

NORTHEAST FLORIDA HEALTHCARE COALITION

St. Vincent's Southside (Bryan Auditorium)
4201 Belfort Road, Jacksonville, FL 32216
August 21, 2019 @ 1pm



Executive Board Meeting Agenda

I. Call to Order

- Validation of voting members present [accept designees, if required]
- Introductions
- *Approval of minutes from 7/17/19 quarterly general membership meeting

II. Financial

- *Budget Report (July 2019)
- Expenditure Requests
- Management and Administration

III. Business

- *Approval of General Membership Requests (as of August 16) – via forms
- Kickoff to Annual Project Funding for 2019-2020
- HCC Bylaws – Annual Review
- Annual Coalition Training Summit
- Annual Training and Exercise Calendar Updates
- Upcoming Events
 - Americares – Health Center Resiliency Bootcamp (2-day)
 - Annual Coalition Training Summit – October 29 @ Thrasher-Horne Center

IV. Member Reports

- Board Member Reports
- Open Discussion

VII. Adjourn

Next **General Membership** Meeting – September 18 @ 1:00pm
State Laboratory and Vital Statistics Complex - 1217 N. Pearl St, Jacksonville, FL 32202

Next **Executive Board** Meeting – October 16 @ 1:00pm
St. Vincent's Southside (Bryan Auditorium) - 4201 Belfort Rd, Jacksonville, FL 32216

Webinar Link - <https://join.me/NortheastFloridaRegionalCouncil>

Conference #: 1-813-769-0500

Conference ID: 702-934-182

NEFLHCC Executive Board

Executive Board

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

(Membership by County -Total of 12) Votes)

- Baker – 1
 - Clay – 2
 - Duval – 2
 - Flagler - 2
 - Nassau – 1
 - St. Johns – 2
 - At Large – 2
- TOTAL = 12**

Tiebreak Vote

Regional Emergency Response Advisor

Executive Board

One representative per County,
one representative per discipline,
two at-large members
(TOTAL 12 Votes)

6 County Reps	4 Discipline Reps	2 At-Large Reps
<u>Baker County</u> Jose Morales	<u>Emergency Management</u> Tim Connor	<u>Long Term Care</u> Jeff Markulik
<u>Clay County</u> Sonny Rogers	<u>EMS</u> Joe Stores	<u>Home Health</u> Kristy Siebert
<u>Duval County</u> Richard Ward	<u>Hospital</u> Rich Ward	
<u>Flagler County</u> VACANT as of 7/2019	<u>Public Health</u> Robert Snyder	
<u>Nassau County</u> Ronnie Nessler		
<u>St. Johns County</u> Noreen Nickola-Williams		



Northeast Florida
Healthcare
COALITION
For Disaster Preparedness

Northeast Florida Healthcare Coalition Voting Members & Designated Alternates (8/2019)

Six Voting Members = Quorum

Representation	Voting Member	Alternate Name	Alternate's Agency	Appointing Authority
Baker County	Jose Morales	Bek Parker	Baker County Sheriff's Office	ESF 8 Partners
Clay County	Sonny Rogers	Luis Herrera	FDOH - Clay	ESF 8 Partners
Duval County	Richard Ward	Winston Gibbs	FDOH – Duval	ESF 8 Partners
Flagler County	Vacant as of 7/2019	Bob Pickering	Flagler County EM	ESF 8 Partners
Nassau County	Ronnie Nessler	Mike Godwin	FDOH - Nassau	ESF 8 Partners
St. John County	Noreen Nickola-Williams	Greta Hall	St. Johns County Fire/Rescue	ESF 8 Partners
Emergency Management	Tim Connor	Jim Schaudel	COJ EPD	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	Robert Snyder	<i>Alternate Needed</i>		Regional Public Health Officers
Long-Term Care	Jeff Markulik	Micah Barth	River Garden Hebrew Home	Florida Healthcare - District
Home Health	Kristy Siebert	Teresa Gates	Beyond Home Health Care Services	

Chair: Rich Ward, Hospitals

Vice-Chair: Tim Connor, Emergency Management

Secretary/Treasurer: Kristy Siebert, Home Health



Northeast Florida Healthcare Coalition

NEFLHCC Executive Board Meeting July 17, 2019 Meeting Notes

The July Executive Board meeting of the Northeast Florida Healthcare Coalition was held in the Bryan Auditorium in at St. Vincent's - Southside in Jacksonville, Florida at 1:00pm on Wednesday, July 17, 2019.

This was the first meeting where webinar technology was implemented. A webinar link and telephone number were provided to all healthcare coalition members. We have a large membership and geographic region. It is staffs' hope that the webinar service would allow the membership the opportunity to participate in executive board meetings and to stay up to date on Coalition activities between the quarterly general membership meetings.

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
Duval County – Winston Gibbs (alternate)
Flagler County – Ed Baltzley
Nassau County – Ronnie Nessler
St. Johns County – Noreen Nickola-Williams
Hospitals – Rich Ward
Emergency Management – Tim Connor
EMS – Joe Stores
Public Health – Robert Snyder
Long Term Care – Jeff Markulik
Home Health – Teresa Gates and Lori Tipton (alternates)

Absent

Clay County – Sonny Rogers

A sign in sheet is attached for all other attendees.

Introductions

Mr. Ward called for introductions.

Approval of Minutes

The minutes from the June 19, 2019 meeting were made available online and provided at the start of the meeting.

One change was recommended. Tim Connor needed to be added as attending the meeting.

Mr. Ward called for a motion for approval of the June 19, 2019 meeting minutes. Jeff Markulik moved approval; second by Tim Connor. Motion carried.



FINANCIAL

*Budget Report

The finance report for June 2019 was presented by Coalition staff.

With no questions, *Mr. Ward called for a motion to accept the June 2019 budget report. Tim Connor moved approval; second by Micah Barth. Motion carried.*

*Expenditure Requests

None at this time.

Management and Administration Update

- **Active Assailant Plan Development Workshops** – In the last quarter, the Coalition hosted three planning workshops to assist facilities with the development of active assailant plans. The workshops were designed to give participants concepts and guidance for the development of a successful plan. Plan templates were provided to assist facilities in the creation of their own plan.

These workshops conclude the planning portion of the capability development cycle. The Coalition will be implementing active assailant tabletop exercises in 2019-2020. This will be a chance for facilities to exercise active assailant plans that were developed during the 2019 Plan Development workshops.

- **Continuity of Operations Plan Development Workshops** - The Coalition hosted two COOP workshops to assist facilities with the development of COOP plans. The workshops were designed to give participants an understanding of the issues they must consider for maintaining business operations during any emergency. Plan templates and reference information were provided to attendees as digital files on thumb-drives. COOP Technical Assistance days were provided at the end of June to further assist facilities in the development of their COOP Plans. Additional COOP workshops will be conducted in 2019-2020.
- **Stop-the-Bleed Program Update** – The last of the Stop-the-Bleed kits have finally been distributed. Duval County Public Schools have taken possession of 1,100+ kits and are working hard to implement training to dedicated district staff before school starts in August. This sunsets the STB Program for the Coalition.
- **Project Funding Update** – Coalition staff has closed out the remaining projects for the 2018-2019 project cycle. In total, over \$190,000 in projects were awarded across the Region 3 Healthcare Coalition Alliance.

BUSINESS

*Approval of General Membership Requests

As required in the bylaws, the Board must approve all membership requests. There have been seven (7) membership requests since the last meeting. The list was provided in the meeting



packet.

A motion was made by Jeff Markulik and seconded by Joe Stores to approve the membership list as presented. Motion carried.

Resolution (Michael Godwin)

A Resolution was brought to the Executive Board for Michael Godwin. Mr. Godwin served as the Secretary/Treasurer for the Coalition from 2017 to 2019. The Resolution recognized his time and service to the Coalition.

A motion was made by Jeff Markulik and seconded by Winston Gibbs to approve the Resolution for Michael Godwin. Motion carried unanimously.

Resolution (Jeff Alexander)

A Resolution was brought to the Executive Board for Jeff Alexander. Mr. Alexander served as the Vice-Chairperson for the Coalition from 2015 to 2019. The Resolution recognized his contributions to the initial development of the Coalition, as well as his time and service as an elected officer.

A motion was made by Tim Connor and seconded by Ed Baltzley to approve the Resolution for Jeff Alexander. Motion carried unanimously.

Marketing/Outreach – 2018/2019 Review

The Coalition has used a marketing firm for the last couple of years. The firm has a workplan that is being implemented to increase membership, promote programs in the media, and provide value added services to our membership. Over the last year they have completed the following:

- Increased the Region 3 Coalition Alliance membership from 336 to 584. This is a ~74% increase from the previous year.
- Two marketing campaigns were conducted to highlight Coalition Programs.
 - Stop-the-Bleed: Stories in Clay Today and Times Union
 - JFRD Aeroclave and FIDTN: Times Union, EMS1, and FireChief.com
- Developed 12 Newsletters that were sent to Coalition membership. The newsletters highlight Coalition initiatives, healthcare news, and training and exercise opportunities.

Annual Workplan 2019/2020

The Coalition has seven (7) primary contract deliverables for 2019/2020. Staff will begin to implement these programs soon. Additional information will be brought before the Executive Board for their review and approval at future meetings. The program deliverables are:



- Jurisdictional Risk Assessment (JRA)
- Coalition Continuity of Operation Plan (COOP Plan)
- Infectious Diseases Best Practices
- Strategic Plan
- Evacuation and Transportation Alternative Plan
- Coalition Surge Test Exercise – Inpatient Facility Evacuation Exercise
 - March 11, 2020
- Active Assailant Tabletop Exercise
 - Develop into CMS Tabletop Exercises for healthcare facilities

HCC Bylaws – Annual Review

The Coalition Bylaws require an annual review. The review is meant to ensure that the Coalition's Bylaws remain current and representative of the Coalition. Staff presented the current Bylaws to the Executive Committee for their review. Any recommended changes shall be provided to staff no later than Friday, August 2nd. All recommended changes will be sent to the Executive Committee on Wednesday, August 7th, which is 14-days prior to the next face-to-face meeting.

Annual Training Summit

Staff has begun the planning process for the Annual Training Summit. We are targeting November dates, locations, speakers and trainings. Additional details will be provided as planning continues.

Staff provided clear guidance that Coalition money cannot be spent on food for attendees. This year's program will need to include a payment for people to cover their lunch/refreshment costs. The Executive Committee said they do not see a problem with registered people paying for their food to attend.

Training & Exercise Planning

Staff provided an overview of the current training and exercise plan. Additional considerations were discussed and added to the current TEP as a result of 2019/2020 contract deliverables and updated free courses offered through the Federal Consortiums.

Staff will begin to procure classes and develop the training and exercise calendar for 2019/2020. Stay tuned for future updates and opportunities.

Upcoming Events

The Coalition will be conducting multiple training and exercise opportunities 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), as well as distributed through our newsletters and direct emails from staff.



*****Preparedness Health Center Resiliency Bootcamp*****

Offered by Americares and hosted by the Healthcare Coalition

August 22-23, 2019

FDOH – State Laboratory and Vital Statistics Complex
1217 N. Pearl Street, Jacksonville, FL 32202

Registration link: https://preparedness_health_center_resiliency_bootcamp_jax.eventbrite.com

MEMBER REPORTS

Board Member Reports

None at this time.

Open Discussion

None at this time.

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Next **General Membership** Meeting - September 18 @ 1:00pm
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Northeast Florida Health Care Coalition
Financial Report
As of July 2019

NEFHCC 19/20	Budget	July 2019	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 246,151.00	\$ 14,844.40	\$ 14,844.40	6%	\$ 231,306.60
Revenues	\$ 246,151.00	\$ 14,844.40	\$ 14,844.40	6%	\$ 231,306.60
Expenses					
Staffing Cost	\$ 146,625.00	\$ 14,804.40	\$ 14,804.40	10%	\$ 131,820.60
Phone	\$ 100.00	\$ -	\$ -	0%	\$ 100.00
Office Supplies	\$ 550.00	\$ -	\$ -	0%	\$ 550.00
Printing	\$ 1,550.00	\$ 15.53	\$ 15.53	1%	\$ 1,534.47
D&O Insurance	\$ 250.00	\$ -	\$ -	0%	\$ 250.00
Travel	\$ 8,680.00	\$ 24.47	\$ 24.47	0%	\$ 8,655.53
Meeting Expenses	\$ 8,700.00	\$ -	\$ -	0%	\$ 8,700.00
Professional Services	\$ 79,696.00	\$ -	\$ -	0%	\$ 79,696.00
Expenses	\$ 246,151.00	\$ 14,844.40	\$ 14,844.40	6%	\$ 231,306.60

PROJECTS FY 19/20	Budget	July 2019	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 105,400.00	\$ -	\$ -	0%	\$ 105,400.00
Revenues	\$ 105,400.00	\$ -	\$ -	0%	\$ 105,400.00
Expenses					
Projects	\$ 105,400.00	\$ -	\$ -	0%	\$ 105,400.00
Expenses	\$ 105,400.00	\$ -	\$ -	0%	\$ 105,400.00

New Member Requests (as of August 13, 2019)

#	Last Name	First Name	Facility Name	Facility Type	County
1	Borello	Jacqueline	All At Home Healthcare	Home Health Agency (including home and community-based services)	Duval, Clay, Flagler, St. Johns, Nassau



Northeast Florida Healthcare Coalition

PROJECT SUBMISSION GUIDELINES 2019-2020

- Requesting agency must be a current member of Northeast Florida Healthcare Coalition (NEFLHCC) and located in one of the six member counties – Baker, Clay, Duval, Flagler, Nassau and St. Johns.
- Project must demonstrate relevance to the Coalition’s mission: *To achieve and health and medical system that is efficient and resilient in an emergency.*
- Projects will provide for geographic diversity within the six-county region of Baker, Clay, Duval, Flagler, Nassau and St. Johns counties.
- Projects must address an identified healthcare delivery deficiency, gap or resource shortage.
- Projects must align to and support one of the following 2017 -2022 Health Care Preparedness and Response Capabilities: Foundation for Health Care and Medical Readiness, Health Care and Medical Response Coordination, Continuity of Health Care Service Delivery, or Medical Surge.
- Projects will not be considered if they supplant normal business expenses and/or core mission requirements
- Projects will not be considered if they violate any of the ASPR funding restrictions (see page 3).
- Decisions made on funding requests are at the sole discretion of the Northeast Florida Healthcare Coalition Executive Board.
- The Northeast Florida Healthcare Coalition Executive Board reserves the right to partially fund a request.
- All projects are on a reimbursement basis. Projects awarded must be completed and reimbursement requested by **May 1, 2020**.
Failure to meet the deadlines may result in forfeiture of project award reimbursement.
- Reimbursement check must be deposited by June 1, 2020.



PROJECT SUBMISSION PROCESS

- Coalition shall budget annually the amount of funds available for member projects.
- Coalition will announce call for project submissions, which will include submission period and project submission deadline.
- Coalition members will complete the Project Submission Form as provided.
The deadline for project submissions is September 20, 2019.
- Requests will be submitted to the Coalition Coordinator for initial review for completeness, then provided to the Project Review Committee.
- Coalition Coordinator will convene a Project Review Committee to review and prioritize projects.
- The Executive Board will be provided a list of submitted projects and their prioritization from the Project Review Committee. The Board will have final approval of the prioritized project list.
- Coalition Coordinator will send a formal letter of acceptance or denial to the requesting member within 15 business days of decision.
- Requesting member of approved projects must return a signed Memorandum of Agreement (MOA) with the Northeast Florida Regional Council (NEFRC) within 90 days of acceptance. The MOA requires the following of the requesting member agency:
 - Procurement and purchase of materials detailed in the application for project funding;
 - Follow their agency's procurement policy;
 - Provide the NEFRC with an acceptable invoice and documentation to reimburse the agency. Documentation required to reimburse would include:
 - Documentation of the procurement of the materials
 - Vendor invoice for the materials
 - Proof of payment for the materials purchased
 - Purchase and pay for the materials, then **submit all reimbursement documentation to the NEFRC by May 1, 2020.**
 - Reimbursement check must be deposited by June 1, 2020
- The NEFRC will reimburse the awardee within thirty (30) days of receipt of an acceptable invoice and documentation of the purchase of materials detailed in the application for project funding.



ASPR Funding Restrictions

(from ASPR Funding Opportunity Announcement)

Restrictions, which apply to both awardees and their sub awardees, must be taken into account while writing the budget. Restrictions are as follows:

- None of the funds awarded to these programs may be used to pay the salary of an individual at a rate in excess of Executive Level II or \$181,500 per year.
- Recipients cannot use funds for fund raising activities or lobbying.
- Recipients cannot use funds for research.
- Recipients cannot use funds for construction or major renovations.
- Recipients cannot use funds for clinical care.
- Recipients cannot use funds for reimbursement of pre-award costs.
- Recipients may supplement but not supplant existing state or federal funds for activities described in the budget.
- The direct and primary recipient must perform a substantial role in carrying out project objectives and not merely serve as a conduit for an award to another party or provider who is ineligible.
- Recipients cannot use funds for payment or reimbursement of backfilling cost for staff, including healthcare personnel for training and exercises.
- Recipients cannot use funds to support stand-alone, single-facility trainings or exercises.
- Recipients cannot use funds to purchase vehicles to be used as means of transportation for carrying people or goods, e.g., passenger cars or trucks and electrical or gas-driven motorized carts.

Northeast Florida Healthcare Coalition Project Submission Form 2019-20

Project Title			
Requesting Agency		Are you a member of the Healthcare Coalition? Yes No	
Point of Contact Contact information for project lead	Name		
	Organization Address		
	Phone Number		
	E-mail Address		
Project Category Check appropriate option	Training/Education Supplies/Equipment Exercise Other (provide details under Project Description)	New Project: No Yes Resubmittal: No Yes If yes, provide date submitted _____	
Funding Requested Provide total amount requested and attach an itemized budget			
Project Description & Details			
Project Description Provide a detailed description of the project.			
Identified Gap: Provide description of the gap and how it was identified e.g. lessons learned and documented in an After Action Report-Improvement Plan following an exercise or real world event activation.			
Gap Analysis Details: Describe how this project will fill the gap identified above.			

<p>Regional Benefit: Describe how filling the gap with this project will benefit the regional healthcare system.</p>		
<p>2017-2022 Health Care Preparedness & Response Capabilities Which capability does your project address? You may choose more than one, if applicable. Descriptions of each capability are attached.</p>	<p style="text-align: center;">Foundation for Health & Medical Readiness</p> <p style="text-align: center;">Health Care & Medical Response Coordination</p> <p style="text-align: center;">Continuity of Health Care Service Delivery</p> <p style="text-align: center;">Medical Surge</p>	
<p>Project Justification: Describe how this project addresses the Health Care Preparedness & Response Capabilities selected above.</p>		
<p>Additional Information: Provide other information, as needed, for the review committee.</p>		
<p>Timeframe to complete each phase of the project. Provide estimated timeframe for your agency to complete each phase of the process after receiving notification of funding.</p>	<p>MOA Approval & Signature</p>	
	<p>Project Procurement</p>	
	<p>Submit Reimbursement Request</p>	
<p>Letters of Support: List County EM & ESF 8 Partners providing Letters of Support. Attach Letters</p>		

NEFLHCC: Member of the Region 3 Healthcare Coalition Alliance

*****For Coalition Administrative Use Only*****

Date Submitted:

Notification to Agency of Receipt:

2017 – 2022 Health Care Preparedness and Response Capabilities

These four capabilities were developed based on guidance provided in the *2012 Healthcare Preparedness Capabilities: National Guidance for Healthcare System Preparedness* document. They support and cascade from guidance documented in the *National Response Framework, National Preparedness Goal*, and the *National Health Security Strategy* to build community health resilience and integrate health care organizations, emergency management organizations, and public health agencies.

Capability 1: Foundation for Health Care and Medical Readiness

Goal of Capability 1: The community's health care organizations and other stakeholders—coordinated through a sustainable Health Care Coalition—have strong relationships, identify hazards and risks, and prioritize and address gaps through planning, training, exercising, and managing resources.

Capability 2: Health Care and Medical Response Coordination

Goal of Capability 2: Health care organizations, the Health Care Coalition, their jurisdiction(s), and the ESF-8 lead agency plan and collaborate to share and analyze information, manage and share resources, and coordinate strategies to deliver medical care to all populations during emergencies and planned events.

Capability 3: Continuity of Health Care Service Delivery

Goal of Capability 3: Health care organizations, with support from the Health Care Coalitions and the ESF-8 lead agency, provide uninterrupted, optimal medical care to all populations in the face of damaged or disabled health care infrastructure. Health care workers are well-trained, well-educated, and well-equipped to care for patients during emergencies. Simultaneous response and recovery operations result in a return to normal or, ideally, improved operations.

Capability 4: Medical Surge

Goal of Capability 4: Health care organizations—including hospitals, EMS, and out-of-hospital providers—deliver timely and efficient care to their patients even when the demand for health care services exceeds available supply. The Health Care Coalition (HCC), in collaboration with the ESF-8 lead agency, coordinates information and available resources for its members to maintain conventional surge response. When an emergency overwhelms the HCC's collective resources, the HCC supports the health care delivery system's transition to contingency and crisis surge response and promotes a timely return to conventional standards of care as soon as possible.



Northeast Florida
Healthcare
COALITION
For Disaster Preparedness

Achieve a health and medical system that is efficient and resilient in an emergency.

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

Chairperson: Rich Ward, OPMC

Preparedness Health Center Resiliency Bootcamp

Offered by Americares and hosted by the Healthcare Coalition

August 22-23, 2019

FDOH – State Laboratory and Vital Statistics Complex
1217 N. Pearl Street, Jacksonville, FL 32202

Registration link:

https://preparedness_health_center_resiliency_bootcamp_jax.eventbrite.com

The Health Center Resiliency Bootcamp is a 2-day training designed for organizations with existing emergency plans or mandates requiring plans be developed (such as FQHCs). Participants complete documents throughout the training that are specific to their organization and can be integrated into existing plans. The training will conclude with a tabletop exercise that meets CMS requirements.

Course Schedule

Day 1

- Planning Strategies - Foundational preparedness concepts and the importance of improving effective and efficient decision making
- Program Management - Emergency Management Committee, Incident Command System, Succession Planning and Emergency Operations Center
- Communications - Internal and External Communications
- Essentials Services - Defining essential services during and immediately after a disaster, limitations and expansions in services

Day 2

- Staffing - Identifying staffing needs and operations with limited staffing
- Resources - On-hand resources, procuring resources, supply chain
- Partnerships - Discuss partnerships with local organizations and other health facilities
- Tabletop Exercise - Discussion based exercise to test emergency plans created during training

Questions, please contact: **Eric Anderson, Coalition Coordinator**
Email: eanderson@nefrc.org Office: (904) 279-0880