



North Central Florida Health Care Coalition, Inc.

MEETING SUMMARY SEPTEMBER 8, 2014

FACE-TO FACE MEETING

MEETING CALLED BY	Coalition Member Vote at June 9, 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, Craig Skeath-North Florida Regional Medical Center (Alachua County), Mark Milton-UF Health Shands Hospital (Alachua County), Mark Humphries-Malcom Randall VAMC (Alachua), Joe Pietrangelo-Bradford/Union CHD Administrator, Annette Starling-Shands Starke Regional Medical Center (Bradford), Barbara Locke-Dixie/Gilchrist/Levy CHD Administrator, Sheila Frierson from Tri-County Nursing & Rehab Center, Pamela Blackmon-Suwannee/Lafayette CHD Administrator, David Knowles-Levy Count EMS, Ryan Simpson- Putnam County EM, Mary Garcia-Putnam CHD Administrator, Sharon Hingson-Suwannee County EM, Mitch Andrews-Union County EMS, David Hartzell-Lake Butler Hospital (Union), Brad Caron-Coordination Committee Chair, Christine Heath-Putnam Community Medical Center, Alesha Arnold-Levy County Department of Public Safety (EMS).</p> <p>Guests - Ed Baltzley- Planner Suwannee CHD, Dan Mann-Bradford CHD Planner, David Pollard-Putnam CHD Planner, Sam MacDonell-Region 2 Regional Emergency Response Advisor, Christie Mathison-Region 2 Planner, Paula Anderson-Dixie CHD Planner, Jen Horner-Alachua EM</p>

Agenda topics

1235	WELCOME	GROUP DISCUSSION
DISCUSSION	Welcome and start of meeting.	

1236 – 1300	OLD BUSINESS	GROUP DISCUSSION
DISCUSSION	1236 – 1237; Approve Minutes from June 9, 2014 meeting	
	<u>Discussion and Vote</u> –No discussion. A voice vote was taken.	
CONCLUSIONS	The minutes were approved.	

DISCUSSION	1237-1243: Sunshine Laws	
	<u>Discussion and Vote</u> – A brief discussion occurred at the last meeting about whether the Coalition is subject to Florida's "sunshine laws". Paul Myers provided a brief from the State Attorney General about the issue. The Coordinator reported, at the State Health Care Coalition Task Force Meeting, Kay Croy, Chief, Bureau of Preparedness and Response of the Florida Department of Health, was asked whether the coalitions must follow the "Sunshine Law{" and she said "no". This was not in the minutes from the meeting, however. Paul Myers emailed Kay Croy to get her response in writing.	
CONCLUSIONS	Final decision pending response from Kay Croy.	

DISCUSSION	1243-1255 Gap Analysis	
	The Coordination Committee Chair reported the gap analysis will be given to each agency point-of-contact for completion instead of the FLDH planner completing the analysis.	
	<u>Discussion and Vote.</u> It was stated all project funds must be used toward fulfilling the coalition gaps. The Coordination Committee Chair then moved – <i>Agencies must complete the gap analysis to be eligible for project funding</i> and there were multiple seconds. Other agencies in the county will be eligible for project funding if they have completed a gap analysis, only the individual agency that has not completed the gap analysis will not eligible.	

Every voting block voted to approve the motion	
CONCLUSION	To receive funding for a requested project, the requesting agency must have completed the coalition gap analysis.

DISCUSSION	1255-1300 Coalition Exercise-Coalition Chair
<u>Discussion</u> – The Chair reminded the members the next exercise planning meeting is September 11, 12:30 at the Alachua Emergency Operations Center. Discussion about forming a planning committee occurred to scale-back attendance. The hospital representatives must attend as part of the grant contract. Agencies were reminded to send requested impacts and exercise inputs to their respective planning committee representatives if they form a committee.	
CONCLUSION	No movement on a planning committee occurred.

1300 – 1330

NEW BUSINESS

GROUP DISCUSSION

DISCUSSION	1300 – 1308 COALITION CHAIR
<u>Discussion</u> – The Chair discussed the results from the Florida Department of Health, Health Care Coalition Task Force Meeting.	
<ol style="list-style-type: none"> 1) Task Force voting will be one vote per Regional Domestic Security Task Force region, regardless of the number of coalitions or counties in the region. One person will represent the region. 2) Fiscal year 14-15 Project funding will be distributed based on the size of the coalition (based on bed count). Coalitions are classified as metropolitan, large, medium, or small. Our coalition is classified as a small coalition and at the meeting that meant we would get \$50,000. After the meeting, however, it was determined the project funding was off by about \$500,000 which means our coalition will receive \$36,000 funds project funds. This is in addition to the \$58,000 base fund. There is also \$45,000 allocated to the coalition's hospitals. 3) This year's projects will not need to be voted on by the Task Force. Each coalition will need to ensure funds are spent to fulfill gaps. 4) Funds will be distributed after the contracts are finalized, should be a few weeks. 	
CONCLUSION	<u>None.</u>

DISCUSSION	1300 – 1325 COALITION COORDINATOR
<u>Discussion</u> –	
<ol style="list-style-type: none"> 1) The Coordinator discussed the Fiscal Year 14-15 tasks and deliverables for the coalition. They are a combination of the draft deliverables and draft contract sent by the FLDOH. Although they are draft deliverables it is prudent to work as they are final. They are part of the Health Care Coalition Developmental Assessment factors and are what the coalition needs to do anyways. 2) There will be a state-wide Training and Exercise Planning Workshop the first week in December. Kay Croy said the health departments training and exercise plan will be rolled into the health care coalition's training and exercise plan. A representative from the coalition will attend the workshop. 3) The Coordinator would like a concept of operations in place before the November exercise. This includes triggers for alert and activation. A communication method for alerting and activation is needed. A method for maintaining coalition situational awareness is also needed. Coalition member ideas included: Code-Red, a call-down tree, Constellation, Everbridge, EM Resource, and Web EOC. Everbridge is in place and everyone can use it without a fee. What information to send to coalition members needs to be determined. 	
CONCLUSION	1) N/A. 2) N/A. 3) Members will be added to Everbridge and tests will be completed. Coalition information will be added to WEB EOC by Alachua County EM and access given to coalition members.

The meeting was agreed upon to be October 27, 2014 at 1:30 (1330) in the Florida Department of Health in Alachua County Auditorium.

The meeting adjourned at 1330.

Robert Linnens
North Central Florida Health Care Coalition Coordinator