

NORTHEAST FLORIDA HEALTHCARE COALITION

General Membership Meeting & Executive Board Meeting –

Thursday, May 28th, 2015

9:30 am – 11 am

St. Vincent's – Clay County



AGENDA

- I. Call to Order of Executive Board Meeting & Welcome to General Membership**
 - Introductions
 - Validation of voting members present [accept alternates, if required]
 - *Approval of minutes from 4/15/15 meeting
- II. Presentation – The Northeast Florida Healthcare Coalition: Next Steps**
- III. Budget Update**
 - *Budget report
 - Expenditure Requests
 - Management and Administration update
- IV. Presentation: A Review of the Measles Exercise on 4/29/15, including the After Action Report and Improvement Plan**
 - *Approval of Exercise Deliverables to be sent to DOH
- V. Presentation – The Florida Crisis Consortium**
- VI. Presentation – Regional Epidemiological Overview**
- VII. Other Business**
 - Summary of Statewide HCC Taskforce Call
 - Board Members Outreach Report
- VIII. Adjourn**

*Denotes Action Item



Executive Board Meeting
April 15th, 2015
MINUTES

The monthly meeting of the Executive Board of the Northeast Florida Healthcare Coalition was held on Wednesday, April 15th, 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 Vice Chair Jeff Alexander with a validation of a quorum, with the following Board members present:

Baker County – Dan Mann
Clay County – Winnie Holland (alternate) via phone
Duval County – Tim Devin
Flagler County – Dave Kovacs
Nassau County- Michael Godwin
St. Johns County – Tim Connor (alternate)
EMS – David Motes (via phone)
Hospitals – Rich Ward
Emergency Management – Jeff Alexander

Board Members absent:
Public Health – Patrick Johnson

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

Introductions

Each attendee introduced themselves, as there were some new faces in the room.

Approval of Minutes

The minutes from the March 18th, 2015 meeting were distributed at the start of the meeting and are up for approval.

The Vice Chair called for a motion for approval of the March 18th, 2015 meeting minutes. Tim Devin moved approval; seconded by Michael Godwin. Motion carried.

BUDGET UPDATE

Budget Report

Treasurer Rich Ward reviewed the budget report. He reviewed the spending in the three categories of funding. Notice that money is being spent more regularly in the Contract Deliverables portion of the funding, which is due to the contract period ending in June. *Rich Ward made a motion to approve the February Budget Report. Tim Devin seconded. Motion carried.*



Expenditure Report

Beth Payne indicated that there are no expenditure requests at this time.

Management and Administration Update

Ms. Payne provided a brief updated several items:

1. The Everbridge system was updated with several new people, resulting from the general membership meeting held in March. Ms. Payne encourages all those that have not finalized their accounts in Everbridge to do so.
2. The NEFLHCC's second set of contract deliverables was submitted to the Florida Department of Health at the end of March. This included an updated spending plan, the Risk Assessment and a summary of the training classes held.
3. NEFLHCC received payment from the 2nd invoice, for a total of \$33,333.34. This leaves one remaining payment for the contract.
4. Directors and Officers insurance will be purchased and in effect by July 1, 2015. This coincides with the upcoming contract year with DOH.

HCC DELIVERABLE UPDATES

Training Classes

Ms. Payne provided a handout which summarized the evaluations received from the two NEFLHCC held training classes. The Continuity of Operations class was held in February and according to the evaluation summary, received outstanding reviews. The Communications training was held as a part of our general membership meeting and also received outstanding reviews. These evaluations help to illustrate the successful implementation of an HCC goal as well indicates the value added to the Region by the NEFLHCC. These classes will help to build our cache of training, which can put on year round and as requested.

Tim Devin added to the conversation that the North Central HCC has requested the Communications Training for their Coalition. Tim is in the process of coordinating that request.

Tabletop Exercise – Measles Outbreak

Eric Anderson, the Exercise Coordinator, reviewed the status of the exercise planning with the Board. He provided details on the overall scenario, which is a measles outbreak, and the structure of the three module exercise. He discussed with the Board the status of registration, which includes a disproportionate number of hospitals and healthcare agencies. Originally, there were six target disciplines: Emergency Management, Health Departments, Hospitals, Public Information, Schools and Fire/EMS. It was expected that there would be 1-2 representatives per discipline, per County. This would be a total of 36 participants, with a few state and regional players. Registration is anticipated to be well over 70. The registrants to date are weak on those in the Schools, Public Information and Fire/EMS disciplines. Eric encouraged each County Board member to solicit participation from those areas.



It was also discussed that the exercise would be tweaked slightly in order to accommodate the meaningful participation among the hospital and healthcare organizations. The Board agreed with that arrangement. Further nuances of the exercise would be handled in the Final Planning Meeting, to be held immediately following the Board Meeting.

General Membership Meeting

As required by the contract, a second general membership meeting must be held by May 30th, 2015. During previous email exchanges, a tentatively date was scheduled for May 28th. Briefly, Ms. Payne mentioned that we need to determine a location and due to the number of expected participants, the rental of a facility is not needed. She believes that a free space could be utilized and mentioned the option of hosting the meeting at the offices of the Regional Council, located in the Southside of Duval County.

Tim Devin let the Board know that the First Coast Disaster Council also has a meeting scheduled on 5/28 and that a joint meeting could be held. The Board was in favor of that approach. The discussion on location included Michael Crawford of St. Vincent's Clay County offering the use of the space at the new hospital facility. All Board members agreed that would be a wonderful facility. Ms. Payne indicated she would coordinate with Mr. Crawford.

There was a general discussion on agenda topics, including:

- A shortened version of the "What is a Coalition?" for those in attendance for the first time. Additional information could be provided on the next steps of the Coalition in the coming year and with luck, the new HCC contract will be available and the potential project money can be introduced to the group. It was suggested that this presentation also incorporate a lengthier portion on the benefits and added value of being a member.
- This is a good segway to provide the attendees with information on the membership requirements, as the Coalition has yet to determine formal membership requirements. This may be a form to fill out, but it needs to be discussed at the upcoming meeting.
- A suggestion from the Chair included a presentation from the Regional Epidemiologist Tricia Foster, similar to one given at a recent training in Putnam County. Tricia was present at the Board meeting and agreed to this. The specific focus of the presentation will be coordinated with Leigh. It was mentioned that this presentation could serve as 'situational awareness' for the group on epidemiological issues in the Region. This could be a standard update given at every coalition meeting.
- A presentation on the Florida Crisis Consortium, as given by Winnie Holland. Winnie, via phone, suggested this and would be the presenter. All agreed this is valuable information to share.
- A review of the NEFLHCC Measles Tabletop Exercise, including the After Action Report and Improvement Plan.

The First Coast Disaster Council holds their meetings from 11 am to noon. It was determined, based on the number of presentations suggested for the General Membership meeting, that the NEFLHCC hold their meeting from 9:30 am to 11am. Like the March General Membership meeting, the Executive Board meeting would be convened at the same time, in order to accomplish the necessary Coalition business.



OTHER BUSINESS

Summary of Statewide Taskforce Meeting

Ms. Payne reviewed the minutes from the last Statewide Taskforce conference call. Jeff Alexander provided additional information on the exercise requirements for the HCC, including a discussion of the implementation of a functional or full scale exercise for the Coalition, as it is required every 5 years. Luckily, the NEFLHCC participated in their full scale exercise last fiscal year.

Ms. Payne also mentioned that she and Chair Leigh Wilsey attended the Region 3 Training and Exercise Program (TEP) Workshop in early April. Jeff Alexander gave an overview of the TEP process and how Emergency Management and Department of Health are working to more closely align their processes.

Board Member Reports

Dave Kovacs inquired about HCC participation in the upcoming Statewide Hurricane Exercise. As it stands, the NEFLHCC will not be participating. Ms. Payne asked those Board members that may be participating with their agency, to think about how the Coalition would function in this type of exercise. It may be useful for future exercise participation and planning.

Tim Devin announced he was now the official Duval County representative on the Executive Board and no longer a paid consultant with the NEFLHCC. He brought up several items.

1. Duval County is hosting a full scale exercise in October that the Coalition may be able to partner with.
2. There are several upcoming conferences that will highlight the role of Healthcare Coalitions. He encouraged those attending the conferences to sit in on those sessions and bring the information back to the Board.
3. He provided a brief update on the Statewide Capability Assessment, being completed through a contractor hired by FDEM. Paul Meyer and Brad Elias are representing Region 3 in these meetings.
4. He has a suggestion that with the completion of the 4/29 Exercise, we work to combine and track the after action reports and specifically the Improvement Plans to assess our implementation of tasks. This will help the Coalition measure their successes. The Board was in agreement with this idea and Ms. Payne indicated it was something that could be done by NEFRC staff.

Dave Kovacs asked that we re-visit the 3/18/15 minutes, as his name was left off of the attendance list. Jeff re-opened the discussed, Dave Kovacs made a motion to approve the minutes as amended, Dan Mann seconded and the motion carried.

With no further business, the meeting was adjourned at 2:30 pm.

MEETING SIGN-IN SHEET – NORTHEAST FLORIDA HEALTHCARE COALITION

Executive Board Meeting

Meeting Date: April 15th, 2015 @ 1:30pm

St. Johns County EOC, 100 EOC Drive, St. Augustine, Florida

Name	Title	Agency	E-Mail	Voting Member & Representation
Ronnie Nessler	ESIT	FDOH-Nassau	ronald.nessler@flhealth.gov	
Michael Goodwin	Exec. Manager	FDOH-Nassau	michael.goodwin@flhealth.gov	Yes
Angus McPhaul	COMMANDER	SMART 3 MRC	ADM.P5M@comcast.net	
SCOTT WEST	EM	BAPTIST MED - JAX	SCOTT.WEST@BIMCJAX.COM	
Sandi Courson	FDOH	FDOH	Sandi.courson@flhealth.gov	no
Patricia Frank	FDOH	FDOH	PATRICIA.FRANK@flhealth.gov	no
Timothy Devin	EM	UF Health	timothy.devin@jax.ufl.edu	YES
Dani Manni	PLANNER	FDOH BAKER	john.manni@flhealth.gov	YES
Tim Connor	Planner	DOH - St. Johns	timothy.connore@flhealth.gov	Yes
Sarah Winn	SR. PLANNER	DOH - Duval	Sarah.winn@flhealth.gov	No
MICHAEL CRAWFORD	DIRECTOR - FACILITY OPERATIONS NE CONSORTIUM	ST. VINCENT'S Clay County	michael.crawford@jaxhealth.com	NO
HEATHER PARTY	EPI. DEMIOLOGIST	FDOH	HEATHER.PARTY@FLHEALTH.GOV	NO
Tricia Foster	REGIONAL EPI LAB LIAISON JAX	JACKSONVILLE Lab/FDOH	Tricia.foster@flhealth.gov	No
RICH WARD	DIRECTOR STAFF SECURITY	OPMC	RICHARD.WARD@HEALTHCARE.COM	YES
Greg Miller	EMS Coordinator	Memorial	gregory.miller@healthcare.com	Yes
Eric Anderson	Regional Planner	NEFRC	ericanderson@nefrc.org	No
DAVID KOVACS	FLORIDA HOSPITAL Flagler	DIRECTOR OF FACILITIES	DAVID.KOVACS@AHSS.ORG	Yes / Flagler CO HOSPITAL
Sieglinde Campbell	DOH	FDOH-Baker	Sieglinde.Campbell@flhealth.gov	No