



**Executive Board Meeting**  
**July 21, 2021 @ 1pm**  
**Meeting Notes**

The Executive Board Meeting of the Northeast Florida Healthcare Coalition was a virtual meeting held via Zoom teleconference technology. A virtual meeting was held because of COVID-19 precautions. The meeting commenced at 1:00pm on Wednesday, July 21, 2021.

**CALL TO ORDER**

The meeting was called to order by Chairperson Tim Devin (EMS) with a validation of members, with the following Executive Board members present.

Baker County – Jose Morales  
Duval County – Winston Gibbs  
Flagler County – Suzette Reese  
Nassau County – Ronnie Nessler  
St. Johns County – Noreen Nickola-Williams  
Emergency Management – Percy Golden  
EMS – Tim Devin  
Hospitals – Rich Ward  
Public Health – Robert Snyder  
Long Term Care – Jeff Markulik

Absent:

Clay County – Sonny Rodgers (excused)  
Home Health – Kristy Siebert

A digital sign-in sheet link was provided to virtual attendees. The sign-in sheet is attached to these minutes.

**Approval of Minutes**

The draft minutes and sign-in sheets from the June 16, 2021, Quarterly General Membership Meeting were provided as part of the meeting packet.

*Chairperson Tim Devin (EMS) called for a motion. A motion was made to approve the draft minutes by Ronnie Nessler (Nassau County). A second was made by Jeff Markulik (LTC). Motion Carries.*

**FINANCIAL**

**\*Budget Report**

The finance report for June 2021 was presented by the Secretary/Treasurer Jeff Markulik.

*Chairperson Tim Devin (EMS) called for a motion. A motion was made to approve the financial report by Percy Golden (Emergency Management). A second was made by Ronnie Nessler (Nassau County). Motion Carries.*

**\*Expenditure Requests**

None at this time.

### Management and Administration Update

- **Region 3 Healthcare Coalition Alliance:** Staff provided an overview of the Alliance geography and member healthcare coalitions. The Northeast Florida Healthcare Coalition is one of three coalitions in the Alliance and our elected officers represent our interest on the Alliance Executive Board.
- **Annual Workplan:** Staff provided an overview of the 2021-2022 annual workplan and contract expectations with FDOH. There are several actions items including the development of new plans, continued project funding for members, and training and exercise opportunities.
- **Infectious Disease Workgroup:** FHA has entered into a contract with the Northeast Florida Regional Council to address infectious disease planning in the healthcare sector. The Coalition will be convening an infectious disease workgroup to develop strategies to implement across the region in the coming year.

## Infectious Disease Working Group

Partners representing a variety of disciplines working together to develop short and long-term strategies that impact the regional response to highly infectious diseases.

- Infection Control
- Clinicians
- Pre-Hospital
- Hospital
- Long-term Care

### **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.

*Chairperson Tim Devin (EMS) called for a motion. A motion was made to approve the*

membership requests by Jeff Markulik (Long-Term Care). A second was made by Noreen Nickola-Williams (St. Johns County). Motion Carries.

### Coalition 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 July 30th. All recommended changes will be sent to the Executive Committee on August 4th, which is 14-days prior to the next Executive Board Meeting on August 18th.

### Project Funding FY 2021-2022

The project funding cycle is currently open. Staff has distributed application packages and guidance to all members in the Region 3 Healthcare Coalition Alliance. All projects are expected to be completed by January 31, 2021. Questions regarding project applications can be sent to Leigh Wilsey at [lwilsey@nefrc.org](mailto:lwilsey@nefrc.org).

The graphic features a dark blue background with a grid of glowing blue and red dots. At the top, the text "Project Funding" is in white, and "Due July 26, 2021" is in yellow with a white underline. Below this are six horizontal bars of different colors, each containing text in white or black. The bars are: orange with "Project Submission Guidelines", grey with "Project Submission Process", yellow with "ASPR Funding Restrictions", blue with "Draft MOU", green with "Project Application and Guidelines", and orange with "All projects must be completed by January 31, 2021".

### National Healthcare Coalition Preparedness Conference

The national conference will be hosted in Orlando on December 1-2, 2021. The Coalition has set aside funding to send up to 10 members of the Coalition to the conference. The Coalition is willing to cover \$735 in costs for members to attend. Staff will solicit executive board members that would like to attend before making it available to other members of the coalition.

Chairperson Tim Devin (EMS) called for a motion to allocate funding for 10 people to attend the conference. A motion was made by Jeff Markulik (LTC). A second was made by Ronnie Nessler

(Nassau County). Motion Carries.

The image is a promotional poster for the National Healthcare Coalition Preparedness Conference. It features a dark background with a crowd of people and a large orange banner at the top right that says "SAVE THE DATE!". The main text in the center reads "NATIONAL HEALTHCARE COALITION PREPAREDNESS CONFERENCE NOV 30 - DEC 2, 2021 | ORLANDO, FL". Below this is the hashtag "#NHCPC21" and a circular logo for the coalition. On the left side, there is a white box with the text "EVOLVING THE CHALLENGES OF TODAY INTO THE SOLUTIONS FOR TOMORROW". Above this box, the costs are listed: "Main Conference Dates December 1-2, 2021 (Wednesday & Thursday)", "Costs: \$495 - Conference Registration, \$192 - Hotel @ \$96/day, \$48 - Parking @ \$24/day (2-days), \$735 - TOTAL PER PERSON".

### Training and Exercise

The annual training and exercise plan will be released in August. It will be a blend of virtual and in-person classes. All events will be dictated by COVID-19.

Staff has begun planning for the annual training symposium. We look to implement changes this year to accommodate the entire region and to vary our delivery to members. A framework will be presented to the executive board before moving forward.

### MEMBER AND OPEN DISCUSSION

<u>Board Member Reports</u> General Discussion regarding COVID-19 and planning in the region.	<u>Open Discussion</u> None
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### ELECTIONS

#### Election of Officers

Coalition bylaws stipulate elections for officers must be conducted in June of odd years. The next term for the Chairperson, Vice-Chairperson, and Treasurer/Secretary runs from July 2021 to June 2023. The following officers have been selected by membership.

- Chairperson – Tim Devin (EMS)
- Vice Chairperson – Dave Chapman (Hospitals)
- Secretary/Treasurer – Jeff Markulik (LTC)

We want to thank our previous officers. The steadfast dedication and service to the Coalition has helped us to grow as an organization.



## Passing of the Gavel

Rich Ward, Chairperson  
2017-2021

Certificates  
of  
Appreciation

**— Resolution —**

*Northeast Florida Healthcare Coalition  
2019-2021  
Honoring  
Kristy Siebert (Home Health)*

WHEREAS, Ms. Siebert joined the Northeast Florida Healthcare Coalition as an original member; and

WHEREAS, Ms. Siebert served as the Secretary/Treasurer of the Healthcare Coalition from July 1, 2019 until June 30, 2021; and

WHEREAS, Ms. Siebert served the Healthcare Coalition and associated members with distinction, devotion, and dedication.

NOW, THEREFORE, BE IT RESOLVED that the Executive Board of the Northeast Florida Healthcare Coalition hereby commends Ms. Siebert for her efforts and contributions during her tenure as an elected officer of the Healthcare Coalition.

Adopted by the Northeast Florida Healthcare Coalition Executive Board in a meeting assembled in the City of Jacksonville, on the 21st day of July 2021.



  


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Rich Ward  
Chairperson

  


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Eric Anderson  
Coordinator

**— Resolution —**

*Northeast Florida Healthcare Coalition  
2020-2021  
Honoring  
Tim Devin (EMS)*

WHEREAS, Mr. Devin joined the Northeast Florida Healthcare Coalition as an original member; and

WHEREAS, Mr. Devin served as the Vice-Chairperson of the Healthcare Coalition from September 16, 2020 until June 30, 2021; and

WHEREAS, Mr. Devin served the Healthcare Coalition and associated members with distinction, devotion, and dedication.

NOW, THEREFORE, BE IT RESOLVED that the Executive Board of the Northeast Florida Healthcare Coalition hereby commends Mr. Devin for his efforts and contributions during his tenure as an elected officer of the Healthcare Coalition.

Adopted by the Northeast Florida Healthcare Coalition Executive Board in a meeting assembled in the City of Jacksonville, on the 21st day of July 2021.



  


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Rich Ward  
Chairperson

  


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Eric Anderson  
Coordinator

**ADJOURN**

August 18th  
Executive Board Meeting

September 15th  
General Membership Meeting

DRAFT

## Sign In Sheet 7-21-21

Name	Email	Facility Name	Facility Type
Bob Snyder	<a href="mailto:Robert.Snyder@flhealth.gov">Robert.Snyder@flhealth.gov</a>	DOH-Flagler	Public Health Agencies (Core HCC Member)
Meaghan Crowley	<a href="mailto:meaghan.crowley@flhealth.gov">meaghan.crowley@flhealth.gov</a>	DOH-Baker	Public Health Agencies (Core HCC Member)
Leah Guthrie	<a href="mailto:lguthrie@mhrctflorida.com">lguthrie@mhrctflorida.com</a>	Mental Health Resource Center/Renaissance Behavioral Health System	Behavioral Health Services and Organizations
Joshua Pristupa	<a href="mailto:joshua.pristupa@bakerso.com">joshua.pristupa@bakerso.com</a>	Baker County Sheriff's Office	Local public safety agencies (e.g. law enforcement and fire)
Gavin Butler	<a href="mailto:gdbutler@sjcfl.us">gdbutler@sjcfl.us</a>	St. Johns County Emergency Management	Emergency Management Organizations (Core HCC Member)
Deena Ellis	<a href="mailto:deena.ellis@adventhealth.com">deena.ellis@adventhealth.com</a>	AdventHealth Palm Coast	Acute Care Hospitals (Core HCC Member)
Phillip Etheridge	<a href="mailto:maintenance@ccnassau.org">maintenance@ccnassau.org</a>	Care Centers of Nassau	Skilled nursing, nursing, and long-term care facilities
Kathleen Kavanagh	<a href="mailto:kkavana2@ju.edu">kkavana2@ju.edu</a>	Jacksonville University Healthcare Simulation Center	Schools and universities, including academic medical centers
Michael Godwin	<a href="mailto:michael.godwin@flhealth.gov">michael.godwin@flhealth.gov</a>	FDOH Nassau	Local chapters of health care professional organizations (e.g. medical society, professional society, hospital association)
Ryan Nash	<a href="mailto:ryan.nash@flhealth.gov">ryan.nash@flhealth.gov</a>	FDOH Nassau	Public Health Agencies (Core HCC Member)
Sam Young	<a href="mailto:sam.young@bmcjax.com">sam.young@bmcjax.com</a>	Baptist Health System	Acute Care Hospitals (Core HCC Member)
Kevin Kotsis	<a href="mailto:kevin.kotsis@ascension.org">kevin.kotsis@ascension.org</a>	Saint Vincent's	Acute Care Hospitals (Core HCC Member)
Halle Mitchell	<a href="mailto:hmittchell@coj.net">hmittchell@coj.net</a>	City of Jacksonville Emergency Preparedness Division	Emergency Management Organizations (Core HCC Member)
Grace Alvarez	<a href="mailto:grace@silverlinkconsulting.com">grace@silverlinkconsulting.com</a>	SilverLink Home Care	Home Health Agencies(including home and community based services)
Noreen Nickola-Williams	<a href="mailto:Noreen.Nickola-Williams@flhealth.gov">Noreen.Nickola-Williams@flhealth.gov</a>	Florida Department of Health in Saint Johns County	Public Health Agencies (Core HCC Member)
Jennifer Silvey	<a href="mailto:jennifer.silvet@jax.ufl.edu">jennifer.silvet@jax.ufl.edu</a>	UF Health Jacksonville	Acute Care Hospitals (Core HCC Member)
Jeff Markulik	<a href="mailto:jmarkulik@bcmcdsvcs.com">jmarkulik@bcmcdsvcs.com</a>	Baker County Medical Services - Post acute	Skilled nursing, nursing, and long-term care facilities
Percy Golden	<a href="mailto:pgolden@coj.net">pgolden@coj.net</a>	JFRD EPD	Emergency Management Organizations (Core HCC Member)
Suzette Reese	<a href="mailto:suzette.reese@flhealth.gov">suzette.reese@flhealth.gov</a>	DOH FLAGLER	Public Health Agencies (Core HCC Member)
Mary J. Boutte	<a href="mailto:Mary.Boutte@flhealth.gov">Mary.Boutte@flhealth.gov</a>	St. Johns County	Public Health Agencies (Core HCC Member)
Jose Morales	<a href="mailto:jose.morales@flhealth.gov">jose.morales@flhealth.gov</a>	DOH-Baker	Public Health Agencies (Core HCC Member)

## Sign In Sheet 7-21-21

Joseph Lichtman	<a href="mailto:joeseeph.lichtman@bmcjax.com">joeseeph.lichtman@bmcjax.com</a>	Baptist Health System	Acute Care Hospitals (Core HCC Member)
Rich Ward	<a href="mailto:richard.ward@hcahealthcare.com">richard.ward@hcahealthcare.com</a>	Orange Park Medical Center	Acute Care Hospitals (Core HCC Member)
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Eric Anderson	<a href="mailto:eanderson@nefrc.org">eanderson@nefrc.org</a>	NEFRC	
Leigh Wilsey	<a href="mailto:lwilsey@nefrc.org">lwilsey@nefrc.org</a>	NEFRC	
Tyler Nolen	<a href="mailto:tnolen@nefrc.org">tnolen@nefrc.org</a>	NEFRC	
Kate Haigh	<a href="mailto:khaigh@nefrc.org">khaigh@nefrc.org</a>	NEFRC	