

# NORTHEAST FLORIDA HEALTHCARE COALITION

General Membership Meeting & Executive Board Meeting –

Wednesday, March 18, 2015

9 am – 10 am

Thrasher Horne Conference Center



## AGENDA

### I. Call to Order

- Introductions
- Validation of voting members present [accept alternates, if required]
- \*Approval of minutes from 2/25/15 meeting

### II. Presentation – What is a Healthcare Coalition?

### III. Budget Update

- \*Budget report
- Expenditure Requests (Insurance)
- Management and Administration update

### IV. Presentation - Northeast Florida Healthcare Coalition Risk Assessment

- \*Approval of Deliverable to be sent to DOH

### V. New Business

- \*Election of Officers – Nominations to date
- Upcoming NEFLHCC Events

### VIII. Other Business

- Summary of Statewide HCC Taskforce Meeting
- Board Members report
- Everbridge information (intro to communications training)

\*Denotes Action Item



## *Northeast Florida Healthcare Coalition*

### General Membership and Executive Board Meeting March 18<sup>th</sup>, 2015 MINUTES

The monthly meeting of the Executive Board of the Northeast Florida Healthcare Coalition was held on Wednesday, March 18th, 2015, at 9 a.m. The Executive Board meeting was held in conjunction with the first general membership meeting of the Northeast Florida Healthcare Coalition. The meeting was held at the Thrasher Horne Conference Center, 283 College Drive, Orange Park, 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  
Duval County – Sarah Winn  
Flagler County – Dave Kovacs  
Nassau County- Ronnie Nessler (alternate)  
St. Johns County – Tim Connor (alternate)  
EMS – David Motes  
Hospitals – Rich Ward  
Public Health – Jim Davis (alternate)

Board Members absent:  
Emergency Management – Jeff Alexander

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

#### Introductions

Each attendee introduced themselves and provided information on their agency and their role. Chair Wilsey explained that the Executive Board meeting is being convened at the same time as the general membership meeting because there is business the Board must attend to and to allow those in attendance to see the business of the Board and why they meet each month.

#### Approval of Minutes

The minutes from the February 25<sup>th</sup>, 2015 meeting are in the Board Member's folder for review and approval.

*The Chair called for a motion for approval of the February 25th, 2015 meeting minutes. Rich Ward moved approval; seconded by Tim Connor. Motion carried.*

#### PRESENTATION

Tim Devin presented a PowerPoint presentation – What is a Healthcare Coalition? The presentation covered the federal guidance on the creation of Coalitions and the history of the



funding. The State of Florida's approach to HCC's was covered and finally, the specifics of how the Northeast Florida HCC is run. This provided a background for the general members on the formation of the Coalitions as well the mission of the NEFLHCC. Chair Wilsey ended the presentation with a discussion on the future growth of the coalition, specifically on agencies and organizations (both public and private) that the Coalition is targeting for further involvement. All were encouraged to share information about the NEFLHCC and direct them to our website and to contact the Coalition directly with questions.

Ms. Wilsey also provided information on future funding estimates, in that the NEFLHCC would anticipate receiving the same amount of administrative funds (\$100,000) and an additional \$100,000 for project funding. Further information on this will be provided further in to the agenda.

### **BUDGET UPDATE**

#### **Budget Report**

Rich Ward reviewed the budget report. He explained to the general members that the \$100,000 administrative funding is broken down into three separate funds 1) Administration money – this pays for administrative work (meeting logistics, prep, agenda, minutes, advertising, etc.) 2) Operations funds which includes the HCC's expenses – phones and website hosting and maintenance. This fund also includes travel costs for Board members as well as other operational expenses. Finally, the last set of funds is designated for the completion of contract deliverables, which includes general membership meetings, trainings, the Tabletop Exercise requirement as well as communications outreach and spending plan work. This work is completed by staff of the NEFRC and Nancy Freeman and Tim Devin, working as consultants to the HCC.

Currently the funding is being steadily spent on Coalition activities, which a projected jump in spending in the contract deliverable portion of the contract as the trainings are being implemented and the exercise planning is underway.

*Dan Mann made a motion to approve the February Budget Report. John Newman seconded. Motion carried.*

#### **Expenditure Report**

Beth Payne indicated that there is one expenditure request for the Board to consider at the time – Directors and Officers Insurance for the NEFLHCC Executive Board. This insurance has been recommended by the State Taskforce and Chair Wilsey directed staff to look into the cost of such coverage. Ms. Payne indicated that the Board of the NEFRC has such an insurance policy and she obtained a quote from Great American, who insurance the NEFRC. The NEFLHCC benefits from the relationship with NEFRC, as a quote for the insurance, as a subsidiary to NEFRC, is \$682 per year. The quote for a standalone policy is \$2,500 per year. There was discussion on specifics of the coverage of the policy, which required further research by staff. It was the desire of the Executive Board to have the policy in place by July 1<sup>st</sup>, 2015.

*Sarah Winn made a motion to move forward with the expenditure for the Directors and Officers Insurance Policy for the NEFLHCC Board, with additional information on the policy to be brought back to the Executive Board. David Motes seconded. Motion carried.*



Management and Administration Update

Ms. Payne provided a brief updated on the success and ongoing work on the website. She indicated the next deliverable, the Risk Assessment, is due to the State on 3/30/15. This deliverable will be sent along with the invoice for the second payment of approximately \$33,333.

**PRESENTATION**

Nancy Freeman presented an overview (with PowerPoint presentation) on the recently completed NEFLHCC Risk Assessment 2014-15. She provided background on the Risk Assessment completed during the prior contract year and explained the updated methodology used in this year's assessment. The use of the Public Health Risk Assessment Tool (PHRAT) in combination with last year's more traditional hazards analysis form the basis of the Risk Assessment. Capability and resource gaps were identified as was the supporting evidence of those gaps. Potential projects were also identified based on the identified gaps and included a number of plans, procedures and inventories.

At the conclusion of the presentation, several questions were asked regarding the inclusion of this information in other statewide efforts, including the Statewide Risk Assessment currently ongoing by the Division of Emergency Management. It was agreed that this information would be submitted to FDEM in an effort for it to be incorporated into this statewide effort. A similar conversation was held regarding the TEP. Again, this information would be a valuable addition to that FDEM process. It was encouraged that all HCC's around the State participate in these ongoing efforts. Finally, discussion on future risk assessment occurred with a focus of incorporating more local Hazard Analyses, included those of hospitals and local healthcare facilities. It was agreed that the overall risk assessment should focus on a 'lower level' of vulnerabilities in the region.

To satisfy the contract deliverable, Exhibit 6 will be submitted to State, which is a summary, in the form of an Excel spreadsheet, of the Risk Assessment. All members have a copy of Exhibit 6.

*Dan Mann presented a motion to approve Exhibit 6 for submittal to FDOH. Rich Ward seconded. Motion passed.*

**NEW BUSINESS**

Election of Officers

The slate of officers for election is:

Leigh Wilsey – Chair

Jeff Alexander – Vice Chair

Rich Ward – Secretary/Treasurer

A motion was called for the election of the slate of officers. Motion approved unanimously by each Executive Board Member.



Upcoming NEFLHCC Events

There was a brief discussion about the upcoming tabletop exercise, to be held April 29<sup>th</sup> at the St. Johns County EOC. The exercise will focus on an infectious disease and will work to exercise the role of the Coalition in an event of this type. There is a targeted list of participants. Exercise planning is ongoing.

**OTHER BUSINESS**

Summary of Statewide Taskforce Meeting

Chair Wilsey provided a recap of the Taskforce meeting held in February. There were several beneficial presentations given, including one of the Florida Crisis Consortium, which provided valuable information on behavioral health. There was much discussion on HCCs gaining their 501C3 status, although the NEFLHCC is not pursuing this option as of now.

Board Member Reports

Dan Mann expressed his gratitude to Nancy Freeman and Tim Devin for their presentation to key stakeholders in Baker County regarding the Coalition. This outreach presentation provided the County additional information on the Coalition in order to best determine their choice for a board member. Dan is still the interim appointee. He indicated Nancy and Tim would be back in April for a final presentation to additional stakeholders.

Everbridge

Chair Wilsey provided a brief overview of the NEFLHCC's use of Everbridge as their formal communication method for information sharing. A flyer was handed out for those who wished to sign up for Everbridge and be a part of the NEFLHCC group.

With no other business, Chair Wilsey thanked everyone for attending today's meeting and encouraged everyone's continued participation in the Coalition. Communications Training will begin immediately following this meeting.

The meeting was adjourned at 10:20 am.

# MEETING SIGN-IN SHEET – NORTHEAST FLORIDA HEALTHCARE COALITION

**Executive Board Meeting & General Membership Meeting**

Meeting Date: March 18<sup>th</sup>, 2015

Thrasher Horne Conference Center, Orange Park, Florida

Name	Title	Agency	E-Mail	Check here to be added to our email distribution list
Lough Wilsay	Preparedness Coordinator	DOH - clay	leigh.wilsay@flhealth.gov	✓
DAVE CHAPMAN	SAFETY MGR	BROOKS RESEARCH	dave.chapman@brooksreab.org	✓
DAVID KOVACS	DIR. OF FACILITIES	FLORIDA HOSPITAL FLAGLER	DAVID.KOVACS@FHSS.ORG	
JOHN NEWMAN	EM COORDINATOR	FLORIDA HOSPITAL FLAGLER	John.newman@fhss.org	✓
Tim Devin	HCC	HCC	BLAZEJFRD@aol.com	
Sarah Winn	DOH-DUAL PLANNER	DOH-DUAL	sarah.winn@flhealth.gov	
MICAH BARTH	DIR. OF PARTNERSHIP RIVER BASIN	RIVER BASIN	MICAHB@riverbasin.orc.or	
Sam Young	BAPTIST HEALTH	PHS Lee	Sam.young@bmc.com	
E. Ngo Seidl	CEO Dred	FDH/Nassau	eigenia.ngo.seidl@flhealth.gov	
Greg Miller	EMS Coordinator NE FL CONSORTIUM	Memorial Hosp	Gregory.miller@healthcare.com	
HEATHER PARM	EPIDEMIOLOGIST	FDH	HEATHER.PARM@FLHEALTH.GOV	
Sherry Buckman	DOH-CMS Director of Nursing	CMS	sherry.buckman@flhealth.gov	✓
Barbara Smith	Emerg PL Coord	Specialty	barbara.smith@healthcare.com	
William Bonney	EM - Transval	Baptist Beaches	William.bonney@bmc.com	✓
Beth Payne	NEFLCO Admin Staff	NEFLC	epayne@neflc.org	
Jim Davis	DOH-Planner	DOH-Flagler	JAMES.DAVIS@flhealth.gov	✓
TODD SMITH	ATKINSON PHARMACY (Director)		TODD.SMITH@ATKINSONPHARMACY.COM	

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Name	Title	Agency	E-Mail	Check here to be added to our email distribution list
RICH WARD	DIRECTOR	OPMC	RICHARD.WARD@HEALTHCARE.FL.GOV	✓
NANCY FREEMAN	CONTRACTOR	NEFLHCC	nancyinop@yahoo.com	
Sandi Cowser	REDA	FD04	Sandi.Cowser@flhealth.gov	
DAN MARSH	PLANNER	FD04 BAKER	john.marsh@flhealth.gov	
Ronnie Nessler		FD04 Nassau	ronald.nessler@flhealth.gov	
Tim Connor	Planner	DOH St. Johns	timothy.connor@flhealth.gov	
Bever Scott	Regional Coordinator	FD04	Bever.Scott@flhealth.gov	✓
Winnie Holland	HiTh Officer	DOH Clay	winfred.holland@flhealth.gov	✓
ROB LINNENS	REGIONAL PLANNER, HCC COORDINATOR	FL DOH NC FHCC	Robert.Linnens@FLHEALTH.GOV	✓
James Murphy	Volunteer	Amer Legion	jmurphy002@yahoo.com	✓
Duane Green		Kindred Hospital	Duane.Green@kindred.com	
Bobbie Long	Compliance/Safety	HealthHealth	BLong@azakealth.org	✓
Sieglinde Campbell	Nursing Director	FD04 Baker	Sieglinde.Campbell@flhealth.gov	
Dave Palford	FD04 Planner	FD04 Clay	dave.palford@flhealth.gov	
Bradley Turner	Manager Nursing	St. Vincent's - SS	bradley.turner@stvincentss.com	✓
THEO TORRENCE	VOLUNTEER	RED CROSS	TSHERWOOD175@GMAIL.COM	✓