



# North Central Florida Health Care Coalition, Inc.

MEETING SUMMARY JUNE 9, 2014

FACE-TO FACE MEETING

MEETING CALLED BY	Coalition Member Vote at March 17, 2014 meeting
TYPE OF MEETING	Regular Quarterly
FACILITATOR	Coalition Chair Harold Theus
NOTE TAKER	Robert Linnens
ATTENDEES	<p>Board Member/Designee Attended: Dave Donnelly-Alachua County EM, Harold Theus-Alachua County EMS, Paul Myers- Alachua CHD Administrator, Jeremy Gallman-North Florida Regional Medical Center (Alachua County), Mark Milton-UF Health Shands Hospital (Alachua County), Mark Humphries, Gainesville VA, Allen Parrish-Bradford County EMS, Joe Pietrangelo-Bradford/Union CHD Administrator, Annette Starling-Shands Starke Regional Medical Center (Bradford County), Mark Lander-Columbia CHD Administrator, David Peaton-Gichrist County EM, Barbara Locke-Dixie/Gilchrist/Levy CHD Administrator, Mark Johnson-Levy County EM, David Knowles-Levy Count EMS, Ryan Simpson- Putnam County EM, Mary Garcia-Putnam CHD Administrator, John Whiteside-Putnam Community Medical Center, Sharon Hingson-Suwannee County EM, James Sommer-Suwannee County EMS, Pamela Blackmon-Suwannee/Lafayette CHD Administrator, Richard Huth-Shands Live Oak RMC, John Walker-Union County EM, Mitch Andrews-Union County EMS, David Hartzell-Lake Butler Hospital, Sheila Frierson and Jonathan Marks from Tri-County Nursing &amp; Rehab Center, Lynda Evans-Meridian Behavioral Health Care, Joseph Hillhouse-Gainesville Fire Rescue, Brad Caron-Coordination Committee Chair</p> <p>Guests - Benny St. John, Sarah Cox, and Debbie Kelley from the FLDOH-Division of Emergency Preparedness and Community Support, James Podlucky, Region 3 EM training liaison, Craig Skeath-North Florida Regional Medical Center (Alachua County), John Sheppard-Shands Starke Regional Medical Center, Dan Mann-Bradford CHD Planner, Emely Elugardo-Gilchrist CHD Planner, David Pollard-Putnam CHD Planner, Paula Anderson-Dixie CHD Planner, David Meurer-University of Florida, Karl Hussen UFH Shands</p>

## Agenda topics

1235 – 1245 WELCOME GROUP DISCUSSION

DISCUSSION	A general welcome was made to the group.
Announcements related to the meeting's agenda and administrative items. Introduced new members- Sheila Frierson and Jonathan Marks from Tri-County Nursing & Rehab Center, Lynda Evans from Meridian Behavioral Health Care, and Joseph Hillhouse from Gainesville Fire Rescue (GFR)	

1255 – 1325 OLD BUSINESS GROUP DISCUSSION

DISCUSSION	<u>1245 – 1255: Approve Minutes from March 17, 2014 meeting</u>
<u>Discussion and Vote</u> –No discussion. A voice vote was taken.	
CONCLUSIONS	The minutes were approved.
DISCUSSION	<u>1255-1325: Coalition Bylaws</u>
<u>Discussion and Vote</u> – A brief discussion occurred about whether the Coalition is subject to Florida's sunshine law. Chief Theus gave an overall view of the bylaws and the voting procedures. Voting procedures were described as block votes and this could happen two ways- <b>Vote 1</b> ) A representative could be elected from each block. The block would discuss each item up for vote and the block representative would give the block vote. It was pointed out having block discussions for each vote could make the meetings run long. Motion for vote by Dave Peaton. Second by Pam Blackmon <b>Vote 2</b> ) Each block would be grouped together and a simple block vote would be called. The majority of votes from the block would be the block vote. Motion by Brad Caron Second by Mark Lander.	

CONCLUSIONS	More research will be completed to determine whether the Coalition is subject to the Sunshine Law. More information will be available at next meeting. Voting procedures Vote 1 failed-all members voted no with one abstention (UF Shands). Vote 2 passed via unanimous voice vote. Bylaws passed.
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1325 – 1440

NEW BUSINESS

GROUP DISCUSSION

DISCUSSION	1325-1355 New Members
<p>The Coalition Chair read Sections 3.1 and 3.2 of the Coalition Bylaws:</p> <p><i>Section 3.1: Composition</i>  <i>In addition to hospitals and health departments, many community partners collaborate in the Coalition including, but not limited to, long term care (LTC) leadership, mental health, rehabilitation centers, volunteer organizations, county Emergency Management (EM), Emergency Medical Services (EMS), religious organizations, law enforcement, transportation, senior citizen and elder interest groups, public schools, other existing strategic health planning initiatives and other partners from every county in the Coalition. Any organization that has a healthcare connection during a public health emergency in the geographic region of the Coalition is a potential member.</i></p> <p><i>Section 3.2: Voting Membership-Board of Directors</i>  <i>The voting membership shall be known as the Board of Directors, hereafter referred to as the Board. As a minimum, the Board consists of a representative from the following: each County Health Department, each County EMS, each County Emergency Management (EM) office, each member hospital, and the Coordination Committee Chair. Other entities or individuals may be added to the Board through a majority vote of the current Board membership.</i></p> <p><u>Discussion and Vote.</u> The Chair then introduced Joseph Hillhouse from Gainesville Fire Rescue (GFR) who presented the case for Gainesville Fire Rescue to become a voting member. Points issued were: GFR is an agency with regional responsibilities- 1) GFR is called to other counties in the capacity as EMS. 2) GFR provides tactical medical support to a regional SWAT team 3) GFR is a regional HAZMAT agency and 4) GFR serves in a regional Search and Rescue capacity. It was pointed out three of the four regional aspects given were not under ESF-8 but ESF-9, ESF-10 and ESF-16 and, even though they provided health and medical support to these ESF's, the support could not be considered a "public health emergency". A point was given from the audience that they could not understand why the coalition would not want such a regional presence as a member. The response was the coalition was not trying to keep a regional response from being a member of the coalition (GFR is a coalition member) but that the regional presence does not, by its self, demand a voting membership. There are other agencies that have a regional presence that may have a more legitimate case to be a voting member. The board was cautioned about getting the voting membership too large and of stacking a voting block in favor of one county. Allen Parrish motioned GFR be voted in as a voting member under the EMS voting block. Paul Myers provided the second.</p>	
CONCLUSION	GFR was voted in as a voting member in the EMS voting block. EMS, CHD and Hospitals voted yes. EM and the <b>Coordination Committee Chair voted no.</b>
DISCUSSION	1355-1440 Report from the Coordination Committee
<p>Brad Caron, Coordination Committee Chair gave a report from the Coordination Committee, which had a meeting April 28, 2014. His report included: The gap analysis is proceeding and should be forwarded to the board before the next meeting. The planners will be sending agencies a list of questions to complete the gap analysis. A question was asked if the gap analysis is exempt from public disclosure. Brad Caron will research the question. The process the state has developed for funding coalitions and coalition projects was discussed. This included coalitions voting on projects geared toward the gap analysis and submitting them to the state task force, of which each coalition chair is a member. The task force votes on which projects submitted from the coalitions are funded. A question was asked if members can add projects. The reply was, "any projects should be submitted to the Coordination Committee so all leg-work can be completed" and then the project with all relevant information would be forwarded to the board for voting. It was pointed out for projects to have a chance to be funded by the state they should probably have something to do with the gap analysis.</p> <p>With no further discussion, Brad Caron introduced Benny St. John, Sarah Cox (who gave a briefing about the exercise to the coordination committee April 28, 2014) and Debbie Kelley from the FLDOH-Division of Emergency Preparedness and Community Support and James Podlucky, Region 3 EM Training liaison, to discuss the concept of contracting an exercise in November 2014.</p> <p>Key points discussed were:</p> <ul style="list-style-type: none"> <li>- The Initial Planning Meeting would be in July (vendor by contract only)</li> <li>- Mid Term Planning Meeting would be in September</li> <li>- Master Scenario Events List would be ready in October (for restricted eyes only)</li> <li>- Final Meeting in October</li> <li>- Exercise in first week in November</li> <li>- November exercise because that is before schools/colleges are out-use students for victims. Also, after December, the focus is the state hurricane exercise</li> <li>- Time is good if the exercise is a hurricane as they can direct where the hurricane goes. Can't do that during the state hurricane exercise like the North East Florida HCC exercise (hurricane missed)</li> <li>- State EOC's stood up (not fully) for the North East Florida HCC exercise</li> <li>- Training, such as CPR, can be done before the exercise</li> <li>- All members would be at first meeting, later only those involved with planning group</li> </ul>	

<ul style="list-style-type: none"> <li>- After Action Report from the North East Florida HCC exercise should be ready in July for some best practices</li> <li>- Table top exercise not included in exercise offer (each entity may have their own)</li> <li>- This would satisfy the coalition grant requirements for an exercise and the state pays for it</li> </ul> <p>Things coalitions should look at in the exercise:</p> <ul style="list-style-type: none"> <li>- Patient movement tied into all coalition members</li> <li>- How do you talk across boundaries</li> </ul> <p>It was brought up Levy County has a tentative commitment November 4 with the Nuclear Regulatory Commission concerning the decommissioning of Crystal River Nuclear Power Plant. Brad Caron motioned the Coalition participate in the exercise, Mark Milton provided the second.</p>	
<b>CONCLUSION</b>	<p>Brad Caron will research whether the gap analysis is exempt from public disclosure. The exercise participation vote passed-all 5 blocks voted yes. Sarah Cox will send a survey via Survey Monkey to determine the best time for the initial planning meeting.</p>
<p>The next meeting was agreed upon to be September 8, 12:30pm at the Florida Department of Health in Alachua County Auditorium.</p>	

The meeting adjourned at 1440.

Robert Linnens  
North Central Florida Health Care Coalition Coordinator