

NORTHEAST FLORIDA HEALTHCARE COALITION



Northeast Florida
Healthcare
COALITION
For Disaster Preparedness

General Membership Meeting
Orange Park Medical Center 5th
Floor Boardroom - 1:30 PM

November 14, 2018

NEFLHCC AGENDA

- I. Call to Order**
 - Validation of voting members present [accept designees, if required]
 - Introductions
 - *Approval of minutes from 9/19/18 meeting
- II. Financial**
 - *Budget report (September and October 2018)
 - Expenditure Requests
 - Management and Administration
- III. Business**
 - *Approval of General Membership Requests (September, October) – via forms
 - *2018-19 Project Funding Recommendation
 - Training and Exercise Plan Review 2020-2022
 - Board Member Representation
 - Upcoming Events
- IV. Member Reports**
 - Board Member Reports
 - Open Discussion
- VII. Adjourn**

Next Meeting: December 19, 1:30 pm @ Orange Park Medical Center

Conference Call Line: 1-888-670-3525

Code: 1130084513



Northeast Florida Healthcare Coalition

NEFLHCC Board Meeting & General Membership Meeting September 19, 2018 Meeting Notes

The Board Meeting and quarterly general membership meeting of the Northeast Florida Healthcare Coalition was held at the Orange Park Medical Center at 1:30 pm on Wednesday, September 19, 2018.

CALL TO ORDER

The meeting was called to order by Chair Rich Ward with a validation of a quorum, with the following Board members present:

Duval County – Richard Ward
Nassau County – Mike Godwin
St. Johns County – Tim Connor
Hospitals – Rich Ward
EMS – Tim Devin (alternate)
Home Healthcare – Kristy Seibert

Absent

Baker County – Bek Parker
Clay County – Sonny Rodgers
Emergency Management – Jeff Alexander, Vice Chair
Flagler County – Laura Nelson
Long Term Care – Jeff Markulik
Public Health – Robert Snyder

A sign in sheet is attached for all other attendees.

Introductions

Mr. Ward called for introductions.

Approval of Minutes

The minutes from the August 15, 2018 meeting were made available online and provided at the start of the meeting.

Mr. Ward called for a motion for approval of the August 15, 2018 meeting minutes. Tim Devin moved approval; Mike Godwin seconded. Motion carried.

FINANCIAL

*Budget Report

The finance report through the month of August 2018 was presented. The majority of the spending was for the implementation of the August Training Summit.



With no questions, *Treasurer Mike Godwin moved for acceptance of the August 2018 budget report, Kristy Seibert seconded. Motion carried.*

*Expenditure Requests

None at this time.

Management and Administration Update

Ms. Payne presented the following:

- An overview of the successful August 21st Annual Training Summit was very well received by both attendees and guest presenters.
- Upcoming Active Shooter Working Group Meeting on October 10th
- Upcoming Operation Working Group call on Friday, September 28
- Upcoming Statewide HCC Taskforce meeting in Tallahassee on October 25
- Project Application Period open until Monday, October 1st. Only 2 projects received to date.
- Special Project Funding released by the Bureau of Preparedness and Response at FDOH. Coalitions are eligible to submit projects for members – only entities that can be direct funded are eligible. The deadline is September 28 to be submitted to FDOH. St. Johns Emergency Management is interested in submitting a project. Further discussion on the special project funding resulted in a motion.

A motion was made by Rich Ward to allow the Coalition to support and submit eligible projects for special funding to FDOH. Tim Connor seconded the motion. Motion carried.

BUSINESS

*Approval of General Membership Requests

As required by the bylaws, the Board must approve all membership requests. Since the last meeting, there are 15 new member requests. The list is provided in the meeting packet.

A motion was made by Tim Devin and seconded by Mike Godwin to approve the membership list as presented. Motion carried.

2018-19 Training and Exercise Calendar

Staff of the Coalition provided an update on efforts made to solidify the training and exercise calendar for 2018-2019. Recommendations were made on course and funding priorities at the August meeting, and staff has since developed a calendar of events for the coming year.

The HCC will offer several courses to the membership in the coming year. Some of these courses are paid for by the Coalition while others are procured through the federal training consortiums for free. All of these training opportunities will be emailed out to members of the Coalition, as well as posted under the Training and Exercise tab on the Coalition Website.

The Coalition Board had one outstanding action item that was addressed at the meeting. Staff



presented information on the Basic and Advance Healthcare Emergency Management courses. These were free classes in the past but now have a cost associated to delivery in 2018-2019. The Board discussed the value of those classes.

A motion was made by Tim Devin to incur the costs for both the Basic and Advanced Healthcare Emergency Management Classes for the 2018-19 Fiscal Year. Tim Connor seconded. The motion carried.

Staff will work to get those classes scheduled and placed on the training calendar.

The next free course available to membership is:
Nursing Home Incident Command System (NHICS)
Wednesday, October 31, 2018 from 0900 - 1600
Student Limit: 35 Students
Location: WJCT Building 100 Festival Park Avenue, Jacksonville, FL 32202
Registration - https://nursing_home_incident_command_system_nhics.eventbrite.com

PRESENTATION BY MS. AMY DEYOUNG OF ORLANDO REGIONAL MEDICAL CENTER

This presentation focused on the Victim Identification Unit and Family Reunification efforts of the Orlando Regional Medical Center during the Pulse Nightclub shooting. Many lessons learned were shared as were the most current updates and procedures in place.

Discussion took place on this same topic in reference to experiences during the Jacksonville Landing shooting a few weeks prior. Representatives from the City of Jacksonville spoke about lessons learned and next steps. The Coalition is interested in this process and how it may be able to assist the efforts.

MEMBER REPORTS

Board Member Reports

None at this time.

Open Discussion

Kevin Kostis provided a brief overview of the new high rise communication interoperability requirement now in place. A few handouts were made available which provided information on costs and site visit requirements.

Sandi Courson provided an update about the National Disaster Medical System activation due to Hurricane Florence and the use of the Jacksonville Federal Coordination Center for placement of hospital patients evacuated from the Carolina's, if needed. There was also a brief discussion about the use of the new bed reporting system, ESS, and the offline use of Florida Health STAT.

With no additional business, the NEFLHCC meeting adjourned at 3:30 pm. The next meeting will be held on October 17 at the Orange Park Medical Center at 1:30 pm.

Northeast Florida Health Care Coalition
Financial Report
As of September 2018

NEFHCC 18/19	Budget	September 2018	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 265,550.00	\$ 13,020.77	\$ 44,337.46	17%	\$ 221,212.54
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Expenses					
Staffing Cost	\$ 157,392.00	\$ 5,080.86	\$ 31,162.08	20%	\$ 126,229.92
Telephone	\$ -	\$ 7.56	\$ 20.03	0%	\$ (20.03)
Office Supplies	\$ 3,100.00	\$ 137.76	\$ 137.76	0%	\$ 2,962.24
Printing	\$ -	\$ -	\$ 196.99	0%	\$ (196.99)
D&O Insurance	\$ 500.00	\$ -	\$ -	0%	\$ 500.00
Travel	\$ 10,758.00	\$ 1,134.59	\$ 1,600.60	15%	\$ 9,157.40
Meeting Expenses	\$ 7,500.00	\$ -	\$ 2,080.00	28%	\$ 5,420.00
Marketing	\$ 34,000.00	\$ 2,480.00	\$ 4,960.00	0%	\$ 29,040.00
Professional Services	\$ 52,300.00	\$ 4,180.00	\$ 4,180.00	8%	\$ 48,120.00
Expenses	\$ 265,550.00	\$ 13,020.77	\$ 44,337.46	17%	\$ 221,212.54

PROJECTS FY 18/19	Budget	September 2018	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 86,000.00	\$ -	\$ -	0%	\$ 86,000.00
Revenues	\$ 86,000.00	\$ -	\$ -	0%	\$ 86,000.00
Expenses					
Contractual Services	\$ 86,000.00	\$ -	\$ -	0%	\$ 86,000.00
Expenses	\$ 86,000.00	\$ -	\$ -	0%	\$ 86,000.00

Northeast Florida Health Care Coalition
Financial Report
As of October 2018

NEFHCC 18/19	Budget	October 2018	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 265,550.00	\$ 9,781.78	\$ 54,119.24	20%	\$ 211,430.76
Revenues	<u>\$ 265,550.00</u>	<u>\$ 9,781.78</u>	<u>\$ 54,119.24</u>	<u>20%</u>	<u>\$ 211,430.76</u>
Expenses					
Staffing Cost	\$ 157,392.00	\$ 9,571.11	\$ 40,733.19	26%	\$ 116,658.81
Telephone	\$ -	\$ 7.91	\$ 27.94	0%	\$ (27.94)
Office Supplies	\$ 3,100.00	\$ -	\$ 137.76	0%	\$ 2,962.24
Printing	\$ -	\$ -	\$ 196.99	0%	\$ (196.99)
D&O Insurance	\$ 500.00	\$ 202.76	\$ 202.76	0%	\$ 297.24
Travel	\$ 10,758.00	\$ -	\$ 1,600.60	15%	\$ 9,157.40
Meeting Expenses	\$ 7,500.00	\$ -	\$ 2,080.00	28%	\$ 5,420.00
Marketing	\$ 34,000.00	\$ -	\$ 4,960.00	0%	\$ 29,040.00
Professional Services	\$ 52,300.00	\$ -	\$ 4,180.00	8%	\$ 48,120.00
Expenses	<u>\$ 265,550.00</u>	<u>\$ 9,781.78</u>	<u>\$ 54,119.24</u>	<u>20%</u>	<u>\$ 211,430.76</u>

PROJECTS FY 18/19	Budget	October 2018	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 86,000.00	\$ -	\$ -	0%	\$ 86,000.00
Revenues	<u>\$ 86,000.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ 86,000.00</u>
Expenses					
Contractual Services	\$ 86,000.00	\$ -	\$ -	0%	\$ 86,000.00
Expenses	<u>\$ 86,000.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ 86,000.00</u>

*New Member Requests
September/October 2018*

First Name	Last Name	Title	Facility Name	Facility Type	County
Richard	Hitchcock	Director of Facilities	Danielkids	Behavioral Health Services & Organizations	Duval
Mike	Snapp	Safety Officer	Mayo Clinic	Hospital	Duval
Tim	Hall	Executive Director	Life Care Center at Wells Crossing	Skilled Nursing, Nursing & Long-term care facility	Clay
Lori	Fordham	Administrator	Summer Brook Health Care Center	Skilled Nursing, Nursing & Long-term care facility	Duval
Sabrina	Post	Director of Nursing	St. Augustine Endoscopy Center		St. Johns
Robin	Scott	Administrator	Gastroenterology Associates of St. Augustine, PA		St. Johns
Ken	Elias	Owner	JaxCare Patient Transport	EMS	Duval
Tiffany	Harman	Director of Nursing	Flagler Home Care	Home Health Agency	St. Johns, Flagler
Jesus	Rodriguez	Volunteer Coordinator	Heartland Hospice	Home Health Agency	Duval
Timothy	Beluscak II	Administrator	Jacksonville Beach Surgery Center	Freestanding Emergency Room, stand-alone surgery centers	Duval
Anthony	Rimmer	Executive Director	Lifecare Center of Hilliard	Skilled Nursing, Nursing & Long-term care facility	Nassau
Troy	Vonk	Maintenance Supervisor	Baker County Medical Services	Hospital	Baker
Patrice	Notice	Owner	S&B Kingdom Care	Assisted Living Facility	Flagler
Elfreda	Hanson	Assistant Administrator	Happy Days Assisted Facility LLC	Assisted Living Facility	Flagler
Joyce	Wilson	Regional Administrator	Signature HomeNow	Home Health Agency	Duval
CHRISTOPHER	MYERS	ADMINISTRATOR	ENCOMPASS HEALTH - HOME HEALTH	Home Health Agency	Duval, Baker, Clay, Nassau, Flagler, St. Johns

2018-19 Project Funding
Recommendation to be handed out

NEFLHCC Executive Board

Executive Committee

(membership by county – TOTAL OF 12 votes)

Baker – 1
Clay - 2
Duval – 2
Flagler -2
Nassau - 1
St. Johns -2
At Large Members -2

A quorum is fifty percent (50%) of the total voting membership (Executive Board).

Executive Board

One representative per county, one representative per discipline, two at large members)
(TOTAL 12 votes)

6 County Reps

Baker –
Jose Morales (PH)

Clay – Sonny
Rogers (PH)

Duval – Richard
Ward (PH)

Flagler –
Ed Baltzley (PH)

Nassau-
Mike Godwin (PH)

St. Johns –
Tim Connor (EM)

4 Discipline Reps

EM – Jeff Alexander
(St. Johns)

EMS – Joe Stores
(Duval)

Hospital – Rich
Ward (Clay)

PH – Robert
Snyder (Flagler)

2 At Large Reps

Long Term Care –
Jeff Markulik

Home Health –
Kristy Siebert

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Recent Training/Exercises:

The Northeast Florida Healthcare Coalition hosted a Nursing Home Incident Command Systems (NHICS) class on October 31st at the offices of the Regional Council. We had 13 attendees for the class, and 5 received continuing education credits for their participation. The next NHICS offering has been rescheduled for May 30, 2019 and will be held at the Flagler County Emergency Operations Center (EOC) in Bunnell, Florida. Registration for this class will go out in early 2019.

Upcoming Training/Exercises:

❖ November 2018

- CMS Provider/Supplier Tabletop Exercise
 - November 28, 2018 @ 0900-1200
 - Brooks Rehabilitation - 3599 University Blvd S, Jacksonville, FL 32216
 - Registration: <https://neflhcc-cms-tabletop-exercise-11-28-18.eventbrite.com>

❖ December 2018

- Basic Healthcare Emergency Management (1-day)
 - December 13, 2018
 - UF Health JAX – 655 W. 8th Street, Jacksonville, FL 32209
 - Towers' Mason Room - A/B Conference Room
 - Registration: <http://www.cvent.com/d/ybq344/4W>

❖ January 2019

- CMS Provider/Supplier Tabletop Exercise
 - January 30, 2019 – morning
 - Orange Park Medical Center - 2001 Kingsley Ave, Orange Park, FL 32073

- Advanced Healthcare Emergency Management (2-day)
 - Pre-requisite - Basic Healthcare Emergency Management
 - January 31, 2019 & February 1, 2019
 - St. Vincent's Southside - 4201 Belfort Rd, Jacksonville, FL 32216
 - Bryan Auditorium
 - Registration: <http://www.cvent.com/d/ybq344/4W>

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