Healthcare Coalition. Numerous recommendations were removed, but kept in the AAR as ideas for potential projects that could be funded by the NEFLHCC in the future. Ms. Payne will make all recommended edits to the document and post on the website.

*After discussion, a motion was made by Sarah Winn to accept the AAR/IP with all changes discussed and transmit to the State as a final deliverable. The motion was seconded by Dan Mann. The motion passed unanimously.*

### OTHER TOPICS

#### Coalition Goals

Leigh Wilsey provided information on the change in funding allocation to the Coalitions for the upcoming fiscal year, with Region 3 receiving one funding allocation. The chairs from each of the three coalitions in Region 3 met in January to discuss how to allocate the funds to each Coalition. An agreement was made and the funding was allocated based on population and bed counts. NEFLHCC will receive a similar level of funding for the upcoming fiscal year, an estimated \$200,000.

The structure of the contract will also change and be more focused on projects instead of deliverables. The draft scope of work indicates that a work plan will be developed by the Coalition which will identify projects to close identified gaps in the Region. This will allow NEFLHCC to allocate a majority of the funds to projects around the Region. A project submittal process will be developed this summer and announced in fall of this year. Ms. Wilsey encouraged all to think about potential projects, in order to submit for funding in a few months.

Ms. Wilsey also briefed on the Ebola Transport Plan exercise that was held for the Statewide Healthcare Coalition Taskforce at the Governor's Hurricane Conference in early May. The exercise was basically a presentation on the Statewide Ebola Transport Plan, with a question and answer session with the taskforce.

#### Board Member Reports

There were no Board Member reports at this time.

The next meeting of the NEFLHCC Board will be held on Wednesday, June 15. With no further business, the meeting was adjourned at 11 am. The First Coast Disaster Council was held immediately following.