

Executive Board Meeting

March 27, 2017

Meeting Notes

The Executive Board of the North Central Florida Health Care Coalition (NCFHCC) met on Monday, March 27, 2017, at 2:00 p.m. at the Alachua County Emergency Operations Center in Gainesville, Florida.

Documents provided to the NCFHCC Board:

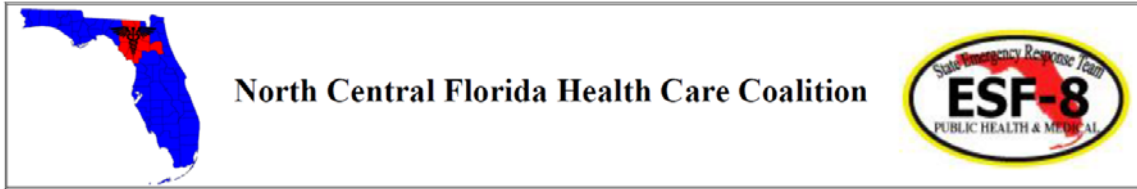
1. NCFHCC Board Meeting Agenda – March 27, 2017
2. Balance Sheet – NCFHCC – As of 2/28/2017
3. Statement of Revenues and Expenditures Report – From 1/1/2017 Through 2/28/2017
4. General Ledger – Bank of America 02/17 Statement reconciled with Balance Sheet
5. Bank of America Checking Account Statement – February 2017
6. NCFHCC Approved Budget 2016-2017 (July 1-June 30) spreadsheet with projected expenses, incomes, and balance
7. Executive Board Meeting Minutes/Notes – January 23, 2017
8. Executive Board Meeting Minutes/Notes – February 27, 2017
9. Health Care Coalition Task Force Call Agenda – February 2017
10. Contacts Spreadsheet by Discipline
11. Exhibit 6 Deployable Resources / Mission Ready Packages Template

Call to Order

Validation of Voting Members Present (Quorum)

The meeting was called to order by Chair Harold Theus, with a validation of a quorum, with the following seven (7) Board members present:

- Harold Theus, Chair, Deputy Chief Alachua County Fire Rescue
- Dan Mann, Vice-chair, Preparedness Planner, DOH Bradford and Union Counties
- Ebbin Spellman, Proxy Treasurer/Secretary, UF Health Shands, Safety and Emergency Preparedness
- Jen Horner, Emergency Management Discipline Lead, Program Coordinator, Alachua County



- Mary Garcia, Public Health Discipline Lead, Administrator / Health Officer, DOH Putnam County (via conference call)
- Mitch Harrell, Emergency Medical Services Discipline Lead, Director of Public Safety, DOH Levy County (via conference call)

For others in attendance, please see attached sign-in sheet. Introductions were made.

Approval of Minutes

Approval of February 27, 2017 meeting minutes was moved for approval by Dan Mann and seconded by Ebbin Spellman. Motion passed unanimously.

Financials

Chief Harold Theus provided an update to the Board of the current financials and reviewed the Balance Sheet (as of 2/28/2017) noting that expenses in the amount of \$674.72 represent three individual expenses, which include:

1. MyFlorida Marketplace fee \$194.72
2. Powell and Jones, CPAs preparation and filing of Form 990 (1/1/2016-12/31/2016) \$375.00
3. QuickBooks subscription for February 2017 through June 2017 \$105.00.

It was also noted that Form 990 will need to be filled again for \$375.00 to close out 1/1/2017-6/30/2017 to be on the same fiscal schedule as the FL-DOH 7/1-6/30.

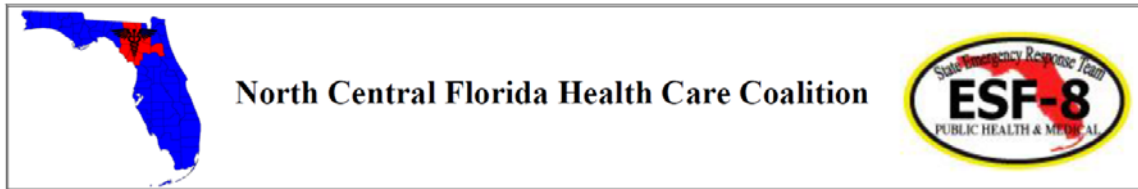
Ebbin Spellman made a motion to approve current financials and Jen Horner seconded the motion. Motion was approved unanimously.

Coordinator Updates

Quarter 3 Deliverables

Task 2 Update Work Plan:

The coordinator, Donald Greist, explained the Work Plan needs to be updated each quarter based on the progress of the Coalition throughout the year. This task was covered later during New Business.



Task 3 Participate in HCC and Task Force Meetings (Summary Report)

The coordinator, Donald, stated that both he and fellow coordinator, Chris Abarca, will compare notes for the past quarter covering all HCC and TF meetings and produce a Summary Report to be submitted as a deliverable.

Task 4 Communication Capability Test

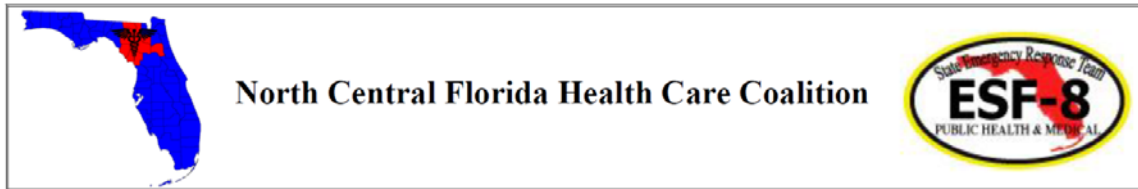
Donald stated that a small number of members, 21 in all, completed the Google Form to update their contact information. The discipline leads sent out a pre-drafted email to their discipline specific members to request this information. This information will be used to update any contact information for members that appear on the Communications Capability Test list. It was also determined that contact information pertaining to those on the Communications Capability Test list would be confirmed or updated each quarter well ahead of conducting the test. It was also discussed that the Coalition does not have to meet any specific target regarding the results of this test, but will aim to gradually improve over time. The test is anticipated to occur this week by Friday, March 31st.

The Board also determined that Emergency Management Departments should have a maximum of (2) two contacts, Hospitals a minimum of (3) contacts, Health Departments a minimum of (2) contacts, and Emergency Medical Services (2) two or (3) three contacts listed for each agency on the test list. It was decided that the discipline leads would provide the coordinator with confirmed or updated information or provide guidance on who to contact within organizations for the appropriate information.

Task 5c Second Draft of MRP

It was discussed that presently, only two MRPs have been identified and submitted for quarter 2. Coordinator, Donald, stated that he has received positive feedback from two individuals, Lola Butler, Preparedness and Response County Coordinator for Dixie County, and Howell Batts, Region 2 Planning Consultant at DOH-Leon. The coordinator will work with these individuals as well as the Board to identify MRPs to quickly add to this deliverable, the immediate requirement being to improve upon the existing MRPs submitted.

However, the Board acknowledged this is a major objective for the Coalition moving forward and represents one of the greatest resources the Coalition has to offer its members. The Board planned to gradually build-out this list of resources by gaining buy-in from members at face-to-face interactions, followed-up by reaching out to these same members for specifics to be listed as MRPs. Eventually, the Board would like to see the MRPs or organized by discipline. The Board



also suggested that a discipline-customized template be provided to members to achieve a stronger response.

Quarter 3 News, Events, and Happenings

Health Care Coalition Task Force Meeting (March 23rd)

Coordinator, Chris Abarca, provided a review of the March call and went over the agenda with the Board. The Face-to-Face meeting in Viera, FL on May 31 – June 1 was mentioned and the Board discussed ways in which a hotel reservation and any other arrangements might be secured and paid for without having to be reimbursed by the Coalition at a later time. It was confirmed that in order for WellFlorida to make these arrangements and provide payment that the Board would first have to approve the expenditure. The Board also discussed using a Check/Debit Card that the Coalition may have. A decision was not reached and the topic will be readdressed during the upcoming Board meeting in April. Until then the coordinator will research into whether FL-DOH covers these travel expenses, find out if/when FL-DOH will provide details on any special rate blocks, and also investigate possible accommodations and rates.

Website: www.ncfhcc.org

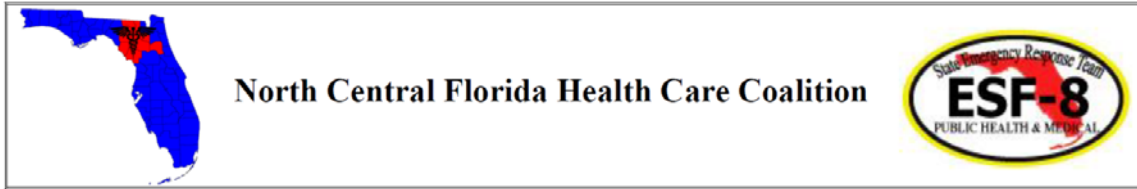
The coordinator, Donald, stated that he will be receiving training from Acceleration staff on updating the website himself. This will enable the Coalition to add content, post resources, and news and events for its members. All minutes and previously composed documents will also be published to the NCFHCC website for the Coalition members' use.

Old Business

Quarter 4 Task 8 HSEEP Functional or Full-scale (status of contract with North East Florida Regional Council)

Harold announced to the Board that the contract with North East Florida Regional Council has been signed and accepted by FL-DOH and the Coalition will now be able to plan and participate in a Functional Exercise. A list of meeting date ranges were provided to the Board for the three required planning meetings. The Board decided on the following schedule:

1. Initial Planning Meeting – April 17 @ 10:30 a.m. to 12:30 p.m. Face-to-Face meeting in Gainesville (Location: TBA)
2. Mid-Term Planning Meeting – May 18 @ 10am to 12pm. Face-to-Face meeting in Gainesville (Location: TBA)



3. Final Planning Meeting – June 6 @ 10am to 12pm. Face-to-Face meeting in Gainesville (Location: TBA)
4. Exercise Date – June 15

The Board decided that Donald will craft an email to the Public Health and Hospitals Disciplines that will be sent out via the discipline leads to their respective discipline-specific members. It was also decided that the Conference Call option remain open for those that cannot attend the planning meetings in person since our region is quite large and it may not be possible for some organizations to physically attend all the meetings. It was confirmed by the Board after some discussion that each organization that would like to participate must have at least one person attend all three meetings either face-to-face or via conference call. The benefits of participating in this exercise will be expressed to Health Departments and Hospitals as they may have a requirement that must be met pertaining to practicing their POD Plans.

HCC Task Force Face to Face Meeting in Viera, May 31 – June 1 (Harold, Dan, and Donald attending)

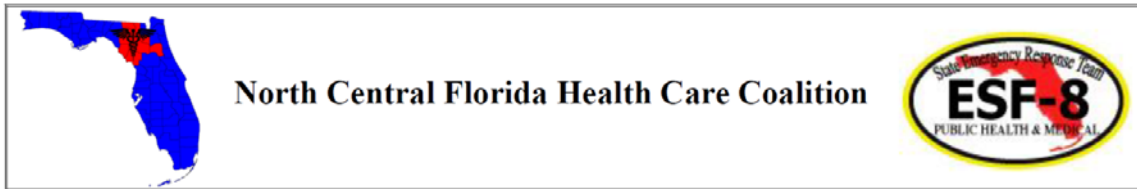
This item was discussed earlier in the meeting.

Project Proposal Submission and Scoring Process

The Board decided to table this business until the next Board meeting. However, it was discussed that the planning process should begin now. A Work Group was formed consisting of Dan Mann, Jen Horner, Ebbin Spellman, and Mitch Harrell. This Work Group will meet independently and bring to the Board a proposal for a fair methodology by which project submissions may be evaluated. The Work Group will make this proposal at the May Board meeting. Donald will send two documents provided by outside Coalitions to be used during the Work Group's planning process.

Schedule next Coalition Membership Meeting

The Board decided to table this business until the next Board meeting in April.



New Business

Task 2 Update Work Plan:

It was decided after reviewing the Work Plan that minimal be put forth since there is only three months left in the fiscal year. The coordinator, Donald, will make minor updates to the Work Plan. It was acknowledged after some discussion that focus on forming a Work Plan should address the upcoming fiscal year (2017-2018), beginning July 1st. The Board decided that work should begin on reviewing what our Coalition's gaps might be, prior to July 1st. Some part of the Work Plan for 2017-2018 will depend upon the characteristics of the required deliverables.

Replacement for Jennifer Grafton – Health Systems/Hospitals Discipline:

The Board discussed this issue and agreed the Bylaws do not adequately address this specific situation. It was the view of Dan Mann and the Board that a call for nominations should be sent out to the Coalition members within the Health Systems/Hospitals discipline for someone to serve the remainder of her term. After nominations, this discipline should select their desired representative. The Board decided that Donald will send out a call for nominations to this discipline and proceed with the voting process. If there are no nominations then the Board will discuss the matter further at the upcoming Board meeting in April.

Functional Exercise Update – Tentative Schedule:

This item was discussed earlier in the meeting.

Next Meeting

The next meeting of the NCFHCC Board will be held on **Monday, April 24, 2017 at the Alachua County Emergency Operations Center from 2:00 p.m. – 4:00 p.m.** With no further business, the meeting was adjourned at 3:25 p.m. by Chair Harold Theus.