

# NORTHEAST FLORIDA HEALTHCARE COALITION

UF-Health Jacksonville

10:00 AM



January 24, 2019

## NEFLHCC AGENDA

### I. Call to Order

- Validation of voting members present [accept designees, if required]
- Introductions
- \*Approval of minutes from 11/14/18 meeting

### II. Financial

- \*Budget report (November and December 2018)
- Expenditure Requests
- Management and Administration

### III. Business

- \*Approval of General Membership Requests (November, December) – via forms
- FDOH – Coalition Statewide Meetings
- Operations Plan Update
- Supply Chain Assessment and Survey Update
- Coalition Surge Tool Exercise
- Affirmation of Primary and Alternate Board Members
- Upcoming Events

### IV. Member Reports

- Board Member Reports
- Open Discussion

### VII. Adjourn

*Next Meeting: February 20, 2019 1:30 pm @ Orange Park Medical Center*

# 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 –  
Bek Parker (EM)

Clay - Sonny  
Rogers (PH)

Duval – Richard  
Ward (PH)

Flagler –  
Edwin 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  
Synder (Flagler)

### 2 At Large Reps

Long Term Care –  
Jeff Markulik

Home Health –  
Kristy Siebert



## ***Northeast Florida Healthcare Coalition***

### **NEFLHCC Board Meeting & General Membership Meeting** **November 14, 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, November 14, 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:

Baker County – Jose Morales  
Clay County – Sonny Rodgers (via phone)  
Duval County – Richard Ward (via phone)  
Flagler County – Ed Baltzley (Via phone)  
Nassau County – Mike Godwin (via phone)  
St. Johns County – Tim Connor  
Hospitals – Rich Ward  
EMS – Joe Stores  
Emergency Management – Jeff Alexander, Vice Chair (Via phone)  
Home Healthcare – Kristy Seibert  
Long Term Care – Jeff Markulik

#### **Absent**

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 September 19, 2018 meeting were made available online and provided at the start of the meeting.

*Mr. Ward called for a motion for approval of the September 19, 2018 meeting minutes. Tim Connor moved approval; Jeff Markulik seconded. Motion carried.*

#### **FINANCIAL**

##### **\*Budget Report**

The finance report for both September and October 2018 was presented by Ms. Payne.

With no questions, *Mr. Ward called for a motion to accept the September and October 2018 budget report, Jeff Markulik moved, with a second by Joe Stores. Motion carried.*



\*Expenditure Requests

None at this time.

Management and Administration Update

Ms. Payne presented the following:

- Ms. Payne has been named the incoming CEO of the Northeast Florida Regional Council. She will transition her Coalition role to Eric Anderson as coordinator and staff to the Northeast Florida HCC and Leigh Wilsey will be working with the Alliance.
- Statewide HCC Taskforce meetings in October were cancelled due to Hurricane Michael. The next Taskforce meeting is scheduled for January.
- The first newsletter went out to membership last week, with a spotlight on Hurricane Michael response from members. Please provide ideas and feedback to staff for future newsletters.
- National Healthcare Coalition Conference is the last weekend in November in New Orleans. Leigh Wilsey and Beth Payne will be attending. Ms. Payne is presenting on the Stop the Bleed program in Region 3.
- Meetings are ongoing with the Duval County Public Schools regarding implementation of Stop the Bleed. At the most recent meeting it was discovered that the DOH Guidance for School Health expressly prohibits the use of a tourniquet on children. This guidance is used by the County for their EOP and Health guidelines. The Coalitions are working through Paul Meyers, chair of the Alliance, to update this guidance.

**BUSINESS**

\*Approval of General Membership Requests

As required by the bylaws, the Board must approve all membership requests. Since the last meeting, there are 16 new member requests. The list is provided in the meeting packet.

*A motion was made by Tim Connor and seconded by Joe Stores to approve the membership list as presented. Motion carried.*

\*2018-19 Project Funding

Ms. Payne provided two handouts to the Board and members, including a listing of the project submitted for funding and also the funding recommendation provided by the Project Review Committee. Ms. Payne started by explaining the process and the challenge that Hurricane Michael brought to the table. The Project Review Committee could not meet in person, but submitted their scores individually to Coalition staff. Total scores were aggregated, the list was drafted and approved by the Project Review Committee. This is the funding recommendation presented.

Ms. Payne briefly discussed each of the projects submitted and then reviewed the funding recommendations with the Board. It was noted that many projects were partially funded. Several issues were discussed on project specifics, which were answered by Board members or by reviewing the project applications as submitted.



Ms. Payne also detailed the next steps of formal letters being distributed, Memorandums of Agreements (MOA) being drafted and signed between the Northeast Florida Regional Council (contract holder of Coalition grant) and each funded agency/facility and reimbursement process. Signatures must take place within 90 days. It was requested by the Board that staff provide an update on the number of MOA's that have been signed after the 90 day deadline.

*A motion was made by Ed Baltzley and seconded by Kristy Seibert to approve the Project Review Committee's funding recommendation for 2018-19 as presented. Motion carried.*

#### Training and Exercise Plan Review 2020 – 2022

The November meeting was used to develop the Coalition's Training and Exercise Plan (TEP) for 2020-2022. The 2020 and 2021 training and exercise opportunities were prioritized by contract requirements, followed by addressing identified needs within the Coalition.

Here are the opportunities developed in the TEP process. The TEP is a living document that will be amended as needed. Members were encouraged to continue researching their discipline needs, and to communicate those training and exercise needs back to the Coalition.

#### **2020**

##### Training:

##### Contract Deliverable:

- Continuity of Operations (COOP) – COOP Plan Development Workshops
- Infectious Disease (Ebola Plan) Training - Best Practices

##### Can Offer:

- MGT-319 Mass Prophylaxis Preparedness and Planning (16-hour)
- WebEOC Training
- Hospital Incident Command Systems (HICS) – 1 offering
- Nursing Home Incident Command Systems (NHICS) – 2 offerings
- ESS Training
- PER-320 Personal Protective Measures for Biological Events (8-hour)
- Basic Self-Defense for Home Health Agencies
- Mental Health/Psychiatric First Aid
- Behavioral Health
- Critical Incident Stress Management (CISM)

##### Exercises:

- Coalition Surge Tool Exercise
- CMS Provider/Supplier Tabletop Exercises – Active Assailant/Shooter
- Full Scale Exercise – Active Assailant/Shooter Lock-Down Exercise



**2021**

Training:

Contract Deliverable:

- Continuity of Operations (COOP) – COOP Plan Development Workshops

Can Offer:

- PER-211 Medical Management of CBRNE Events (16-hour)
- ESS Training
- Hospital Incident Command Systems (HICS) – 1 offering
- Nursing Home Incident Command Systems (NHICS) – 2 offerings
- State Ambulance Deployment Plan
- State Patient Movement Plan
- Basic & Advanced Healthcare Emergency Management
- Mental Health/Psychiatric First Aid
- Behavioral Health
- Critical Incident Stress Management (CISM)

Exercises:

- Coalition Surge Tool Exercise
- CMS Provider/Supplier Tabletop Exercises – Continuity of Operations (COOP)
- Participate in an exercise by the Florida Infectious Disease Transportation Network Plan to transport patients with highly pathogenic respiratory viruses
- 5-Year Full-Scale Exercise Requirement (November of 2021)

Board Member Representation

Ms. Payne referenced the NEFLHCC Board Organization Chart in the agenda packet to highlight a few new Board Members. Mr. Jose Morales is the Board Representative for Baker County and Mr. Ed Baltzley is the primary Board Representative for Flagler County, previously the alternate. Ms. Payne stressed the importance of having an alternate designated. There are a few representatives that do not have an alternate – Long Term Care and Public Health.

Upcoming Events

The Coalition will be conducting two classes and two exercises in the coming months. Training and exercise opportunities will be posted on the “Training and Exercise” tab of the Coalition’s website ([http://www.neflhcc.org/Training\\_Exercises.html](http://www.neflhcc.org/Training_Exercises.html)).



Registration links are provided for people to attend. They are:

❖ **November 2018**

- CMS Provider/Supplier Tabletop Exercise
  - November 28, 2018 – morning
  - Brooks Rehabilitation - 3599 University Blvd S, Jacksonville, FL 32216
  - Registration Link: <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. 8<sup>th</sup> Street, Jacksonville, FL 32209
    - Towers' Mason Room - A/B Conference Room
  - Registration Link: <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)
  - January 31, 2019 & February 1, 2019
  - St. Vincent's Southside - 4201 Belfort Rd, Jacksonville, FL 32216
  - Bryan Auditorium
  - Registration Link: <http://www.cvent.com/d/ybq344/4W>

**MEMBER REPORTS**

Board Member Reports

None at this time.

Open Discussion

None at this time.

With no additional business, the NEFLHCC meeting adjourned at 2:45 pm. The next meeting will be held on December 19 at the Orange Park Medical Center at 1:30 pm.

**Northeast Florida Health Care Coalition**  
**Financial Report**  
**As of November 2018**

<b>NEFHCC 18/19</b>	<b>Budget</b>	<b>November 2018</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
<b>Revenues</b>					
State Contract	\$ 265,551.00	\$ 17,082.33	\$ 71,201.57	27%	\$ 194,349.43
Revenues	<u>\$ 265,551.00</u>	<u>\$ 17,082.33</u>	<u>\$ 71,201.57</u>	<u>27%</u>	<u>\$ 194,349.43</u>
<b>Expenses</b>					
Staffing Cost	\$ 157,393.00	\$ 14,037.81	\$ 54,771.00	35%	\$ 102,622.00
Telephone	\$ -	\$ -	\$ 27.94	0%	\$ (27.94)
Office Supplies	\$ 3,100.00	\$ -	\$ 137.76	0%	\$ 2,962.24
Printing	\$ -	\$ 79.52	\$ 276.51	0%	\$ (276.51)
D&O Insurance	\$ 500.00	\$ -	\$ 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	\$ 2,965.00	\$ 7,145.00	14%	\$ 45,155.00
Expenses	<u>\$ 265,551.00</u>	<u>\$ 17,082.33</u>	<u>\$ 71,201.57</u>	<u>27%</u>	<u>\$ 194,349.43</u>

<b>PROJECTS FY 18/19</b>	<b>Budget</b>	<b>November 2018</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
<b>Revenues</b>					
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>
<b>Expenses</b>					
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>



**Northeast Florida Health Care Coalition**  
**Financial Report**  
**As of December 2018**

<b>NEFHCC 18/19</b>	<b>Budget</b>	<b>December 2018</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
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<b>Expenses</b>					
Staffing Cost	\$ 157,393.00	\$ 11,214.33	\$ 65,985.33	42%	\$ 91,407.67
Telephone	\$ -	\$ 4.66	\$ 32.60	0%	\$ (32.60)
Office Supplies	\$ 3,100.00	\$ -	\$ 137.76	0%	\$ 2,962.24
Printing	\$ -	\$ -	\$ 276.51	0%	\$ (276.51)
D&O Insurance	\$ 500.00	\$ -	\$ 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
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Professional Services	\$ 52,300.00	\$ -	\$ 7,145.00	14%	\$ 45,155.00
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<b>Expenses</b>					
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  
November/December 2018**

<b>Last Name</b>	<b>First Name</b>	<b>Title</b>	<b>Facility Name</b>	<b>Facility Type</b>	<b>County</b>
Capuyan	Chester	Maintenance Director	Consulate Health Care of Jacksonville	Skilled Nursing, Nursing & Long-term care facility	Duval
Crews	Charlotte	Registered Nurse Consultant	Northeast Florida State Hospital	Behavioral Health Services & Organizations	Baker
Frazier	Christopher	Administrator	First Coast Health and Rehab	Skilled Nursing, Nursing & Long-term care facility	Duval
Miller	Sarah	Injury Prevention Coordinator	Orange Park Medical Center	Hospital	Clay
Motiska	Melanie	Quality Improvement and Education Manager	Florida Health Care Association	Health Care Professional Organization	Alachua
Sawyer	Katy	RN	Baptist	Hospital	Duval
Simpkins	Tiffany	RN		Skilled Nursing, Nursing & Long-term care facility	Duval
Thompson	Jessica	Director of Risk/Quality Management	Ed Fraser Memorial Hospital	Hospital	Baker
Turner	Brian	Administrator	All Care Home Nursing Services	Home Health Agency (including home and community-based services)	Duval



Northeast Florida  
**Healthcare**  
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 For Disaster Preparedness

## Northeast Florida Healthcare Coalition Voting Members

### & Designated Alternates as of 1/4/19

Representation	Voting Member	Alternate Name	Alternate's Agency	Appointing Authority
Baker County	Bek Parker	Jose Morales	FDOH - Baker	ESF 8 Partners
Clay County	Sonny Rogers			ESF 8 Partners
Duval County	Richard Ward	Jim Schaudel	Duval County EM	ESF 8 Partners
Flagler County	Edwin Baltzley	Bob Pickering	Flagler County EM	ESF 8 Partners
Nassau County	Mike Godwin	Ronnie Nessler	FDOH-Nassau	ESF 8 Partners
St. John County	Tim Connor	Noreen Nickola-Williams	FDOH-St. Johns	ESF 8 Partners
Emergency Management	Jeff Alexander	Billy Estep	Nassau County EM	Regional Emergency Managers
EMS	Joe Stores	Tim Devin	Orange Park Medical Center	First Coast EMS Advisory Council
Hospitals	Rich Ward	Dave Chapman	St. Vincent's	First Coast Disaster Council
Public Health	Richard Snyder			Regional Public Health Officers
Long-Term Care	Jeff Markulik			Florida Healthcare - District
Home Health	Kristy Siebert	Lori Tipton or Teresa Gates	Doctors' Choice Home Health  Beyond Home Health Care Services	

## Upcoming Event

### ❖ January 2019

- **CMS Provider/Supplier Tabletop Exercise**
  - January 30, 2019 – morning
  - Orange Park Medical Center - 2001 Kingsley Ave, Orange Park, FL 32073
  - Officially Sold Out – 50 Registered
  
- **Advanced Healthcare Emergency Management (2-day)**
  - 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>

### ❖ February 2019

- **Hospital Incident Command Systems (HICS)**
  - Thursday, February 21, 2019 from 0900 - 1600
  - Student Limit: 30 Students
  - WJCT Studios - 100 Festival Park Avenue, Jacksonville, FL 32202
  - Registration: <https://hospital-i-c-s-2-21-19neflhcc.eventbrite.com>

### ❖ March 2019

- **Coalition Surge Tool Exercise**
  - March 5, 2019
  - Must Surge 20% of the acute care beds in the region
  - Exercises Hospitals, Emergency Management, EMS/Private Medical Transportation Services, ESF-8 (Health & Medical), and the Healthcare Coalition.
  
- **MGT 409 – Community Healthcare Planning & Response to Disasters**
  - March 11-12, 2019
  - Student Limit: 30 Students
  - WJCT Studios - 100 Festival Park Avenue, Jacksonville, FL 32202
  - Registration - <https://healthcare-planning-response-to-disasters-neflhcc.eventbrite.com>



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100 Festival Park Avenue  
Jacksonville, Florida 32202  
904-279-0780  
<http://www.neflhcc.org/>

Chairperson: Rich Ward, OPMC

**\*\*\*FREE Training\*\*\***

**8-Hour Basic Health Care Emergency Management (BHCEM) Course**

December 13, 2018  
UF Health Jacksonville  
Jacksonville, Florida

**16-Hour Advanced Health Care Emergency Management (AHCEM) Course**

January 31 and February 1, 2019  
St. Vincent's Medical Center Southside  
Jacksonville, Florida

**Registration Link (to attend both classes) - <http://www.cvent.com/d/ybq344/4W>**

The complete Health Care Emergency Management Course is designed to be delivered in three (3), 8-hour segments for a total of 24 hours of educational content. The Health Care Emergency Management Course offers three-days of discussion-based, interactive, scenario-driven, didactic education culminating in a table-top exercise.

The **Basic Health Care Emergency Management Course** (Day 1) will provide an introduction and overview of emergency management principles, key components and regulations of health care emergency management as it pertains to hospitals, health systems and other non-acute health care organizations. The basic course furthers the student's knowledge with an overview of the agencies, organizations and systems in Florida that they will work with in the practice and profession of emergency management. A course completion examination will be administered at the end of this course.

The **Advanced Health Care Emergency Management Course** (Days 2 & 3) will focus on the five mission areas of emergency management and integrates these principles with the practice of health care across the state of Florida. The courses are built on the structure of cumulative knowledge, building the learners understanding and skill-mix with each unit. The advanced course ends with an interactive, scenario-based table top blending the course content with the learner's abilities. A course completion examination will be administered at the end of this course.

**Instructors:**

John Wilgis, MBA, RRT  
Director, Emergency Management Services  
Florida Hospital Association

Lee Newsome, CEM, MEP, CHS-V, FPEM  
CEO/Training and Exercise Manager  
Emergency Response Educators and Consultants, Inc.

Questions, please contact: **Eric Anderson, Emergency Preparedness Manager**  
Email: [eanderson@nefrc.org](mailto:eanderson@nefrc.org) Office: (904) 279-0885 ext. 178



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**\*\*\*FREE Training Course\*\*\***  
**Hospital Incident Command System (HICS)**

- Thursday, February 21, 2019 from 0900 - 1600
- Student Limit: 30 Students
- Location: WJCT Studios  
100 Festival Park Avenue  
Jacksonville, FL 32202

**Registration - <https://hospital-i-c-s-2-21-19-neflhcc.eventbrite.com>**

This is an 6-hour course that provides a working foundation of the HICS concept. The course is designed to train leadership personnel on HICS Staff/General Staff primary positions.

The focus of the course is on organizing the hospital team, implementing command and control measures, and decision making. The course is delivered to meet requirements from The Joint Commission. Training objectives include:

- 1) Reveal an increased awareness of the impact that the Incident Command System has on healthcare facilities
- 2) Describe the relationship of ICS, NIMS, and HICS
- 3) Understand the need for hospital planning and the use of a standardized incident management system
- 4) Understand the HICS model and its integration into the current hospital organization
- 5) Prepare individual staff members for emergencies

Questions, please contact: **Eric Anderson, Coalition Coordinator**  
Email: [eanderson@nefrco.org](mailto:eanderson@nefrco.org) Office: (904) 279-0885 ext. 178



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**\*\*\*FREE Training Course\*\*\***

**MGT- 409 Community Healthcare Planning  
and Response to Disasters**

- March 11-12, 2019
- Student Limit: 30 Students
- Location: WJCT Studios  
100 Festival Park Avenue  
Jacksonville, FL 32202

Registration - <https://healthcare-planning-response-to-disasters-neflhcc.eventbrite.com>

This is a 16-hour course dealing with Community Healthcare Planning and Response to Disasters.

When an entire community is affected by a large-scale incident involving mass casualties such as a natural disaster, a pandemic outbreak, or a terrorist attack, response activities require integration of emergency management, healthcare providers, public health officials, public safety officials, and other agencies operating in a community. Large-scale incidents are likely to overwhelm healthcare systems and communities must work together to address the needs of an overwhelming number of patients. Community Healthcare Planning and Response to Disasters will prepare communities to effectively plan for, respond to, and recover from this type of scenario.

This course will provide medium- to high-level decision makers with comprehensive planning tools to mitigate impacts on communities during large-scale incidents. This course examines the need for collaboration among responders in a community-wide disaster response. The NCBRT will deliver training through a combination of facilitated discussion, hands-on training, and traditional classroom-style instruction. Recognizing that response to disasters differs by locale, the course is designed to be tailored based on local participant needs.

The target audience for this course includes the healthcare provider community, emergency management, and responders to healthcare incidents.

Questions, please contact: Eric Anderson, Coalition Coordinator  
Email: [eanderson@nefrc.org](mailto:eanderson@nefrc.org) Office: (904) 279-0885 ext. 178