

# NORTHEAST FLORIDA HEALTHCARE COALITION

Virtual Meeting Due to COVID-19

Join Zoom Meeting: <https://nefrc-org.zoom.us/j/2451626595>

Or Call 1-786-635-1003 Code: 245-162-6595



## General Membership Meeting Agenda 6/17/2020 at 1:00pm

### I. Call to Order

- Validation of Voting Members [accept designees, if required]
- \*Approval of Minutes from 5/20/20 Executive Board Meeting

### II. Financial

- \*Budget Report (May 2020)
- Expenditure Requests
- Management and Administration
  - 2019-2020 Project Funding Program Status
  - Situation Reports
  - Long-Term Care Video Series and PPE Packages

### III. Business

- \*Approval of General Membership Requests (as of 6/10/20)
- 2020-2021 Meeting Calendar
- COVID-19 After-Action Report/Improvement Plan
- \*Coalition Draft Documents/Plans for Review
  1. Jurisdictional Risk Assessment Update
  2. Preparedness Plan Update
  3. Outreach Plan Update
  4. Coalition Strategic Plan Update
  5. Alliance COOP Plan (New Doc)
  6. Infectious Disease Best Practices (New Doc)
  7. Evacuation and Transportation Alternative Framework (New Doc)
- Upcoming Events – All events postponed or cancelled. Training and Exercises will be scheduled as social distancing requirements allow.

### IV. Member Reports

- Board Member Reports
- Open Discussion

### VII. Adjourn

July 15<sup>th</sup> Executive Board meeting will be on Zoom

# NEFLHCC Executive Board

**Executive Board**

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

Six Voting Members = Quorum

**Membership by County**

- 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**

Chair: Rich Ward, Hospitals

Vice-Chair: Tim Connor, Emergency Management

Secretary/Treasurer: Kristy Siebert, Home Health

6 County Reps	4 Discipline Reps	2 At-Large Reps
<u>Baker County</u> Jordan Duncan	<u>Emergency Management</u> Tim Connor	<u>Long Term Care</u> Jeff Markulik
<u>Clay County</u> Sonny Rodgers	<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> Suzette Reese	<u>Public Health</u> Robert Snyder	
<u>Nassau County</u> Ronnie Nessler		
<u>St. Johns County</u> Noreen Nickola-Williams		

\* As of 6/17/2020



Northeast Florida  
**Healthcare**  
COALITION  
For Disaster Preparedness

## Northeast Florida Healthcare Coalition Voting Members & Designated Alternates (6/17/2020)

***Six Voting Members = Quorum***

<b>Representation</b>	<b>Voting Member</b>	<b>Alternate Name</b>	<b>Alternate's Agency</b>	<b>Appointing Authority</b>
Baker County	Jordan Duncan	Bek Parker	Baker County Sheriff's Office	ESF 8 Partners
Clay County	Sonny Rodgers	Luis Herrera	FDOH - Clay	ESF 8 Partners
Duval County	Richard Ward	Winston Gibbs	FDOH – Duval	ESF 8 Partners
Flagler County	Suzette Reese	Bob Pickering	Flagler County Emergency Mgmt.	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	Percy Golden	City of Jacksonville Emergency Preparedness Division	Regional Emergency Managers
EMS	Joe Stores	Tim Devin	Century Ambulance	First Coast EMS Advisory Council
Hospitals	Rich Ward	Dave Chapman	Ascension 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	Theresa Gates	Beyond Home Health Care Services	

**Chair: Rich Ward, Hospitals**

**Vice-Chair: Tim Connor, Emergency Management**

**Secretary/Treasurer: Kristy Siebert, Home Health**



**NEFLHCC Executive Board Meeting**  
**May 20, 2020**  
**Meeting Notes**

The May Executive Board meeting of the Northeast Florida Healthcare Coalition was a virtual meeting held via Zoom teleconference technology. A virtual meeting was held due to social distancing requirements due to COVID-19. The meeting was held at 1:00pm on Wednesday, May 20, 2020.

**CALL TO ORDER**

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

Baker County – Jordan Duncan  
Clay County – Sonny Rodgers  
Duval County – Richard Ward  
Flagler County – Suzette Reese  
Nassau County – Ronnie Nessler  
St. Johns County – Noreen Nickola-Williams  
Emergency Management – Tim Connor  
EMS – Joe Stores  
Hospitals – Rich Ward  
Long Term Care – Jeff Markulik  
Home Health – Kristy Siebert  
Public Health – Robert Snyder

A sign-in sheet was developed from voting member attendance by Coalition staff.

**Approval of Minutes**

The minutes from the February 19, 2020 meeting were provided as part of the meeting packet.

*Mr. Ward called for a motion for approval of the February 19, 2020 meeting minutes. Kristy Seibert moved approval; second by Tim Connor. Motion carried.*

**FINANCIAL**

**\*Budget Report**

The finance report for February 2020, March 2020, and April 2020 was presented by Coalition staff.

With no questions, *Mr. Ward called for a motion to accept the February 2020, March 2020, and April 2020 budget reports. Tim Connor moved approval; second by Kristy Seibert. Motion carried.*

**\*Expenditure Requests**

None at this time.

## Management and Administration Update

- **Project Funding Status Update** – Coalition staff has been working directly with organizations to close out their project awards. Projects award dollars must be expended and fully documented by June 30. Staff does not have concerns regarding outstanding projects at this time.
- **Cancellation of HCC Training/Exercise Activities** – Coalition staff made the decision to cancel or postpone all HCC sponsored training and exercise activities due to COVID-19. As social distancing requirements allow, Coalition staff will begin to assess if membership has the desire to start attending in-person training and exercise events.
- **Coalition Funding Update** – The Healthcare Coalition Alliance (18 counties) has seen a change in the budget due to money set aside for training/exercises and travel for conferences. COVID-19 has prevented these activities. As a result, these monies have been reallocated to assist Long-Term Care (LTC) facilities with COVID-19 training and resources. Staff has coordinated these activities with the Region-3 Incident Management Team and LTC representatives on the Coalition Executive Board.

## BUSINESS

### \*Approval of General Membership Requests

As required in the bylaws, the Board must approve all membership requests. There have been twenty (20) membership requests since the last meeting. The list was provided in the meeting packet.

*A motion was made by Noreen Nickola-Williams and seconded by Jeff Markulik to approve the membership list as presented. Motion carried.*

### COVID-19 Response Activities of the Coalition

Coalition staff has been activated for COVID-19 since mid-March. Since that time, staff has provided healthcare specific Situation Reports for our 670+ members. The reports are developed from attending multiple conference calls with various disciplines, as well as from online resources from regulatory agencies.

Staff has received great feedback from members about the value and benefit of the Situation Reports. The SitReps have served to provide truth and guidance where so much misinformation exists.

### Shelter-in-Place Training and Exercise Update

Coalition staff, in partnership with Tyler Nolen of the Northeast Florida Local Emergency Planning Committee, implemented 12 shelter-in-place training programs in Baker, Clay, Duval, Flagler, Nassau, Putnam, and St. Johns Counties. A total of 104 people attended SIP training.

A total of 48 facilities implemented a Shelter-in-Place Exercise on Tuesday, February 25<sup>th</sup>. These 48 facilities came from 12 counties across north Florida.

While 48 facilities implemented SIP exercises, a total of 812 people participated in those exercises across the region.

Coalition staff provided an overview of the strengths and opportunities for improvement for the Shelter-in-Place Training and Exercise Program.

#### Coalition Surge Test Exercise Program Final Report

Staff provided an overview of the Coalition Surge Test Exercise that was conducted on March 11, 2020. Three (3) hospitals participated in 2020. They were:

- Orange Park Medical Center
- Ascension St. Vincent's Riverside
- Putnam Community Medical Center

Coalition staff thanks the participating hospitals and assigned assessor teams for completing the exercise. Significant roadblocks due to COVID-19 almost ended the exercise. We appreciate everyone's steadfast support to complete the exercise.

#### CDBG: Mitigation Grant – Planning

Florida has made money available for planning activities to mitigate impacts associated to hurricanes. The release of the grant opportunity highlights several geographic locations in our region and highlights the need for plans to address the "Health and Community Lifeline."

Coalition staff intends to develop a grant proposal for a Healthcare Resiliency Plan, with the intent of mitigating impacts to healthcare service delivery across north Florida. Staff will develop a grant framework and present the draft to the executive committee before the July 31, 2020 submission deadline.

#### Coalition Draft Documents/Plans for Review

The Healthcare Coalition has several Plans that are due for review by the Executive Committee by June 30. These Draft Plans will be presented in their final form at the June 17th General Membership Meeting of the Coalition.

These draft documents have been placed on the Healthcare Coalition website and can be reviewed until Wednesday, June 3rd. Comments and recommendations should be provided to staff no later than Wednesday, June 3rd. This will allow staff to amend the Plans and post for final review on June 10th, allowing the Executive Committee 7 days to review the final documents before the June Meeting.

<https://www.neflhcc.org/resources/draft-plans>

Coalition Draft Documents/Plans for Review (approval at 6/17/20 meeting)

1. Jurisdictional Risk Assessment Update
2. Preparedness Plan Update
3. Outreach Plan Update
4. Coalition Strategic Plan Update
5. Alliance COOP Plan (New Doc)
6. Infectious Disease Best Practices (New Doc)
7. Evacuation and Transportation Alternative Framework (New Doc)

### Upcoming Events

All Coalition Training and Exercise activities are cancelled or postponed due to COVID-19.

### **MEMBER REPORTS**

#### Board Member Reports

None at this time.

#### Open Discussion

None at this time.

Next **General Membership** Meeting – June 17 @ 1:00pm

Meeting will be conducted via Zoom. A link will be made available on the Agenda Packet.

Next **Executive Board** Meeting – July 15 @ 1:00pm

Meeting will be conducted via Zoom. A link will be made available on the Agenda Packet.

# MEETING SIGN-IN SHEET – NORTHEAST FLORIDA HEALTHCARE COALITION

**Executive Board Meeting**

**Meeting Date:** May 20, 2020

Via Zoom Teleconference – Meeting link was included in the Meeting Agenda and Packet and posted on the Coalition Website on 5/13/20.

1:00 PM

Name	Agency	Email Address
Jordan Duncan	FDOH - Baker	
Sonny Rodgers	FDOH - Clay	
Richard Ward	FDOH - Duval	
Suzette Reese	FDOH - Flagler	
Ronnie Nessler	FDOH - Nassau	
Noreen Nikola-Willems	FDOH - St. Johns	
Trin Connor	St. John EM	
Joe Stores	Century Ambulance	
Rich Ward	OPMC	
Jeff Markulik	WF Wells Nursing Home	
Kristy Siebert	St. Vincent's H/H	
Robert Snyder	FDOH - Flagler	
Wes Marsh	Brooks Rehab	
Dave Chapman	St. Vincent's	
Ligh Wilsey	HCC/NEFRC	
Eric Anderson	HCC/NEFRC	
Beth Payne	NEFRC	
Mary Bouite	FDOH - State Lab	



**Northeast Florida Health Care Coalition**  
**Financial Report**  
**As of May 2020**

<b>NEFHCC 19/20</b>	<b>Budget</b>	<b>May 2020</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
<b>Revenues</b>					
State Contract	\$ 246,151.00	\$ 9,075.55	\$ 216,600.60	88%	\$ 29,550.40
Revenues	\$ 246,151.00	\$ 9,075.55	\$ 216,600.60	88%	\$ 29,550.40
<b>Expenses</b>					
Staffing Cost	\$ 146,625.00	\$ 8,743.88	\$ 131,810.74	90%	\$ 14,814.26
Phone	\$ 100.00	\$ -	\$ 1.66	2%	\$ 98.34
Office Supplies	\$ 550.00	\$ -	\$ 55.42	10%	\$ 494.58
Membership Dues	\$ -	\$ -	\$ 100.00	0%	\$ (100.00)
Printing	\$ 1,550.00	\$ -	\$ 817.55	53%	\$ 732.45
Website	\$ -	\$ 261.67	\$ 261.67	0%	\$ (261.67)
D&O Insurance	\$ 250.00	\$ -	\$ 200.00	80%	\$ 50.00
State Corporation Fees	\$ -	\$ 70.00	\$ 70.00	0%	\$ (70.00)
Travel	\$ 8,680.00	\$ -	\$ 3,833.19	44%	\$ 4,846.81
Meeting Expenses	\$ 8,700.00	\$ -	\$ 9,552.98	110%	\$ (852.98)
Professional Services	\$ 79,696.00	\$ -	\$ 69,897.39	88%	\$ 9,798.61
Expenses	\$ 246,151.00	\$ 9,075.55	\$ 216,600.60	88%	\$ 29,550.40

<b>PROJECTS FY 19/20</b>	<b>Budget</b>	<b>May 2020</b>	<b>Project To Date</b>	<b>% of Budget Spent</b>	<b>Funds Available</b>
<b>Revenues</b>					
State Contract	\$ 105,400.00	\$ 37,730.54	\$ 63,528.21	60%	\$ 41,871.79
Revenues	\$ 105,400.00	\$ 37,730.54	\$ 63,528.21	60%	\$ 41,871.79
<b>Expenses</b>					
Projects	\$ 105,400.00	\$ 37,730.54	\$ 63,528.21	60%	\$ 41,871.79
Expenses	\$ 105,400.00	\$ 37,730.54	\$ 63,528.21	60%	\$ 41,871.79

## Membership Requests

First	Last	Organization	Title	Facility Type	Facility/Work City	Coalition
Amber	Gant	HCR ManorCare	Administrator	Skilled nursing, nursing, and long-term care facilities	Jacksonville	Northeast
Jessica	Dellorso	Baptist Primary Care	Physician Assistant	Outpatient health care delivery	Jacksonville	Northeast
Laura	Fornecker	Beyond Home Health Care Services	Emergency Management Program Coordinator	Home health agencies (including home and community-based services)	Jacksonville	Northeast
Michael	Hanson	DOH- St. Johns	Planner	Public Health Agencies	St. Augustine	Northeast
David	Caro	UF Health Jacksonville	Disaster Medical Officer	Hospitals	Jacksonville	Northeast
Jessica	Dellorso	Baptist Primary Care	Physician Assistant	Outpatient health care delivery	Jacksonville	Northeast
Katherine	Hilgar	HCR-ManorCare	Mobile Administrator	Skilled nursing, nursing, and long-term care facilities	Lake Mary	Northeast
Laura	Fornecker	Beyond Home Health Ca	Emergency Management Pro	Home health agencies (including home and community-based services)	Jacksonville	Northeast
Royce	Sims	Signature Healthcare of	Plant Operation Director	Skilled nursing, nursing, and long-term care facilities	Middleburg	Northeast

# Northeast Florida Healthcare Coalition

## 2020-2021 Meeting Schedule

**All meetings will be via Zoom until further notice due to COVID-19**

Join Zoom Meeting: <https://nefrc-org.zoom.us/j/2451626595>

Or Call 1-786-635-1003 Code: 245-162-6595

Meetings will take place the 3<sup>rd</sup> Wednesday of each month at 1:00pm.

- July 15, 2020 @ 1 – Executive Board
- August 19, 2020 @ 1 – Executive Board
- **September 16, 2020 @ 1 - Quarterly General Membership Meeting**
  
- October 21, 2020 @ 1– Executive Board
- November 18, 2020 @ 1– Executive Board
- **December 16, 2020 @ 1 - Quarterly General Membership Meeting**
  
- January 20, 2021 @ 1– Executive Board
- February 17, 2021 @ 1– Executive Board
- **March 17, 2021 @ 1 - Quarterly General Membership Meeting**
  
- April 21, 2021 @ 1– Executive Board
- May 19, 2021 @ 1– Executive Board
- **June 16, 2021 @ 1 - Quarterly General Membership Meeting**

When in person meetings commence - Healthcare Coalition Executive Board and Quarterly General Membership meetings will take place at St. Vincent's Southside (Bryan Auditorium) - 4201 Belfort Rd, Jacksonville, FL 32216.

## **Region 3 – Healthcare Coalition Alliance FY 2019-2020 Plans for Review**

The Region 3 - Healthcare Coalition Alliance (18 counties) has several Plans that are due for review by the Executive Committee by June 30.

These draft documents were placed on the Northeast Florida Healthcare Coalition website and can be reviewed. No comments or recommendations were received by staff regarding the draft plans.

<https://www.neflhcc.org/resources/draft-plans>

Coalition Draft Documents/Plans for Review (*approval at 6/17/20 meeting*)

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