

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



Executive Board Meeting Agenda

I. Call to Order

- Validation of Voting Members [accept designees, if required]
- *Approval of Minutes from 2/19/20 Executive Board Meeting
 - *March & April 2020 Meetings Cancelled Due to COVID-19 Response*

II. Financial

- *Budget Report (February, March, & April Reports)
- Expenditure Requests
- Management and Administration
 - 2019-2020 Project Funding Program Status with Leigh Wilsey
 - Coalition Funding Update – As a result of COVID-19

III. Business

- *Approval of General Membership Requests (as of 5/10/20)
- COVID-19 Response Activities of the Coalition
- Shelter-in-Place Training and Exercise Program Final Report
- Coalition Surge Test Exercise Program Final Report
- CDBG: Mitigation Grant - Planning
- 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 events postponed or cancelled through 6/30/20.

IV. Member Reports

- Board Member Reports
- Open Discussion

VII. Adjourn

June 17th General Membership 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 5/20/2020



Northeast Florida
Healthcare
 COALITION
 For Disaster Preparedness

Northeast Florida Healthcare Coalition Voting Members & Designated Alternates (5/20/2020)

Six Voting Members = Quorum

Representation	Voting Member	Alternate Name	Alternate's Agency	Appointing Authority
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
February 19, 2020
Meeting Notes

The February Executive Board meeting of the Northeast Florida Healthcare Coalition was held in Bryan Auditorium at Ascension St. Vincent's - Southside in Jacksonville, Florida at 1:00pm on Wednesday, February 19, 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
Flagler County – Suzette Reese
Nassau County – Ronnie Nessler
St. Johns County – Noreen Nickola-Williams
Emergency Management – Tim Connor
EMS – Joe Stores
Hospitals – Dave Chapman (alternate)
Long Term Care – Jeff Markulik
Home Health – Kristy Siebert

Absent

Duval County – Richard Ward
Public Health – Robert Snyder

A sign in sheet was collected for all other attendees.

Introductions

Mr. Ward called for introductions.

Approval of Minutes

The minutes from the January 15, 2020 meeting were provided as part of the meeting packet, which included the sign-in sheets from that meeting.

Mr. Ward called for a motion for approval of the January 15, 2020 meeting minutes. Ronnie Nessler moved approval; second by Joe Stores. Motion carried.

FINANCIAL

*Budget Report

The finance report for January 2020 was presented by Secretary/Treasurer Kristy Siebert.

With no questions, *Mr. Ward called for a motion to accept the January 2020 budget report. Ronnie Nessler moved approval; second by Jeff Markulik. Motion carried.*

*Expenditure Requests

None at this time.

Management and Administration Update

- **Disaster Response & Recovery: Mental Health First Aid**– two classes were conducted across north Florida, in partnership with the University of Florida. Additional Mental/Behavioral health classes will be procured in the future.
- **Shelter-in-Place Training** – Coalition staff provided a brief update on the current SIP training and exercise program. This is an agenda item for discussion later in the agenda.
- **Coalition Surge Test Exercise** – Coalition staff provided an update on the status of the annual CST Exercise. This is a topic of discussion later in the agenda.

BUSINESS

*Approval of General Membership Requests

As required in the bylaws, the Board must approve all membership requests. There have been four (4) 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 Dave Chapman to approve the membership list as presented. Motion carried.

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.

Facilities are currently implementing their internal SIP training in preparation for exercise day. The exercise will take place on Tuesday, February 25th at 10am.

Coalition staff will provide a final report on the SIP Pilot Project at the April 2020 meeting.

Coalition Surge Test Exercise Update

Staff provided an overview of the Coalition Surge Test requirements. A kickoff webinar was conducted on January 10th for hospitals interested in participating. Three (3) hospitals will be participating in 2020. They are:

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

Exercise assessor teams have been developed and staff is working with local hospital, county

emergency management, and ESF-8 partners to prepare them for exercise day. The exercise will take place on March 11, 2020.

EMAG Conference

The Coalition typically provides opportunities for members to attend the annual EMAG conference in Savannah, since it tends to be more healthcare focused. The Coalition has set aside money to pay for six (6) people to attend. The Coalition will pay for conference registration, hotel stay, and vehicle parking. Attendees will be responsible for other costs incurred during the conference.

Staff will contact each of the six discipline representatives on the executive board to determine who will attend on behalf of their given discipline.

If more travel money becomes available, county representatives on the executive committee will be contacted to determine if they would like to attend.

2020 EMAG Summit & Training Sessions
April 15-17, 2020
Savannah Convention & Trade Center
1 International Dr, Savannah, GA 31421
<http://www.emagonline.com/>

Guest Speaker – Cyber Security and DHS Resources

Kirby Wedekind, Protective Security Advisor – Northeast Florida
Cybersecurity and Infrastructure Security Agency

Guest Speaker – Evacuation and Transportation Alternative Inventory

William G. (Billy) Estep, Critical Integrated Solutions, Inc.
Evacuation & Transportation Alternative Plan

Mr. Estep provided an update on the status of the project. Work has begun on the inventory of medical transportation service providers in the region. The contractor will be contacting traditional public and private providers, as well as investigating non-traditional providers to determine if they could be activated in a time of need. The Inventory should be completed by June 2020.

March Meeting

- Strategic Plan Workshop
- Tim Connor will lead meeting
- Updates to the Coalition's Strategic Plan

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.

- 2020 Shelter-in-Place Training & Community-Based Exercise (HazMat)

The Northeast Florida Healthcare Coalition (HCC) and Northeast Florida Local Emergency Planning Committee for Hazardous Materials (LEPC) have partnered to implement a pilot training and exercise program. The goal of this pilot program is to enhance shelter-in-place capabilities of healthcare facilities and community organizations for a hazardous materials incident.

Healthcare facilities and other organizations that are interested in participating in this community-based exercise are required to fulfill the following requirements to receive a Letter of Participation from the healthcare coalition.

1. Attend an LEPC Sponsored Shelter-in-Place Training
 2. Implement training at your facility
 3. Conduct the Exercise on Tuesday, February 25, 2020 at 10am
 4. Evaluate the Exercise
- Personal Protective Measures for Biological Events (PER 320)
St. Vincent’s Southside – 3/3/2020
 - Infectious Disease Best Practices Workshops
3/3/2020 in Jacksonville
3/4/2020 in Gainesville
3/5/2020 in Ocala
 - Active Assailant Tabletop Exercises
March 5, 2020 – Clay County
April 1, 2020 – Duval County
April 28, 2020 – St. Johns County
 - Hospital Incident Command System (HICS)
Baptist - MD Anderson– 4/10/2020
 - Medical Management of CBRNE Events (PER 211)
Brooks Rehabilitation– 5/26 & 27/2020
 - Nursing Home Incident Command Systems (NHICS)
WJCT Building in Jacksonville on 5/28/2020

MEMBER REPORTS

Board Member Reports

None at this time.

Open Discussion

None at this time.

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

Next **Executive Board** Meeting – April 15 @ 1:00pm
St. Vincent's Southside (Bryan Auditorium) - 4201 Belfort Rd, Jacksonville, FL 32216

DRAFT

Northeast Florida Health Care Coalition
Financial Report
As of February 2020

NEFHCC 19/20	Budget	February 2020	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 246,151.00	\$ 11,427.38	\$ 136,758.19	56%	\$ 109,392.81
Revenues	\$ 246,151.00	\$ 11,427.38	\$ 136,758.19	56%	\$ 109,392.81
Expenses					
Staffing Cost	\$ 146,625.00	\$ 10,851.03	\$ 102,001.43	70%	\$ 44,623.57
Phone	\$ 100.00	\$ -	\$ -	0%	\$ 100.00
Office Supplies	\$ 550.00	\$ -	\$ 55.42	10%	\$ 494.58
Membership Dues	\$ -	\$ -	\$ 100.00	0%	\$ (100.00)
Printing	\$ 1,550.00	\$ 42.18	\$ 804.67	52%	\$ 745.33
D&O Insurance	\$ 250.00	\$ -	\$ 200.00	80%	\$ 50.00
Travel	\$ 8,680.00	\$ 534.17	\$ 3,513.84	40%	\$ 5,166.16
Meeting Expenses	\$ 8,700.00	\$ -	\$ 9,552.98	110%	\$ (852.98)
Professional Services	\$ 79,696.00	\$ -	\$ 20,529.85	26%	\$ 59,166.15
Expenses	\$ 246,151.00	\$ 11,427.38	\$ 136,758.19	56%	\$ 109,392.81

PROJECTS FY 19/20	Budget	February 2020	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

Northeast Florida Health Care Coalition
Financial Report
As of March 2020

NEFHCC 19/20	Budget	March 2020	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 246,151.00	\$ 46,784.41	\$ 183,542.60	75%	\$ 62,608.40
Revenues	<u>\$ 246,151.00</u>	<u>\$ 46,784.41</u>	<u>\$ 183,542.60</u>	<u>75%</u>	<u>\$ 62,608.40</u>
Expenses					
Staffing Cost	\$ 146,625.00	\$ 12,364.18	\$ 114,365.61	78%	\$ 32,259.39
Phone	\$ 100.00	\$ -	\$ -	0%	\$ 100.00
Office Supplies	\$ 550.00	\$ -	\$ 55.42	10%	\$ 494.58
Membership Dues	\$ -	\$ -	\$ 100.00	0%	\$ (100.00)
Printing	\$ 1,550.00	\$ 12.88	\$ 817.55	53%	\$ 732.45
D&O Insurance	\$ 250.00	\$ -	\$ 200.00	80%	\$ 50.00
Travel	\$ 8,680.00	\$ 569.35	\$ 4,083.19	47%	\$ 4,596.81
Meeting Expenses	\$ 8,700.00	\$ -	\$ 9,552.98	110%	\$ (852.98)
Professional Services	\$ 79,696.00	\$ 33,838.00	\$ 54,367.85	68%	\$ 25,328.15
Expenses	<u>\$ 246,151.00</u>	<u>\$ 46,784.41</u>	<u>\$ 183,542.60</u>	<u>75%</u>	<u>\$ 62,608.40</u>

PROJECTS FY 19/20	Budget	March 2020	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 105,400.00	\$ -	\$ -	0%	\$ 105,400.00
Revenues	<u>\$ 105,400.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ 105,400.00</u>
Expenses					
Projects	\$ 105,400.00	\$ -	\$ -	0%	\$ 105,400.00
Expenses	<u>\$ 105,400.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>	<u>\$ 105,400.00</u>

Northeast Florida Health Care Coalition
Financial Report
As of April 2020

NEFHCC 19/20	Budget	April 2020	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 246,151.00	\$ 23,982.45	\$ 207,525.05	84%	\$ 38,625.95
Revenues	<u>\$ 246,151.00</u>	<u>\$ 23,982.45</u>	<u>\$ 207,525.05</u>	<u>84%</u>	<u>\$ 38,625.95</u>
Expenses					
Staffing Cost	\$ 146,625.00	\$ 8,701.25	\$ 123,066.86	84%	\$ 23,558.14
Phone	\$ 100.00	\$ 1.66	\$ 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
D&O Insurance	\$ 250.00	\$ -	\$ 200.00	80%	\$ 50.00
Travel	\$ 8,680.00	\$ (250.00)	\$ 3,833.19	44%	\$ 4,846.81
Meeting Expenses	\$ 8,700.00	\$ -	\$ 9,552.98	110%	\$ (852.98)
Professional Services	\$ 79,696.00	\$ 15,529.54	\$ 69,897.39	88%	\$ 9,798.61
Expenses	<u>\$ 246,151.00</u>	<u>\$ 23,982.45</u>	<u>\$ 207,525.05</u>	<u>84%</u>	<u>\$ 38,625.95</u>

PROJECTS FY 19/20	Budget	April 2020	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 105,400.00	\$ 25,797.67	\$ 25,797.67	24%	\$ 79,602.33
Revenues	<u>\$ 105,400.00</u>	<u>\$ 25,797.67</u>	<u>\$ 25,797.67</u>	<u>24%</u>	<u>\$ 79,602.33</u>
Expenses					
Projects	\$ 105,400.00	\$ 25,797.67	\$ 25,797.67	24%	\$ 79,602.33
Expenses	<u>\$ 105,400.00</u>	<u>\$ 25,797.67</u>	<u>\$ 25,797.67</u>	<u>24%</u>	<u>\$ 79,602.33</u>

New Member Requests

#	First	Last	Organization	Facility Type
1	Susan	Acosta	Acosta Healthcare Risk Management	Outpatient health care delivery (e.g., ambulatory care, clinics, community and tribal health centers, Federally Qualified Health Centers (FQHCs), 18 urgent care centers, freestanding emergency rooms, stand-alone surgery centers)
2	Lori	Branigan	Fernandina Beach Rehab and Nursing Center	Skilled nursing, nursing, and long-term care facilities
3	Chester	Capuyan	Silver Treasures at Lane	Behavioral health services and organizations
4	Kent	Carlyle	Baptist Medical Center Nassau	Hospital
5	Todd	Cericola	HCR ManorCare	Skilled nursing, nursing, and long-term care facilities
6	Sherri	Cheshire	Northeast Florida AHEC	Behavioral health services and organizations
7	Samantha	Evans	Macclenny Nursing and Rehab	Skilled nursing, nursing, and long-term care facilities
8	Melissa	Ficklin	Baptist	Behavioral health services and organizations
9	Jose	Fuentes	Cross Care Center	Skilled nursing, nursing, and long-term care facilities
10	Dawn	Graham		Other (e.g., child care services, dental clinics, social work services, faith-based organizations)
11	Linda	Gray	AccentCare Home Health	Home health agencies (including home and community-based services)
12	Jim	Kenney	Isle Health & Rehab	Skilled nursing, nursing, and long-term care facilities
13	Mauri	Mizrahi	River Garden	Skilled nursing, nursing, and long-term care facilities
14	Melinda	Nolan	MHRC	Behavioral health services and organizations
15	Martha	Oberdorfer	Nassau Emergency Management	Emergency Management organizations
16	Wesley	Powell	Mayo Clinic	Hospitals
17	David	Prater	Oak View Rehabilitation	Skilled nursing, nursing, and long-term care facilities
18	Rebecca	Rosano	Haven Hospice	Other (e.g., child care services, dental clinics, social work services, faith-based organizations)
19	Carol	Scholl	NEFSH	Behavioral health services and organization
20	Sara	Selvaggio	AccentCare	Home health agencies (including home and community-based service)

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)