

NORTHEAST FLORIDA HEALTHCARE COALITION

Executive Board Meeting – Wednesday, September 16, 2015

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 8/19/15 meeting

II. Budget Update

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

III. New Business

- Overview of Draft Deliverables (due 9/30/15)
 - Communications Plan
 - Member Organization Capability Summary
- Results of Training Needs Survey to General Membership
- Logistics of General Membership Meeting – October 21, 2015
- Outreach efforts

IV. Old Business

- Attendees for National Healthcare Coalition Conference – December 1 – 4, 2015
- Overview of Statewide HCC Taskforce Call on 8/20/15

V. Other Topics

- Board Members Outreach Reports

Next Meeting Date: October 21, 2015



Northeast Florida Healthcare Coalition

Executive Board Meeting September 16, 2015 MINUTES

The monthly meeting of the Executive Board of the Northeast Florida Healthcare Coalition was held on Wednesday, September 16, 2015, 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:

Baker County – Dan Mann
Clay County – Leigh Wilsey, Chair
Duval County – Tim Devin
Flagler County – Dave Kovacs (via phone)
Nassau County- Michael Godwin
St. Johns County – Tim Connor
EMS – David Motes (via phone)
Emergency Management – Jeff Alexander
Public Health – Dr. Seidel (via phone)
Hospitals – Rich Ward (via phone)

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

Introductions

Each attendee introduced themselves, as there were some new faces in the room. Two new people from the Department of Health – Duval County were in attendance, Wes Marsh and Scott Turner.

Approval of Minutes

The minutes from the August 19, 2015 meeting were distributed at the start of the meeting and are up for approval.

The Chair called for a motion for approval of the July 15, 2015 meeting minutes. Jeff Alexander moved approval; seconded by Dan Mann. Motion carried.

BUDGET UPDATE

Budget Report

With Rich Ward participating by conference call, Ms. Payne reviewed the budget report. She explained that with the execution of the new contract for 2015-16, there are two budgets to review. The money is presented in two ways – separately based on contract years and then a combined overview. There was discussion of spending down the 2014-15 funds, until a time when there is a nominal amount of ‘old’ money left and it can be transferred to the new accounts. For the combined years (2014-15 and 2015-16) it was requested by Jeff Alexander that the



available funds be highlighted, to make it easier to understand what is remaining of the funding. Ms. Payne indicated she would inquire about this with her financial services people and if possible, will present it in this way for the October meeting. With no questions, *Jeff Alexander called for a motion to approve the June 2014 budget report, Tim Devin seconded. Motion carried.*

Expenditure Report

Beth Payne indicated that the expenditure requests at this time would be for potential meeting expenses for the upcoming general membership meeting in October, which will be discussed further along in the meeting. Travel expenses will be incurred for attendees participation in the 2015 National Healthcare Coalition Conference in San Diego.

Tim Devin did request Ms. Payne to provide a cost breakdown of the contract deliverables. Ms. Payne indicated she would provide this for the next meeting.

Management and Administration Update

Ms. Payne provided a brief update on the contract, as it was executed on August 20. The Memorandum of Agreement between NEFRC and the NEFLHCC Executive Board was signed and is in place. Additionally, the website has been updated, including the addition of a Google calendar. This will function more effectively at advertising our events. If others want to add an event to the calendar, please contact Beth Payne.

NEW BUSINESS

Overview of Draft Deliverables

1. The Communications Plan

Nancy Freeman and Beth Payne reviewed the draft Communications Plan that was sent out to the Board previously. They highlighted the purpose of the plan, which is to supplement and support the existing agency communications plans. There are several gaps of information, in which the Board Members, as the subject matter experts, can fill in. These include the equipment used by both hospitals and EMS in communications. For further information on EMS communications, Tim Devin referenced the Statewide EMS Communications Plan and forward to Beth and Nancy for their review.

There was discussion on how this plan relates to other statewide communications plans – specifically the Statewide Communications Plan (SCIP) as well as the Region 3 RDSTF Communications Plan. Both of these plans will be reviewed to ensure consistency.

Another item that generated discussion was the Message Clearance Process. There was discussion on what kinds of information should be passed along through the Coalition (and to what level this has to meet approval from Board Members) and



the ability of a Board Member to have time during a response to keep up with this potentially time consuming process. The draft Comms Plan was changed in one place regarding the Message Clearance Process, from the approval of two *Executive Officers* to approval of two **Board Members**.

All board members were encouraged to provide their feedback. Ms. Payne will update the document based on any comments received and from the discussion at today's meeting. It will be sent out for approval, via email, prior to the deadline of September 30.

2. Member Organization Capability Summary

Prior to the meeting, Ms. Payne provided copies of the Capability Surveys that were drafted, reviewed and edited by the appropriate discipline representative on the Executive Board and sent out across the region. There was discussion on how these surveys would align to our identified capabilities (will be organized by ASPR healthcare capabilities) and how the follow up surveys would be created in order to better identify gaps across our region. Tim Devin indicated he would put together a working group for the hospitals to prepare a more robust survey in advance of the March 30, 2016 deliverable, which is a follow up to this capability assessment.

As of Wednesday, 9/16, Ms. Payne had received 2 completed emergency management Surveys, 3 completed public health surveys 5 completed hospital surveys and no EMS surveys. The final report will be created, surveys combined and the final draft document sent out to the Board Members for approval prior to the September 30 deadline.

Results of Training Needs Survey

Ms. Payne briefly reviewed the summary of responses to the training needs survey. A total of 12 responses were received. The responses provided that the top training areas are: ESF 8 related, Surveillance and Epidemiological, Continuity of Operations, EM Resource, Mass Care and Responder Safety. Most of those who responded indicated that Tuesday was the best day to hold training. The time of day preference was evenly split between morning and afternoon.

Logistics of General Membership Meeting

The general membership meeting will be held on Wednesday, October 21st at 9 am at UF Health North. This is a joint meeting with the First Coast Disaster Council. The Coalition will begin at 9 am and the FCDC meeting will begin immediately following lunch. The hospital has also agreed to provide lunch. However, there was discussion on providing additional refreshments, including breakfast or providing additional money for lunch. A motion was made by Tim Devin which *"allowed expenses of up to \$800 be spent on refreshments for the general membership meeting."* Jeff Alexander seconded. The motion passed.

Agenda topics were discussed. Items to be covered at the meeting include: Status of the NEFLHCC: an overview of the accomplishments of the NEFLHCC to date and its future projects



(to include an overview of the annual calendar and contract deliverables); a review of the new Communications Plan and the Concept and Objectives meeting for our 2016 exercise. Ms. Payne will create a draft agenda and begin to work on a PowerPoint Presentation. It will need to be determined who will be giving the presentations at the meeting. Additionally, Ms. Payne will send out a flyer for the meeting for distribution by the board members.

Outreach Efforts

A list of agencies/organizations was distributed to the board members that listed those that need to be contacted regarding the Coalition and to increase membership. It is preferred that each member volunteer to take on a specific agency/organization and focus on outreach to that particular group. Preferences are attached.

OLD BUSINESS

2015 National Healthcare Coalition Conference

Ms. Payne circulated the agenda for the 2015 National Healthcare Coalition Conference, to be held from December 1 – 4, in San Diego, California. Three members indicated their interest in attending. As of the meeting time, only one of those interspersed declined. The other two had not confirmed their ability to attend. Ms. Payne will reach out to them again, in order to determine who will attend and make the necessary travel arrangements.

Summary of Statewide Taskforce Call on 8/20/15

There was a brief overview of the statewide taskforce call which took place on Thursday, August 20. There was little new information presented. The HCC COOP template that was previously discussed was provided after the meeting, but it was not the type of template our Coalition was looking for.

The next Statewide Taskforce call will be on 9/17. If anyone wants to listen in to the call, please contact Leigh and she will provide the call in numbers.

OTHER TOPICS

Board Member Reports

There were no Board Member reports.

Nancy Freeman did ask the public health planners to let her know if they update their PHRAT as any updated information will be incorporated in to the Coalition's Risk Assessment due on 11/30/15.

The next meeting of the NEFLHCC Board will be the general membership to be held in conjunction with the First Coast Disaster Council on Wednesday, October 21 at UF Health North.

With no further business, the meeting was adjourned at 3:10 pm.

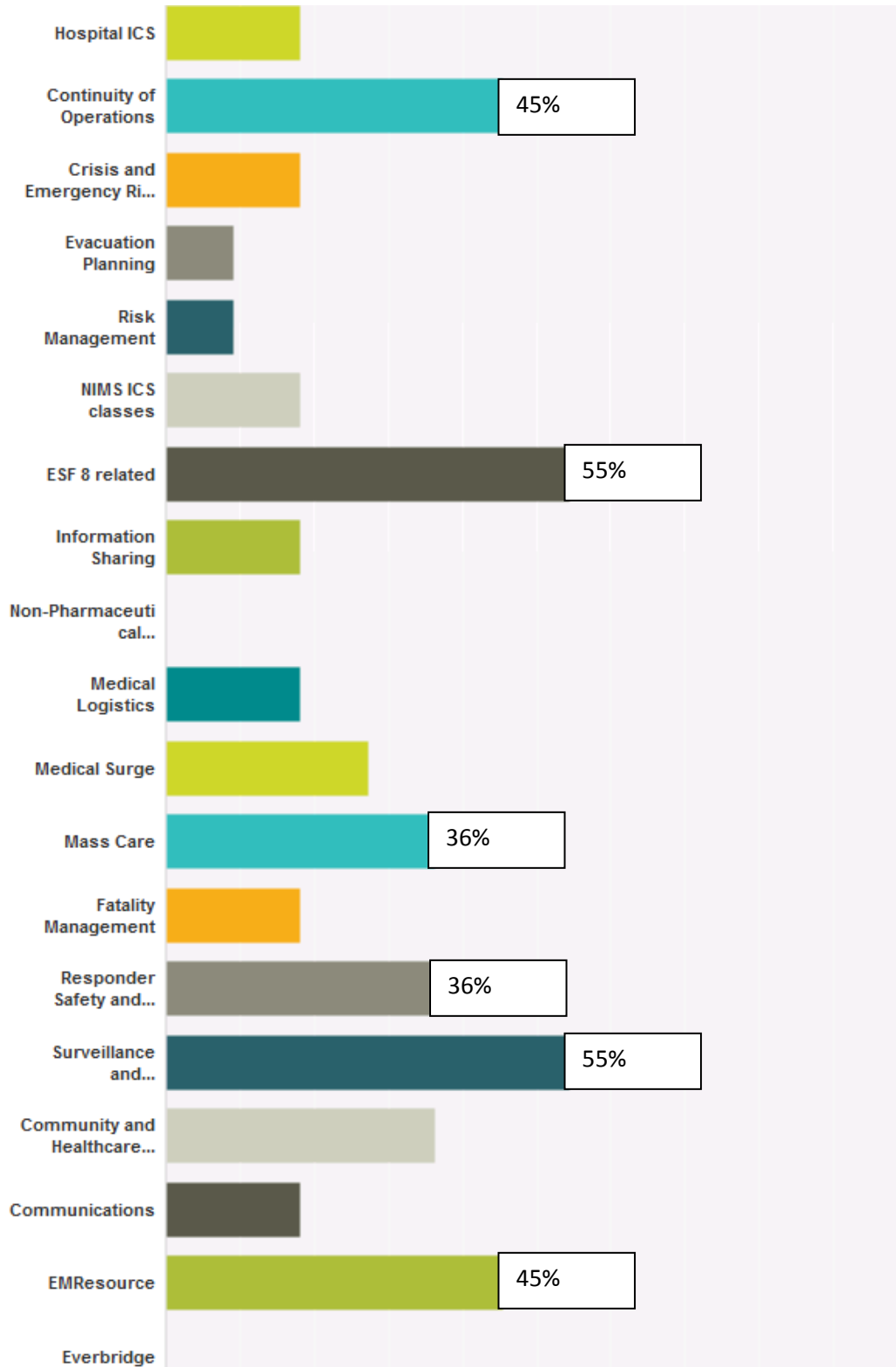
MEETING SIGN-IN SHEET – NORTHEAST FLORIDA HEALTHCARE COALITION

Executive Board Meeting Meeting Date: September 16, 2015
 St. Johns County EOC

Name	Title	Agency	E-Mail	Voting Member & Representation
NANCY FREEMAN	CONTRACTOR	NEFLHCC	nancyinap@yahoo.com	
Leigh Wiley	Chair	DeHaven		Yes - Clay
Patricia Ford	FOH	FDH		no
Sundi Cowan	RELA	FDH		no
Michael Crawford	DIRECTOR FACILITIES	ST. VINCENT'S CLAY COUNTY	michael.crawford@daxhealth.com	NO
Tim Connor	Planner	DOH - St. Johns	timothy.connor@flhealth.gov	Yes
Dan Mann	Planner	DOH - Duval	john-mann@flhealth.gov	yes No
DAVE CHAPMAN	SAFETY MGR	BROOKS	dave.chapman@brooksrehab.org	
Timothy Devin	Emerg Mgr.	UF Health	timothy.devin@jax.ufl.edu	YES
Jeff Alexander	Deputy EM	SSCEM	jeffalexander@esscfl.us	yes
Wes Marsh	Emer Prep	FDH - Duval	wes.marsh@flhealth.gov	NO
Scott Turner	Acting Emerg Prep	FDH - Duval	scott.turner@flhealth.gov	No
Michael Godwin	Env. Manager	FDH - Nassau	michael.godwin@flhealth.gov	Yes
Ronnie Nesster	ES III	FDH - Nassau	ronnie.nesster@flhealth.gov	no
on the phone:				
Billy Estep				NO
Dr. Sudel				Yes
Rick Ward				Yes.
Sarah Mann				NO
Dave Kovacs				Yes
David Moter				Yes.

NEFLHCC Training Survey Results

1. Top Five Training Areas



NEFLHCC Training Survey Results

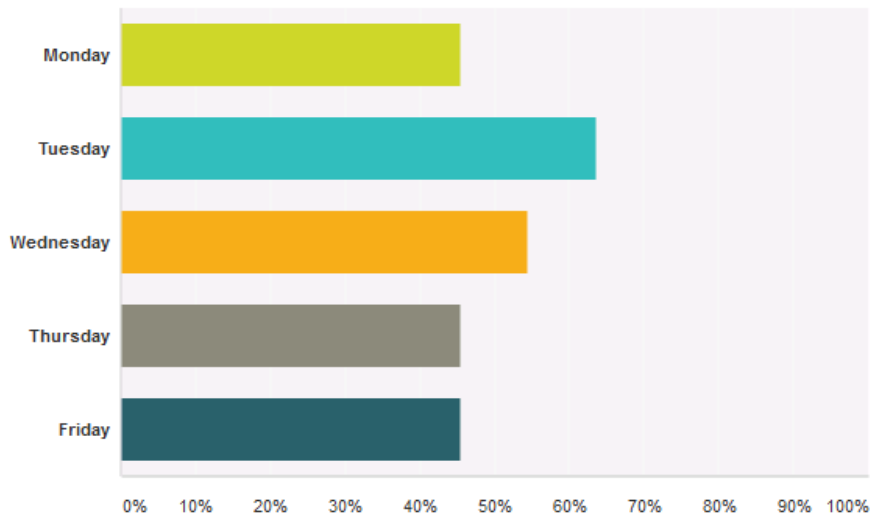
2. Specific Classes

- Safety Officer
- IRMS Inventory
- SNS POD set up
- Radio Lingo
- ICS for non-hospital healthcare (Nursing homes, ALFs)
- Advanced healthcare emergency management

3. Best days of the week for training

What are the best days for you to attend training?

Answered: 11 Skipped: 0



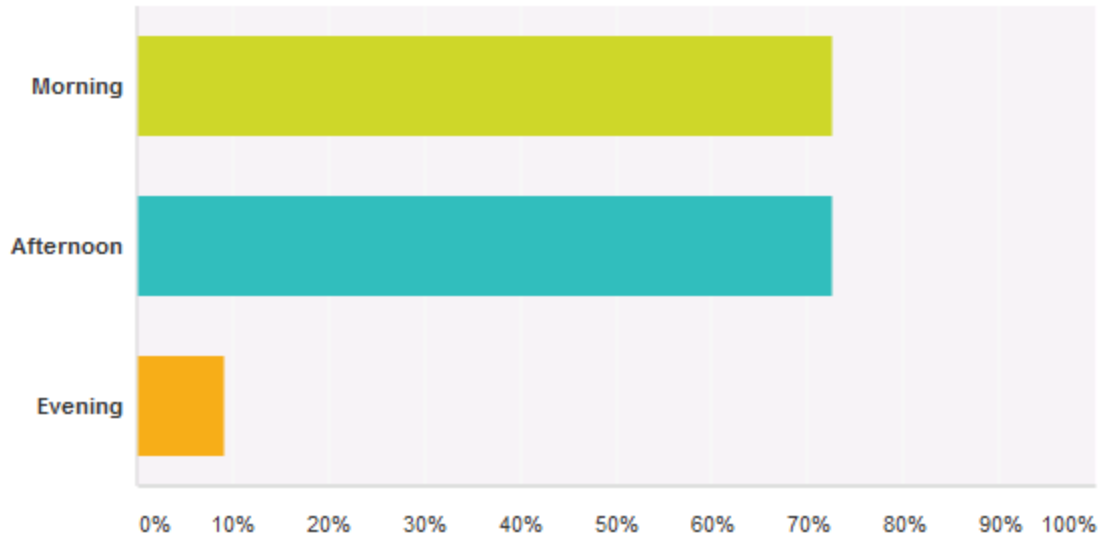
Answer Choices	Responses
Monday	45.45% 5
Tuesday	63.64% 7
Wednesday	54.55% 6
Thursday	45.45% 5
Friday	45.45% 5
Total Respondents: 11	

4. Best times for training

NEFLHCC Training Survey Results

Do you have a preferred time for attending training classes?

Answered: 11 Skipped: 0



Answer Choices	Responses
▼ Morning	72.73% 8
▼ Afternoon	72.73% 8
▼ Evening	9.09% 1

Total Respondents: 11



Agencies/Organizations/Associations for Outreach

RDSTF Health and Medical – [Sandi Courson](#)

Assisted Living Associations (3 in our region) – [Tim Connor](#)

Dialysis Associations – [Duval Department of Health](#)

Medical Society – [Tim Devin](#)

Medical Examiner/Mortuary Associations - [Leigh Wilsey](#)

Behavioral Health – [Florida Crisis Consortium](#) – [Dan Mann](#)

Skilled Nursing Facilities – [Tim Connor](#)

Palliative Care/Hospice - [Duval Department of Health](#)

Walk-in Clinics

Urgent Care Centers

Home Healthcare

Pharmacy – [Jeff Alexander](#)

Others?