

NORTHEAST FLORIDA HEALTHCARE COALITION

Executive Board Meeting – Wednesday, September 22, 2014

St. Johns County EOC

AGENDA

I. Call to Order

- Introductions
- Validation of voting members present [accept designees, if required]
- Approval of minutes from previous meeting

II. Budget Update

- Expenditures
- Review and approve (if required)

III. HCC Deliverables Updates

- Spending Plan due 9/30
- General Meeting - Face-to-Face with all members

IV. Old Business

- Statewide Working Group volunteers
- Meeting with NEFL Regional Council- MOA
- Risk Assessment/Gap Analysis – Kaiser Tool
- Training and Exercise Plan documents
- ASPR hospital allocation update

V. New Business

- National HCC Sustainment webinar
- Interim Officers/New Officer Elections
- External Projects based on Gaps
- National HCC conference, December in Denver

VII. Next Steps

- Schedule First HCC Meeting
- FY 2014-2015 funding
- Management and Administration
- Coalition Contact – post June 30
- Recruit partners in each county

VIII. Other Topics

EXECUTIVE COMMITTEE MEETING		
9.24.14	10 a.m. – 12 p.m.	St. Johns County EOC
Meeting called by	Executive Board	
Type of meeting	Board Meeting	
Facilitator	Leigh Wilsey	
Note Taker(s)	Beth Payne	
Timekeeper	N/A	
Attendees- Total 14 8 Voting members (quorum met); 6 non-voting members and guests	<p>Jeff Alexander (EM-St. Johns), Michael Godwin (Nassau-PH), Dan Mann (Baker-PH), Rich Ward (Hospital-OPMC), Leigh Wilsey, (PH-Clay), Dr. Saad Zaheer (FDOH, Duval), David Motes (EMS – Clay), John Newman (Flagler – Florida Hospital ((alternate))</p> <p>See attached sign in sheet for additional members and guests.</p>	
Validation of Voting Members Present		
Designees: John Newman representing Dave Kovacs, Public Health; Dr. Zaheer representing Duval County		
APPROVAL OF MINUTES FROM THE LAST MEETING – July 24, 2014		
Minutes were disseminated to members; no changes noted. Motion by Ward, seconded by Alexander. Approved as presented.		
I. Budget Update		
	Presenter: Leigh Wilsey	
Discussion	There are no expenditures before the Board at this time. The issue of equipment was discussed, as there are new laptops that were purchased with last year’s fund for the Coalition. This equipment is located at the Florida Department of Health Duval County and needs to be transferred to the Northeast Florida Regional Council.	
Conclusions/Action Items	The Regional Council will work with the Duval Health Department to transfer equipment.	
II. HCC Deliverables Updates		
	Presenter: Leigh Wilsey	
Discussion	<p>(1) Spending Plan - One of the deliverables of the Contract is a quarterly spending Plan, due 9/30/14. However, with no contract in place, this deliverable date is not binding. Jeff and Rich will work with the Regional Council to develop the spending plan to submit when there is a contract in place.</p> <p>(2) General Meeting - Another requirement of the Contract are two face-to-face meetings with the general membership of the Coalition. Much discussion was had on the best time to hold this meeting and what the focus of the meeting would be. Since the holidays are fast approaching, it was decided that January would be a good time to hold a general meeting. This would allow time for County workshops to be held to encourage memberships and to help educate people on what a HCC is and its role. Election of new officers could be held at the January meeting as well. Most likely the general meeting could be held after the Executive Board meeting. The general meeting could potentially include a large number of people, so the meeting space would need to</p>	

	accommodate a large number and be centrally located in the region. It is important that a date be picked soon, so a save the date could be sent out. Tentatively a second face to face meeting is to be held in May.
Conclusions/Action Items	
III: Old Business	
	Presenter: Leigh Wilsey
Discussion	<p>(1) Statewide Working Groups – Leigh indicated that no progress has been made statewide in forming these working groups to date. However, there should be movement on this issue in the coming weeks. A brief review of the three working groups and their purposes were given and volunteers from NEFLHCC are encouraged.</p> <p>(2) Meeting with NEFL Regional Council on the MOA – Leigh, Jeff and Rich met on 9/11/14 with reps from the Regional Council to discuss an agreement to become the administrative and fiscal agent for the NEFLHCC. The MOU that was distributed to the Executive Board prior to the meeting was drafted with allocations of the \$100,000 into three pools: \$25,000 for administrative, \$25,000 for operations and \$50,000 for contract deliverables. The Regional Council will use 2% of the project money (\$108,000) for management and administration of those projects. Beth Payne will be the Point of Contact and will staff the meetings of the NEFLHCC going forward.</p> <p>One change needed to the MOU is the termination date, which should be changed to December 31, 2015 in order to provide continuity of funds between the State’s contracting cycles.</p> <p>A motion was made to approve this MOU, with the termination date amended, by Jeff Alexander. Rich Ward seconded and the motion was approved by all voting members.</p> <p>Officially filing for incorporation as a Florida Not for Profit was discussed and a motion to beginning those filings, using money from the Operations fund was raised by Jeff Alexander and seconded by David Motes. Motion approved.</p> <p>(3) Risk Assessment/Gap Analysis – Kaiser Tool</p> <p>A deliverable of the Contract is the Healthcare Community Risk and Resource Capability Assessment, which must be completed by March 30, 2015. The state is not requiring the HCCs to use any specific tool, though many are using the tool from Kaiser Permanente which is geared towards healthcare facilities. Most of the HCC’s around the State utilize this tool. Regionally, in an effort towards consistency, the board hopes that all three coalition’s in our region would use the same tool. However, the North Central HCC uses another tool while the Marion County HCC does utilize the Kaiser tool. A motion was raised for the NEFLHCC to use the Kaiser Permanente tool for their Risk Assessment by Mike Godwin and seconded by Dr. Zaheer. The motion was approved.</p> <p>(4) Training and Exercise Plan documents – Prior to the Executive Board meeting today, Leigh provided, via email, the training and exercise plan template to everyone. Information on training and exercise priorities (with a public health focus) for the years 2016-2020 needs to be collected and put in the template. This information is need quickly by the State DOH (11/03/14), so Leigh needs this by the second week in October in order to compile from each</p>

	<p>county and each discipline. All were encouraged to get their most recent County TEP to use and the Regional TEPW would be requested from FDEM as well. This information will be used at the State HCC meeting in December. There is also a contract deliverable for TEPW documents, which will be further discussed with the contract manager. It is unclear whether the submittal of the TEP documents in November satisfies the future contract deliverable.</p> <p>(5) ASPR Hospital Allocation update – This year the process for the ASPR allocations to the hospitals went through the HCC. The process was unclear and it resulted in most hospitals getting far less money than in previous years. There was a total allocation to our HCC region of \$112,500. Some of the money across the State was not utilized and there is a request for a portion of the unallocated funds to be used in our NEFLHCC region. It is hopeful that this process will be easier next year.</p> <p>(6) Review of Contract deliverables and deadlines – With much discussion and reference on the contract deliverables required by the State, Tim Devin asked Beth Payne to review those tasks and deadlines. The five overall tasks were discussed as were the specific deliverables and deadlines. In some cases, a few of the deliverable deadlines were just days away. With no contract in hand and the promise of one a few weeks out, there was discussion on the best way to meet these quickly approaching deadlines. It was decided that without a contract or funding, these items would be on hold until a contract is in place.</p>
<p>Conclusions/Action Items</p>	<p>(1) Contact Leigh if you are interested in volunteering on one of the State Working Groups. She will disseminate information as she receives it from the State.</p> <p>(2) The MOU with the Northeast Florida Regional Council will be signed by Leigh Wilsey, as it was approved by the Executive Board.</p> <p>(3) The Kaiser Permanente Tool will be used for the Healthcare Community Risk and Resource Capability Assessment for NEFLHCC.</p> <p>(4) Leigh asked board members to fill out the template provided for their training and exercise priorities and send to her by the second week of October. County PH staff should request the MYTEP from County EM, and the Region 3 MYTEP will be requested from Bruce Scott, Region 3 EM Coordinator.</p>
<p>IV: New Business</p>	
<p>Presenter: Leigh Wilsey</p>	
<p>Discussion</p>	<p>(1) National HCC Sustainment Webinar- Jeff Alexander, Patricia Frank and Sandi Courson listened in to this webinar and provided highlights. In general it provided valuable information and highlighted the success of HCC's across the nation, both large and small. The webinar was recorded and can be re-watched. Leigh will send out the link.</p> <p>(2) Interim Officers/New Office Elections – originally the interim officers were only to hold office until 9/30/14. However with the NEFLHCC just getting off the ground, it was discussed extending these terms until December 31, 2014. This would allow the contract to be in place and work ongoing. The interim officers have done an excellent job. A motion from David Motes to extend the terms of the interim officers until 12/31/14 was raised, and seconded by Dr. Zaheer. Motion was approved.</p>

	<p>(3) External Projects based on Gaps – this item was briefly discussed including how to solicit these external projects. Rich Ward indicated that a few projects have been submitted from hospitals. There is a process outlined in the bylaws on how to prioritize these projects.</p> <p>(4) National HCC conference – This conference is to be held December 10-12 in Denver. It has been recommended by several people as a valuable resource. Leigh will send out further information on this. At the October meeting, the Executive Board will decide who should attend and the reimbursement of expenses.</p>
Conclusions/Action Items	The interim officers are in place until elections at the January general membership meeting.
VI: Next Steps	
	Presenter: Leigh Wilsey
Discussion	<p>(1) Schedule First HCC Meeting – it was previously discussed in the agenda that the first face to face general membership meeting of the NEFLHCC would be held in January. There was also discussion on establishing a regularly scheduled Executive Board meeting. It was tentatively stated that the third Wednesday of the month would work for most. Beth will send out a doodle poll to confirm the preferred day and time of the meeting.</p> <p>(2) FY 2014-2015 – Still waiting on the State for the contract, but the expectation is that the contract will be in place by mid-October.</p> <p>(3) Management and Administrative items – there were two items discussed. First, the website development for the NEFLHCC would commence once the contract was in place and would be done by the Regional Council. Second, the updated logo was reviewed, which included the recently made changes to the number of people represented (now 6, for the counties in the Coalition) and the updated color scheme. After discussion, there was a motion to approve the logo with a slight color change to the current green to more of a hunter green. Motion by Jeff Alexander and seconded by Rich Ward. Motion to accept the logo approved.</p> <p>(4) Coalition Contact – post June 30. It was discussed that the contacts for the NEFLHCC moving forward would be Leigh Wilsey as the Chair and Beth Payne from the Regional Council.</p> <p>(5) Recruit partners in each County – this is an overall goal of NEFLHCC to encourage membership and partners. This will be done through County workshops and meetings, to be done by the contractors (Tim and Nancy). This also led to a discussion of the bylaws and the number of voting members any one County can have. In a review of the current bylaws there is no reference to a limiting number. It was in the bylaws at one point, so further research must be done to figure out how it was removed. Further discussion on this point is needed.</p>
Conclusions/Action Items	<p>(1) Beth to send out a doodle poll to determine best day and time of the Executive Board Meeting.</p> <p>(2) Beth to work with the graphic designer at the Regional Council to change the green color on the logo.</p> <p>(3) Further research on the bylaws to determine when the County voting</p>

	number cap was removed. Also need further discussion on this item. It will be on the agenda for the October Executive Board meeting.
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Meeting Handouts –	Presented by
Agenda MOU with Northeast Florida Regional Council and NEFLHCC Excerpt from the NEFLHCC Risk Assessment Draft Minutes from 8/28/14 Executive Board Meeting	
NEXT MEETING – DATE/TIME*	LOCATION
To be determined, tentatively the third Wednesday of the month – Executive Board Meeting	St. Johns County EOC
[TENTATIVE] January 2015 – General Membership	TBD

