

NORTHEAST FLORIDA HEALTHCARE COALITION

Executive Board Meeting – Wednesday, February 25, 2015

St. Johns County EOC

Call in: 1-888-670-3525

Code: 1130084513



AGENDA

I. Call to Order

- Introductions
- Validation of voting members present [accept designees, if required]
- *Approval of minutes from 1/21/15 meeting

II. Budget Update

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

III. HCC Deliverable Updates

- COOP training
- Review of Ongoing Risk Assessment

IV. Old Business

- Overview of Statewide HCC conference call
- Election of Officers – Nominations to date
- Members and Alternates
- Recruitment of partners

V. New Business

- *By-laws review committee
- Upcoming NEFLHCC Events
- Preparedness Summit in April

VIII. Other Topics

- Board Members report

VIX. Initial Planning Meeting (IPM) for upcoming Exercise

*Denotes Action Item



Northeast Florida Healthcare Coalition

MINUTES

The monthly meeting of the Executive Board of the Northeast Florida Healthcare Coalition was held on Wednesday, February 25, 2015, at 1:30 p.m. at the St. Johns County EOC, 100 EOC Drive, St. Augustine, Florida.

CALL TO ORDER

The meeting was called to order with the following members present:

Baker County – Dan Mann
Duval County – Courtney Obi
Flagler County – John Newman (alternate for Dave Kovacs)
Nassau County- Michael Godwin
St. Johns County – Tim Connor (alternate)
Emergency Management – Jeff Alexander
EMS – David Motes (via phone)
Hospitals – Rich Ward
Public Health – Patrick Johnson (via phone)
Public Health – Jim Davis (for Patrick Johnson)

Members absent:

Clay County – Leigh Wilsey

Introductions

Jeff Alexander introduced new attendees: Trisha Foster, Regional Infectious Disease Officer; Heather Parth, Florida Department of Health. Jeff stated that this is an open meeting and all are welcome to participate and provide input. Non-voting member: Sandy Courson, Nancy Freeman, Eric Anderson, Tim Devin, Beth Payne and Billy Estep (via phone).

The Chair called for a motion on the January 21st, 2015 meeting's minutes. Rich Ward moved approval; seconded by Dan Mann. Motion carried.

BUDGET UPDATE

Budget Report

Rich Ward reviewed the budget report. 1) Under Administration money, the \$1,842.37 is basically time to do the minutes, meeting preparation, and agenda for Beth Payne's time. 2) Operations had a slight jump in cost this time period dealing with the website work, completion of the travel to Denver for Lee and myself, the phone monthly charges and install, for a total of \$4,723.60. 3) Deliverables, which involved the work that Beth and her staff have done in setting up the COOP training yesterday, the training we have next month that Tim is going to provide on communications, and the work done behind the scenes by Nancy and Tim, for a total of \$1,038.58. We received our first payment from the State for our first set of deliverables in the amount of \$33,334.00.

Jeff Alexander called for a motion on the Budget Report. Courtney Obi moved approval;



seconded by Michael Godwin. Motion carried.

EXPENDITURE REPORT

Expenditure requests will be for the upcoming general membership meeting. The executive officers have already approved to go forward with the contract with the Thrasher-Horne Center. We spent \$460.00 for renting the room for that meeting. Any additional expenditure would be for food, which will cost a couple of hundred dollars depending on the number of people we get to RSVP. Further in the meeting, we will discuss the only other expenditure that we anticipate would be sending someone to the Preparedness Summit in April. Jeff Alexander asked if everyone had seen the email and then stated that the general agreement was that it was a good idea to send someone to this Summit and that they had one or two volunteers. He asked if anyone had any objections to either of those expenditures, if not the executive officers have all agreed that this was a good allotment of expenditures. If no objections, we will move on.

Beth stated that one of the discussions that they need to have is about the agenda for our general membership meeting that is coming up on the 18th. Starting to get the word out, there is a flyer for everyone to pass out to get the word out. We need to talk about what we want to share with this group of people who we are soliciting to come to this meeting. We do have a full schedule; we have the general membership meeting for an hour. I solicited some ideas from our executive officers as well as Nancy and Tim. We thought about leading off with a general outreach power point to discuss who we are, what we do, the charter and how we are formed, etc. We would also discuss the risk assessment, which is good timing because it is contractually due on the 30th of March. In talking with Jeff and Leigh, we were thinking we would convene the executive board meeting at the general membership meeting. One of the other items on our agenda would be the election of our officers. That is something that can be handled in front of the group. The only logistical piece we need to think about is the midterm planning meeting for our exercise. We do need to hold that but that is not necessarily an appropriate meeting to have at the general membership meeting. Discussion followed.

A motion was made to combine the general meeting with the Executive Board meeting on March 18, 2015. Rich Ward moved approval; seconded by Courtney Obi. Motion carried.

BY-LAWS REVIEW COMMITTEE

Jeff Alexander stated that, in talking to Leigh and Beth, we've talked in this meeting several times about not having a clear understanding on how we should or could do this or that, and that was because we are still getting our hands around an understanding of the charter and by-laws and we have no standing rules in order to guide us in how we do things. So I suggested we create a Rules and By-Laws Committee that would be responsible for reviewing the charter and by-laws, creating standing rules to bring to this group for approval and authorization so we can create a sub-committee for that. I am asking that, since this is not a fully formed idea, that we not act on it at this point. We can give it a little time and bring it up at our next meeting. If anyone has any suggestions for that, on how we can do that, you can send them to me as I am putting this together. With everyone's permission, I would like to table this. One the other thing



that came up at our last meeting is who designates alternates and how all of this is supposed to be managed. If you look at some of the other questions received, such as how do you become a member, it is all in the by-laws. It's just that it's piece of it here and a piece of it there, and we need to bring it all together and create the standing rules and explain how they all tie together. And we all have to agree this is our interpretation of the by-laws. I would interpret the by-laws that because the by-laws clearly state that the executive committee has to accept new executive committee members, which by defacto the committee can decide who the appointing agency is for that person. We just need to clarify that in the standing rules so that everybody knows what the rules are, so we are all playing by the same rules to make it a unified structure. Another question we had was how you become a member of the coalition. The by-laws say that when we created the coalition that, for example, Emergency Management, County Health would be members of the coalition. So those are predesignated charter members. There is also a list of other potential members in the charter and it says the executive board can give them seats on the executive board. So, if you follow that to its logical conclusion, anybody can participate in the coalition, but when they want a seat on the executive board, they petition the executive board and are granted a seat and theoretically we would do that to groups or organizations that would show an interest in membership and show participation. So there is a procedure in the by-laws, but it's kind of a little bit here and a little bit there, and we need to bring all that into order. So that is where we are trying to head with that idea. Hopefully we will bring it to you as a fully formed idea at the next meeting. Discussion followed.

MANAGEMENT AND ADMINISTRATION UPDATE

Beth stated that, at the last meeting they talked about filing the articles of incorporation. We got back our certificate of Incorporation. Hopefully everyone has looked at the website. We have made great progress and have been adding things as we can; the agendas, the minutes and the agenda packet from the last meetings. In fact everyone likes it so much that at the State Task Force Meeting today or tomorrow Leigh is actually giving a presentation on our website. We got business cards which I will have available for the meeting in March for you to take a stack of them with you to use in your endeavors. We created a general outreach presentation to be used in various forms for various organizations and are putting the final touches on it. We assume that will probably be the basis of the general membership meeting, to use that, and I will send that out next week to get feedback on it.

HCC DELIVERABLE UPDATES

COOP Training

Nancy thanked everyone for being at the presentation yesterday. Nancy stated they had 31 attending. She said they had people attending from a variety of agencies which was great. They received positive feedback. The only negative feedback was it should have been longer.

Review of Ongoing Risk Assessment

Nancy stated that this has been an interesting process. Evidently the discussions from other coalitions has come back around to using the Florida PHRAT tool so we may see some of that coming from other coalitions. One limitation is the prepopulated data that we can't change. One of those things is the list of hazards. It shows how hazards rank. Now in Nassau County, and I



feel strongly that Dan would agree for Baker and probably Bradford Union too, large scale structural fires are not high on our hazard list. They are one of the two highest hazards in this tool. So, for our purpose, 10 categories that are used to come up with a residual risk index score for every hazard, the data we input is only 2 risk factors. So there is lots of other stuff and based on that, it was cyber technical incident, which was the highest, and the next highest was fires, large scale and we don't even have fires of the wildfire on our hazardous list. So, with your general consent, I'm going to use our 10 hazards that we ranked last year and that was based on our county CEMPs and what we considered high on the hazards. I'm going to look at these scores but I'm also going to factor in those other hazards. Right now I'm working on getting dates on the CEMPs. Discussion followed.

OLD BUSINESS

Overview of Statewide HCC conference call

Beth Payne stated that she sat in on the conference call. The most useful portion is held at the end of the call, in which each coalition reports on what they are doing. That is helpful. Leigh's idea with the share point site, where everyone puts their meeting agendas and their exercise documents so everyone can share was discussed again. There some coalitions doing some innovative things. Additional discussion followed.

Election of Officers – Nominations to date

Beth Payne stated that currently they have 3 nominations. We have a nomination for Leigh to continue on as Chair. We have a nomination for Courtney Obi for Vice Chair, and we have a nomination for Rich Ward to continue as Secretary Treasurer. Those are what we have to date and it is still open until the membership meeting. There was some discussion among the executive officers on the by-law chapter, exactly who can be nominated and what the process is. We read through it and understood it that it has to be a member of the executive board already to be nominated. We will have the elections at our meeting on the 18th.

Recruitment

Beth Payne stated this is one of those items that we wanted to keep on the list to talk about. I did a brief presentation on the Healthcare Coalition at our Board of Directors Meeting for the Regional Council in February, which is made up of elected officials and gubernatorial appointees all around our 7 county region. I did have one board member from McKesson, the health supply company, come up to me after the meeting and he expressed great interest in the Healthcare Coalition and understanding from the supply side the disaster preparedness. I forwarded him additional information and invited him to our general membership meeting. Hopefully he will be attending. Then Friday, Baker County is the first stop on the outreach tour that Dan had requested. Discussion followed.



NEW BUSINESS

Upcoming NEFLHCC Events

Beth Payne stated they had covered some of this discussion, which is what the agenda should look like for the general membership meeting. What I would appreciate is if I could send everyone a draft of the agenda in advance and you provide me with your comments, as this is your meeting and this is our first face to the coalition for these members. I will send that out in advance and would appreciate your comments on that agenda. Beth stated that we have a lot of great ideas on what we should talk to the general membership about and remember that we have to have a second one in this contract period so if you have some good ideas that we can't fit into this one due to the time limitations, we have yet to schedule that second one in May or early June but we also have to have some sort of meat on the agenda at that meeting.

Communications Training

Tim Devin gave a briefing on the general outline of the upcoming communications training, which follows the general membership meeting. The training will include information on hospital communications resources, county resources, regional resources and state resources.

Preparedness Summit in April

Rich stated that Beth had mentioned the Summit earlier and the option of send an HCC member to the summit. Rich asked if they needed to do anything with that today. Beth responded no. She said we sent it out earlier because there was the early bird registration that was going to end, but they had since extended it. Courtney has expressed interest in going. As a coalition we could pay like we did previously. We could pay for travel and per diem. We can't reimburse for salary days. I think the registration extended till April. The cost for registration is \$500.00 to \$600.00. Beth stated the date was April 14th – 17th in Atlanta and the website is www.preparednesssummit.org if you want to get further information. If you are interested please send an email.

OTHER TOPICS

There were a few issues discussed by Board Members.

INITIAL PLANNING MEETING FOR UPCOMING EXERCISE

Beth Payne introduced one of her colleagues from the Northeast Florida Regional Council, Eric Anderson, to the group. He is going to be putting the exercise together and doing the exercise planning. He is here to facilitate the Initial Planning Meeting.

MEETING SIGN-IN SHEET – NORTHEAST FLORIDA HEALTHCARE COALITION

Executive Board Meeting

Meeting Date: February 25, 2015 @ 1:30pm

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

Name	Title	Agency	E-Mail	Voting Member & Representation
DAN MANN	PLANNER	FDOH BAKER	john.mann@flhealth.gov	BAKER
Michael Godwin	EH Manager EM	FDOH-NASSAU FLORIDA HOSPITAL	michael.godwin@flhealth.gov	NASSAU
JOHN NEWMAN	COORDINATOR	FLOR	John.newman@ohss.org	FLOR
RICH WARD	DIRECTOR	OPMC	RICHARD.WARD@HCHHEALTHCARE.COM	HOSPITALS
Sandi Couson	PERA	FDOH	Sandicouson@flhealth.gov	—
Courtney O'Brien	EM prep	FDOH Duval	courtney.obrien@flhealth.gov	Duval
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Jim Davis	DOH-Planner	FDOH	JAMES.DAVIS@flhealth.gov	PATRICK JOHNSON DOH
Jeff Alexander	Deputy Dir	SSC EM	JAAlexander@sscfl.us	Yes
Timothy Devin	HCC	HCC	BLAZEJFRD@aol.com	No.
TIM CONNOR	DOH Planner	FDOH	timothy.connor@flhealth.gov	yes St Johns