

NORTHEAST FLORIDA HEALTHCARE COALITION

Executive Board Meeting

St. Johns County EOC

100 EOC Drive, St. Augustine

1:30pm



May 10, 2017

AGENDA

I. Call to Order

- Validation of voting members present [accept designees, if required]
- Introductions
- Installation of New Board Members
- *Approval of minutes from 3/17/17 meeting

II. Financial

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

III. Business

- Open Nomination Period for Officers
- *Approval of General Membership Requests
- Hurricane Matthew Project Work Plan update
 - Marketing Firm
 - Agenda for August 23, 2017 Training Summit
- Status of HCC Request for Proposals

V. Other Topics

- Board Members Reports
- State Task Force Update

Next Meeting Date: June 21, 2017

Conference Call Line: 1-888-670-3525

Code: 1130084513

NEFLHCC Executive Board

Executive Committee

(membership by county – TOTAL OF 10 votes)

Baker – 1
Clay - 2
Duval – 3
Flagler -1
Nassau - 1
St. Johns -2

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

Executive Committee

(One representative per county, one representative per discipline) (TOTAL 10 votes)

6 County Reps

Baker –
Bek Parker (EM)

Clay – Leigh
Wilsey (PH)

Duval – Sarah
Winn (PH)

Flagler –
Mary Lachendro (PH)

Nassau-
Mike Godwin (PH)

St. Johns –
Tim Connor (EM)

4 Discipline Reps

EM – Jeff Alexander
(St. Johns)

EMS – Robert
Butler (Duval)

Hospital – Rich
Ward (Clay)

PH – Dr.
Wells (Duval)



Executive Board Meeting
March 15, 2017
Meeting Notes

The Executive Board of the Northeast Florida Healthcare Coalition met on Wednesday, March 15, 2017, at 1:30 p.m. at the offices of the Northeast Florida Regional Council, located at 100 Festival Park Avenue, Jacksonville, 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, Chair
Duval County – Terri Davis (For Sarah Winn)
Flagler County - Mary Lachendro (via phone)
Nassau County- Michael Godwin
EMS – David Motes (via phone)
Public Health – Dr. Seidel

Absent:

St. Johns County – Noreen Nickola-Williams
Emergency Management – Jeff Alexander, Vice Chair
Hospitals – Rich Ward

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

Introductions

The Chair called for introductions.

Approval of Minutes

The minutes from the January 25, 2017 meeting were distributed via email and provided at the start of the meeting.

The Chair called for a motion for approval of the January 25, 2017 meeting minutes. David Motes moved approval; Mike Godwin seconded. Motion carried.

BUDGET UPDATE

Budget Report

In the absence of Rich Ward, Treasurer, Beth Payne presented the finance report for the month of February 2017. Ms. Payne provided an overview of the spending, including money paid to the independent contractor, Bruce Scott, for the completion of Mission Ready Packages under the “Deliverables” category. Money is still unspent in the “Projects” category, but invoices for the St. Vincent’s projects will be paid in March.



With no questions, *Dan Mann moved for acceptance of the February 2017 budget report, Mike Godwin seconded. Motion carried.*

Expenditure Requests

The only expenditure request at this time is for costs relating to attendance at the Governor's Hurricane Conference, to be held in West Palm Beach from May 15 – 19. NEFLHCC staff will be participating on a panel workshop regarding Healthcare Coalitions. The average costs to attend are around \$800 - \$1000 per person. The Coalition has the funding to send a few people.

A motion was made by Dan Mann for NEFLHCC to pay for up to three Coalition members to attend. The request will first be sent to Board Members and Alternates, and then offered to general Coalition membership. Michael Godwin seconded the motion. Motion carried.

If interested in attending, please contact Beth Payne by Monday, March 27. An email reminder will be sent out as well.

Management and Administration Update

Ms. Payne provided a brief update.

- Of the nine Coalition funded projects, all but two are underway. The contract has not been signed with UF Health (it is still in legal review) and the First Coast Disaster Council was waiting to move forward due to the recalls for decon equipment.
- Bruce Scott has successfully completed the third quarter deliverables on Mission Ready Packages as outlined in the contract.
- The April and May meeting dates conflict with both the EMAG and GHC conferences. It is proposed to cancel the April meeting and move the May meeting to May 10.
- FDOH inquired about the NEFLHCC completing their next five year cycle full scale exercise in 2017. Ms. Payne indicated that the Coalition is interested in an Active Shooter exercise and that 2018 is a more realistic timeframe. Coordination will continue at the start of the new fiscal year.

BUSINESS

*Change in Contracting, Regional Approach

Chair Wilsey provided an update on the State DOH change in contracting agreements for Healthcare Coalitions. The change includes regionalization by RDSTF regions as well as the requirement to issue an RFP to receive the contract for administering the Healthcare Coalitions. The three Coalitions in Region 3 (Northeast, North Central and Marion County) are working to form an alliance and put together a structure to implement the change in contracting. While the three Coalitions would remain, there would be a Region 3 Healthcare Coalition Alliance, which would include the creation of a Coordinating Board to manage the three Coalitions. Each Coalition would function independently under the Region 3 HCC Alliance. The Northeast Florida Regional Council has expressed an interest in applying for the RFP to administer the program for the Region.



Ms. Wilsey put forth a resolution which outlines the concept and structure of a Region 3 Healthcare Coalition Alliance, supporting the use of the Northeast Florida Regional Council as the administrative agent and contract recipient and committing to join the Region 3 Healthcare Coalition Alliance once formed. Adopting a resolution will help to formalize the proposed structure. It is anticipated that the three Coalitions in Region 3 will adopt similar resolutions supporting the creation of the Alliance and the use of the Northeast Florida Regional Council. Chair Wilsey has met with the officers of North Central on this approach and is working to schedule a meeting with the Marion County (CHAMP) officers as well. It is anticipated the RFP will be released in April.

A motion was made by Dan Mann for NEFLHCC to approve the resolution as written and to support the Region 3 Healthcare Coalition Alliance as presented. Michael Godwin seconded the motion. Motion carried.

Hurricane Matthew Project Workplan

Ms. Payne provided the After Action Report from Hurricane Matthew and the proposed work plan to use the dollars the Coalition set aside to implement projects as identified in the Improvement Plan. These projects include the hiring of a marketing firm and holding a one day training and education summit for healthcare facilities to cover a variety of subjects, including implementation of the CMS Rule.

Ms. Payne coordinated with the Tampa Bay Health and Medical Coalition on the hiring of a marketing firm, as they have one under contract to assist them with outreach efforts. Based on these conversations and guidance received, Ms. Payne recommends that this would help to further the mission of the Coalition and identify those healthcare facilities that have yet to become a part of the NEFLHCC. The marketing firm that is used by the Tampa Bay HCC also has a Jacksonville office.

The one day training and education summit has been discussed previously to help to draw in those other healthcare facilities that are now impacted by the CMS Rule. This event could provide various training sessions. The attached workplan outlines ideas that have been discussed over the last few months. Other ideas are encouraged, including a keynote speaker. One idea discussed was asking both the State Surgeon General and the Director of the Florida Division of Emergency Management to speak on the importance of preparedness in the healthcare system. Additional discussion was held.

A motion was made by Dan Mann for NEFLHCC to expend up to \$50,000 to implement the work plan projects as presented. Michael Godwin seconded the motion. Motion carried.



Mission Ready Packages

Ms. Payne provided a copy of the Mission Ready Packages completed to date. This is a contract deliverable for this fiscal year and there are requirements for completion each quarter. The NEFLHCC is completing Mission Ready Packages for 10 resources in the region. These include eight Mass Casualty trailers located around the region as well as the Duval County Ambubus and the Northeast Florida Incident Management Team.

OTHER TOPICS

Board Member Reports

There was an overview of the Joint Counter Terrorism Taskforce Workshop held in Jacksonville on March 14 and 15. There was a medical/healthcare component to the workshop. Outcomes and discussions in this group included partnerships with the Northeast Florida Healthcare Coalition to implement desired outcomes. More information on the findings of the workshop will be brought to a NEFLHCC Board meeting, when available.

State Task Force Update

The next State Taskforce Meeting will be held May 31 – June 1 in Viera.

With no additional business, the meeting adjourned at 2:45.

Northeast Florida Health Care Coalition
Financial Report
As of March 2017

ADMINISTRATION	Budget	March 2017	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 60,000.00	\$ 4,666.33	\$ 33,948.63	57%	\$ 26,051.37
Revenues	\$ 60,000.00	\$ 4,666.33	\$ 33,948.63	57%	\$ 26,051.37
Expenses					
Staffing Cost	\$ 57,733.00	\$ 4,666.33	\$ 32,985.12	57%	\$ 24,747.88
Conference Calls	\$ -	\$ -	\$ 2.55	0%	\$ (2.55)
Postage	\$ 50.00	\$ -	\$ 22.07	44%	\$ 27.93
Office Supplies	\$ 200.00	\$ -	\$ -	0%	\$ 200.00
Printing/Copying	\$ 100.00	\$ -	\$ -	0%	\$ 100.00
Travel	\$ 1,167.00	\$ -	\$ 36.39	3%	\$ 1,130.61
Cell Phone	\$ 750.00	\$ -	\$ -	0%	\$ 750.00
Incorporation Filing Fees	\$ -	\$ -	\$ 902.50	0%	\$ (902.50)
Expenses	\$ 60,000.00	\$ 4,666.33	\$ 33,948.63	57%	\$ 26,051.37

OPERATIONS	Budget	March 2017	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 40,000.00	\$ 1,940.13	\$ 9,605.85	24%	\$ 30,394.15
Revenues	\$ 40,000.00	\$ 1,940.13	\$ 9,605.85	24%	\$ 30,394.15
Expenses					
Staffing Cost	\$ 13,375.00	\$ 125.14	\$ 2,994.38	22%	\$ 10,380.62
Telephone	\$ 850.00	\$ 66.08	\$ 259.57	31%	\$ 590.43
Membership Dues	\$ -	\$ -	\$ 100.00	0%	\$ (100.00)
Software	\$ -	\$ 179.96	\$ 231.96	0%	\$ (231.96)
Printing/Copying	\$ 5,475.00	\$ -	\$ 402.65	7%	\$ 5,072.35
D&O Insurance	\$ 300.00	\$ -	\$ 203.35	68%	\$ 96.65
Travel	\$ 15,000.00	\$ 31.95	\$ 2,239.21	15%	\$ 12,760.79
Meeting Expenses	\$ -	\$ -	\$ 117.88	0%	\$ (117.88)
Registration Fees	\$ 5,000.00	\$ 735.00	\$ 1,950.00	0%	\$ 3,050.00
Technology Services	\$ -	\$ 800.00	\$ 800.00	0%	\$ (800.00)
Website	\$ -	\$ 2.00	\$ 255.88	0%	\$ (255.88)
Cell Phone	\$ -	\$ -	\$ 50.97	0%	\$ (50.97)
Expenses	\$ 40,000.00	\$ 1,940.13	\$ 9,605.85	24%	\$ 30,394.15

DELIVERABLES	Budget	March 2017	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 50,000.00	\$ 7,323.44	\$ 30,211.75	60%	\$ 19,788.25
Revenues	\$ 50,000.00	\$ 7,323.44	\$ 30,211.75	60%	\$ 19,788.25
Expenses					
Staffing Cost	\$ 33,364.00	\$ 1,673.42	\$ 23,494.89	70%	\$ 9,869.11
Postage	\$ 36.00	\$ -	\$ -	0%	\$ 36.00
Office Supplies	\$ -	\$ -	\$ 106.84	0%	\$ (106.84)
Printing	\$ 300.00	\$ -	\$ -	0%	\$ 300.00
Meeting Expenses	\$ 500.00	\$ -	\$ -	0%	\$ 500.00
Exercise Expenses	\$ 1,200.00	\$ -	\$ -	0%	\$ 1,200.00
Contractual Services	\$ 14,600.00	\$ 5,650.02	\$ 6,610.02	45%	\$ 7,989.98
Expenses	\$ 50,000.00	\$ 7,323.44	\$ 30,211.75	60%	\$ 19,788.25

PROJECTS	Budget	March 2017	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 196,490.16	\$ 29,848.01	\$ 29,848.01	15%	\$ 166,642.15
Revenues	\$ 196,490.16	\$ 29,848.01	\$ 29,848.01	15%	\$ 166,642.15
Expenses					
Contractual Services	\$ 196,490.16	\$ 29,848.01	\$ 29,848.01	15%	\$ 166,642.15
Expenses	\$ 196,490.16	\$ 29,848.01	\$ 29,848.01	15%	\$ 166,642.15

Ms. Elizabeth Payne
Northeast Florida Healthcare Coalition
100 Festival Park Avenue
Jacksonville, FL 32202
epayne@nefrc.org

Dear Ms. Payne:

Our organization, St. Vincent's Health Center Mandarin, would like to become a member of the Northeast Florida Healthcare Coalition. We understand that the Northeast Florida Healthcare Coalition (NEFLHCC) is a healthcare preparedness organization, and its mission is to achieve a health and medical system that is efficient and resilient in an emergency. Our organization looks forward to partnering with the NEFLHCC to work towards this mission.

The overarching goal of the NEFLHCC is to minimize the impacts of a disaster to the overall public health network through a framework of regional planning and coordination. Members benefit by receiving information, access to and resources for disaster planning, training and exercises.

Our organization, St. Vincent's Health Center Mandarin, is an urgent care and primary care facility and is located in Duval County. We look forward to participating fully within the NEFLHCC. Please accept this letter as a formal request for membership.

Sincerely,

Sherry Craun
Practice Manager IV
St. Vincent's Health Center Mandarin
10503 San Jose Blvd. Jacksonville, FL 32257
sherry.craun@jaxhealth.com

Ms. Elizabeth Payne
Northeast Florida Healthcare Coalition
100 Festival Park Avenue
Jacksonville, FL 32202
epayne@nefrc.org

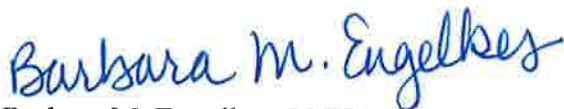
Dear Ms. Payne:

Our organization, Taylor Care Center, would like to become a member of the Northeast Florida Healthcare Coalition. We understand that the Northeast Florida Healthcare Coalition (NEFLHCC) is a healthcare preparedness organization, and its mission is to achieve a health and medical system that is efficient and resilient in an emergency. Our organization looks forward to partnering with the NEFLHCC to work towards this mission.

The overarching goal of the NEFLHCC is to minimize the impacts of a disaster to the overall public health network through a framework of regional planning and coordination. Members benefit by receiving information, access to and resources for disaster planning, training and exercises.

Our organization, Taylor Care Center, is a skilled nursing facility and is located in Duval County. We look forward to participating fully within the NEFLHCC. Please accept this letter as a formal request for membership.

Sincerely,



Barbara M. Engelkes, LNHA
Administrator
Taylor Care Center
6536 Chester Avenue
Jacksonville, FL 32217
904-731-8230

Northeast Florida Healthcare Coalition

Marketing Firm Proposals



A request for services was distributed to a list of marketing firms in mid-April. Three firms responded to the scope of services.

They are listed below in rank order.

It is proposed to hold a meeting in mid-May with the Bayshore Marketing Group to discuss services and negotiate prices for the Northeast Florida Healthcare Coalition.

1. Bayshore Marketing Group, Jacksonville, Florida
2. Fisher Design & Advertising, Jacksonville, Florida
3. Broadbased, Jacksonville, Florida

Northeast Florida Healthcare Coalition Annual Training Summit for Healthcare Partners

Tentative Agenda

Wednesday, August 23, 2017						
University of North Florida						
		<i>morning breakouts</i>			<i>afternoon breakouts</i>	
7:45 -8:30	8:30 - 9:00	9:15 -10:30	10:30 - noon	noon - 1:30	1:30 - 3:00	3:15 -5:00
Registration & Breakfast	Opening Session (AHCA?)	Nursing Home Incident Command Part I - EREC		Lunch & Keynote Speaker Sheri Fink, Five Days at Memorial, Invited	Nursing Home Incident Command Part II - EREC	
		Patient Evacuation Roundtable - Dr. Brad Elias and others	Active Assailant in Healthcare Facilities - Scott Cormier, Medxcel		Florida Health Stat - FDOH	
		Completing Risk Assessment for Healthcare Facilities			Basic Plan Development for Healthcare Facilities	