

Executive Board Meeting

May 22, 2017

Meeting Notes

The Executive Board of the North Central Florida Health Care Coalition (NCFHCC) met on Monday, May 22, 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 – May 22, 2017
2. Executive Board Meeting Minutes/Notes – April 24, 2017
3. Balance Sheet – NCFHCC – As of 4/30/2017
4. Statement of Revenues and Expenditures Report – From 1/1/2017 Through 4/30/2017
5. General Ledger – Bank of America 04/17 Statement reconciled with Balance Sheet
6. Bank of America Checking Account Statement – April 2017
7. IRS Form 990-EZ Short Form Return of Organization Exempt From Income Tax
8. IRS Form 8879-EO IRS e-file Signature Authorization for an Exempt Organization
9. FL Department of State, Division of Corporations – Reinstatement letter for North Central Florida Health Care Coalition, Inc. (Filed May 10, 2017)
10. Consumer's Certificate of Exemption (6/20/2017 – 6/30/2022)
11. NCFHCC Board of Directors Cell Phone Numbers

Other documents not distributed but provided within this packet:

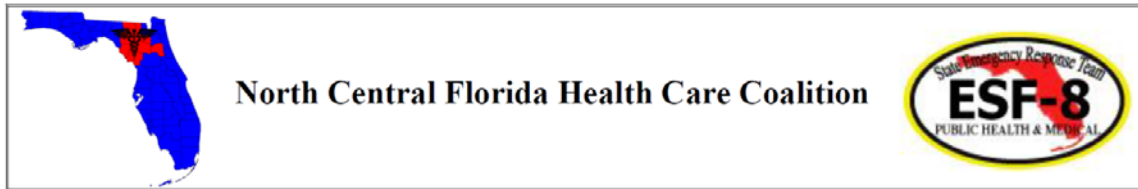
12. Initial Planning Meeting (IPM) Minutes – Functional Exercise, April 17, 2017
13. Health Care Coalition Task Force (HCCTF) Call, Agenda from April 27, 2017
14. HCCTF Face-to-Face Meeting, Tentative Agenda for May 31 – June 1, 2017

Call to Order

Validation of Voting Members Present (Quorum)

The meeting was called to order by Vice-Chair Dan Mann, with a validation of a quorum, with the following six (6) Board members present:

- Dan Mann, Vice-chair, Preparedness Planner, DOH Bradford and Union Counties



- Suzanne DeKay, Secretary/Treasurer and At-Large Member, Director of Safety, Security, and External Transportation, UF Health Shands
- Ebbin Spellman, Health Systems / Hospital Discipline Lead, Manager of Safety and Emergency Preparedness, UF Health Shands
- Jen Horner, Emergency Management Discipline Lead, Program Coordinator, Alachua County
- Mary Garcia, Public Health Discipline Lead, Administrator / Health Officer, DOH Putnam County
- Mitch Harrell, Emergency Medical Services Discipline Lead, Director of Levy County Department of Public Safety

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

Approval of Minutes

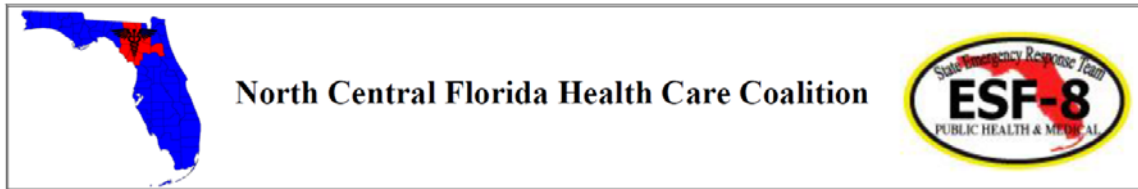
A printed copy of the meeting minutes from April 24, 2017 was distributed to the Board. However, an electronic copy was sent out to the Board preceding the meeting.

Approval of April 24, 2017 meeting minutes was moved for approval by Jen Horner and seconded by Mary Garcia. Motion passed unanimously.

Financials

Ms. DeKay provided a review of the financial reports. An ending balance is shown to be \$36,688.23 as of April 30, 2017. Payment from Q1 and Q2 are in route and each totaling \$27,817.75. The Coalition has applied for a refund to MyFlorida MarketPlace for past years transaction fees, seven (7) in all, totaling \$1,155.93. The FL-DOH has agreed to cover the cost one (1) member to attend the HCCTF Face-to-Face meeting in Viera from May 31 – June 1. Finally, NEFRC asked to invoice NCFHCC for the entire amount for the Function Exercise as opposed to submitting multiple invoices to the Coalition. This invoice will be submitted to NCFHCC after the AAR/IP has been completed and delivered. The AAR/IP is due June 30, 2017.

A new look to the Financial Report will be ready for the next Board meeting that will show the budgeted amount in each account category as well as the approved monthly expenditures including a cumulative look at the fiscal year to date. There were no future expenditures that are in need of approval by the Board at this time.



FL-DOH Request For Proposals For Health Care Coalitions DOH 16-034

Mr. Mann provided an update to the RFP submission by Northeast Florida Regional Council on behalf of North Central Florida HealthCare Coalition (NCFHCC), Northeast Florida Health Care Coalition (NEFHCC), and Marion County Coalition for Health and Medical Preparedness (CHAMP). Previously the NCFHCC Board voted to support the creation of Alliance. The Alliance has scheduled its first meeting with the officers of all three (3) Coalitions for June 27, 2017. During this first meeting the Bylaws and other core documents will begin to be formed. The attendees of this first meeting will comprise the Chair, Vice-Chair, and one other member of the Board from each Coalition. The only stipulation is that this other member cannot be from the Department of Health. The plan as of now is that the work that the three Coalitions (NCFHCC, NEFHCC, and CHAMP) do will be business as usual. The difference will be to whom the Coalitions will be submitting their deliverables. The specifics have not been finalized and an approved plan is in currently in flux.

Coordinator Updates

Quarter 4 Deliverables

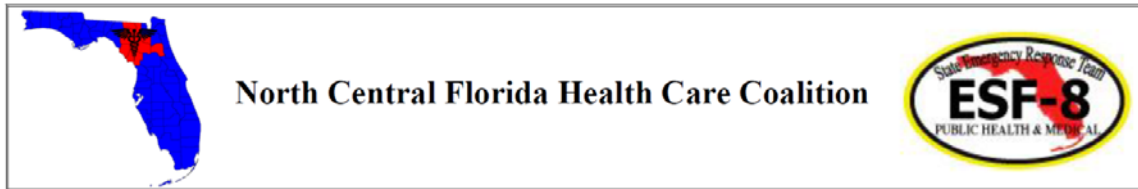
Mr. Greist provided a brief review of the Quarter 4 Deliverables that will be due on July 15, 2017 to Dawn Webb, contract manager. The Deliverables will be prepared in advance for the Board to review at during the next Board Meeting, June 26, 2017. The only Deliverable that will be due sooner is Exhibit 6 Final Deployable Resources / MRPs which will be due June 30, 2017. This is due in part because Mr. Mills who approves this Deliverable will be on leave.

Other updates concerned some of the general core business documents, some of which were out-of-date or missing. These documents were researched and the appropriate state agency was contacted so that updates could be made. The documents include, IRS Form 990-EZ, IRS Form 8879-EO, Florida Department of State, Division of Corporations – Reinstatement of Incorporation, and Consumer’s Certificate of Exemption (Tax).

Exhibit 4 Updated Work Plan:

Minor updates if needed will be made to the Work Plan. The details contained in the present version of the Work Plan submitted for Q3 will be reviewed for accuracy and completeness.

It was also discussed that the Medical Examiner should be included on the Work Plan and receives a standing invitation to join future Board Meetings. Ms. Horner will provide Mr. Greist



with the contact information for the local regional medical examiner and through this contact identify any other regional examiners that are predominately with the NCFHCC's region to also be regularly invited to future Board meetings.

Summary Report (April, May, and June HCCTF Meetings)

The HCCTF met via teleconference on April 27th. Discussion items included updates on Crisis Standards of Care presented by John Hatfield. Recent and upcoming events were also highlighted. An agenda of this meeting was not distributed to the Board but will be attached to the minutes/packet for your review. A face-to-face meeting is scheduled for May 31 – June 1 in Viera. A tentative agenda of this meeting was not distributed to the Board but will be attached to the minutes/packet for your review.

Exhibit 5 Communication Capability Test Sample

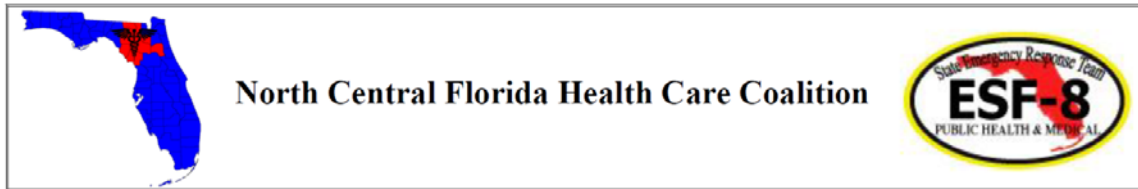
The quarterly test will be conducted within the next several weeks. The Board is very interested in using the platform called Everbridge to conduct these periodic tests since this method will be more sophisticated and more reliable than standard email messages with requests for read receipts. Mr. Mann noted that Beverly Elliott at the Florida Department of Health is the primary contact for requesting use of Everbridge. Mr. Greist will follow up with her as soon as possible in hopes of having this system in place in time for the next quarterly communications capability test.

Exhibit 6 Deployable Resources / MRPs

Additions to the list of MRPs submitted for Q3 have not been made. However, an additional resource was noted by Mr. Mann from the previous Board meeting related to a cache of supplies that are housed in two locations across the region. Mr. Greist will follow up on locating the specifics of each supply cache and add this resource to the growing list of MRPs available to the NCFHCC's regional organizations. Currently there are a total of nine (9) MRPs that have been identified. These MRPs will be further defined and additional resources will be identified in order to submit the final MRP for quarter 4.

HSEEP Functional or Full Scale Exercise – Conduct by June 30, 2017

The Mid-Term Planning Meeting will be conducted May 23, 2017 from 10:00 a.m. to 12:00 p.m. An update on the status of the H7N9 Pandemic Flu Functional Exercise will be provided to the Board after the Mid-Term Planning Meeting. Information about the Exercise will be provided to Gina Lambert from the Division of Emergency Management who was also present at the Board meeting. The Final Planning Meeting will be held on June 6, 2017 from 10:00 a.m. to 12:00 p.m. at WellFlorida Council. The day of the Exercise



will be held on June 15, 2017 from 7:00 a.m. to 1:00 p.m. and the location of from where the Exercise will be coordinated has not yet been announced, but it will be held either at WellFlorida Council or the Alachua County Emergency Operations Center. However, the Exercise will take place over the course of the entire day.

AAR/IP

The After Action Report / Improvement Plan will be written by Northeast Florida Regional Council and submitted to NCFHCC by June 30, 2017.

ASPR HPP Survey

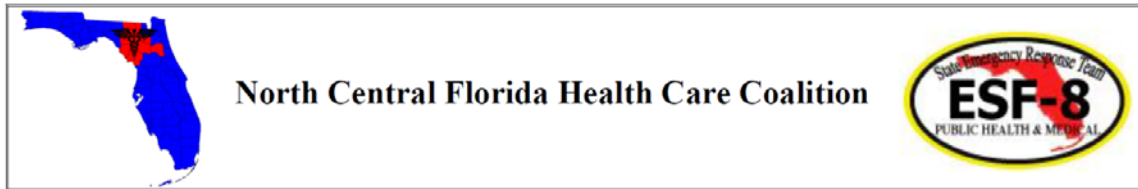
This survey will be completed at the conclusion of the Functional Exercise.

Exhibit 7 MYTEP Report

Revising the NCFHCC MYTEP Report that should be specifically designed and geared towards benefiting the NCFHCC's member organization is underway. The report in its present form was compiled by Myesha Ponder and was included with the quarter 3 deliverables. The report is cumbersome, difficult to work with, and little can be drawn from it regarding identifying common training needs throughout the NCFHCC. However, it was submitted to DOH and accepted. The Board briefly touched on the purpose of the NCFHCC MYTEP and how it should be conceived and developed going forward. As was stated previously and remains the plan moving forward, MYTEP reports from each of the Coalitions 11 counties' Health Departments and Departments of Emergency Management, as well as any Hospitals will be compiled into a single document and trainings that appear most often will be brought to the attention of the Coalition. Any training that the Coalition may be able to address through its own resources will be included on the NCFHCC's MYTEP. The Board will then discuss and agree upon which training(s) would be most beneficial to its region. As mentioned in the previous meeting, but it worth reiterating, this improved NCFHCC MYTEP will increase the meaningfulness and applicability of this document for Coalition members. Despite the NCFHCC report already having been submitted and accepted by DOH, the Board would like to see improvements made to the report immediately.

Exhibit 8 Invoice Letter

The invoice letter will be prepared and submitted along with all Deliverables that will be due July 15, 2017.



Website: www.ncfhcc.org

The website has been updated and now includes the names and contact information for the Board of Directors. The website only now includes all recent meeting minutes. Future updates to the site will continue to be implemented. Mr. Greist will be receiving additional training sessions from Acceleration staff on more technically available ways in which to modify and update the website. The Board agreed that pictures of each Board member should be included with the contact details listed on the website.

H7N9 Flu Pandemic Functional Exercise – Initial Planning Meeting

Updates on the progress of the Initial and Mid-Term Planning Meetings as well as the upcoming Final Planning Meeting were discussed previously in the meeting as noted above.

Quarter 4 News, Events, and Happenings

Health Care Coalition Task Force Meeting (April 27th, 2 PM – 3 PM)

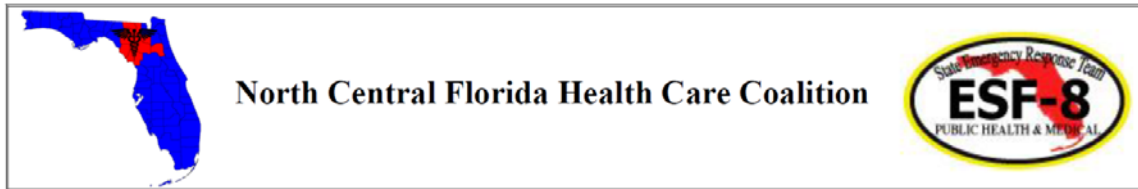
The details of this meeting were discussed previously during the meeting as noted above.

Webinar: Introduction to FLHealthSTAT

Several past opportunities from May 8 – May 12, 2017 were made available for individuals that currently use EM Resource to become familiar with the new information system that will replace EM Resource beginning July 1, 2017. Additional webinars focusing on specific uses of FLHealthSTAT as it relates to particular roles and responsibilities of users will be announced soon. These opportunities will be announced to the Board and General Membership.

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

Reservations have been made for Harold, Dan, and Donald to attend the Face-to-Face meeting in Viera. It was noted that FL-DOH will be providing funding for one person from each Coalition to attend this meeting.



Old Business

Project Proposal Submission and Scoring Process

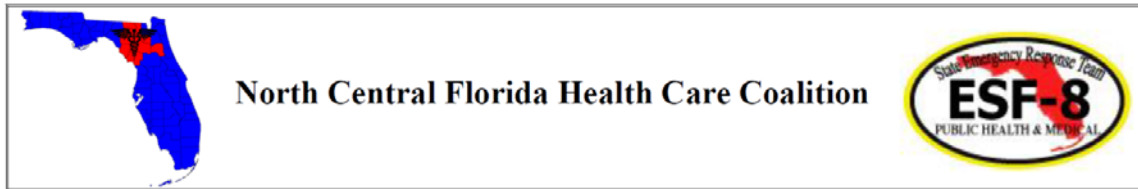
The Work Group that was formed met recently and the attendees included Dan Mann, Jen Horner, and Ebbin Spellman. A rough draft of the Project Proposal Submission and Scoring Process was completed. The rough draft will be made available to the Board for review ahead on the June 26, 2017 Board meeting. A final draft will be ready for review by the Board at the June 26, 2017 Board meeting. After the final draft has been discussed and changed, if needed, the Board plans to vote on its approval so that it will be ready to provide to the General Membership on July 1, 2017.

Schedule next Coalition Membership Meeting

Currently a General Membership meeting has not been scheduled, however the Board discussed that the next General Membership meeting should be held during the first quarter of FY 2017-2017 (July – September). The regularity of contractually required General Membership meetings has not yet been established. It was agreed by the Board that there should be either one (1) or two (2) General Membership meetings per year. It was agreed that these annual or bi-annual General Membership meetings would have to be made worthwhile to those who attend being that some agencies must drive 1.5 to 2 hours. Northeast Florida Health Care Coalition (NEFHCC) was used an example in that they are having an annual meeting soon that will focus on the new CMS rule and how to meet its requirements. NEFHCC is planning to have two guest speakers as well as several workshops.

Mr. Harrell mentioned two possible driving forces that may lead to a more involved presence on the part of EMS and other Disciplines within the NCFHCC. He noted the Health Care Bill undergoing passage through the House and Senate and how that might push currently federal responsibilities to the state level such as Medicare distribution and Community Paramedic Medicine. In what might be an effort to push responsibilities as close as possible to the regional level, Health Care Coalitions may be best positioned to take on these possible responsibilities along with the Coalition's member organizations.

Ms. Lambert noted that Ft. Lauderdale and Broward County are already experimenting with the implementation of Community Paramedic Medicine. Other areas of the Coalition's region such as Gainesville Fire and Rescue, Putnam County Health Department, and Nature Coast EMS are investigating the possible benefits of using Community Paramedic Medicine. The benefit of



utilizing these types of resources has shown to drastically cut down on unnecessary EMS calls and subsequent hospital admissions. Training costs required to implement Community Paramedic Medicine may be off-set through the Coalition applying for grants. Given that the Coalition is operating on perhaps the most local regional level funding for the Coalition may be made a priority.

On another note, it was unclear if Discipline leads would be required to meet more often with their constituents. A requirement such as this would require an amendment to the bylaws. Some Disciplines do meet regularly and for those that do, it was suggest by the Board that a line item may be added to allow for a brief discussion of NCFHCC business.

Mr. Harrell raised another important point related to the quality of the teleconference line. During his last use of the line the call quality was very poor. If General Members are going to be encouraged to call-in if they are not able to make the drive then the quality of the line is important. Ms. Horner will look into possibly using a different conference room, nearby at the Sheriff's Office, which may have a better teleconference set-up.

It was also discussed that there be possibly one (1) Alliance-wide face-to-face meeting per year. It was unclear if this would be feasible but Mr. Mann agreed to discuss this concept with the Northeast Florida Health Care Coalition.

New Business

Ebbin Spellman was appointed to replace Jennifer Grafton as the Health Systems/Hospitals Discipline Lead.

Mr. Spellman ran unopposed; therefore an election by the Health Systems/Hospitals Discipline Membership was not necessary. Mr. Spellman was congratulated by the Board.

Next Meeting

The next meeting of the NCFHCC Board will be held on **Monday, June 26, 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 3:30 p.m. by Vice-Chair Dan Mann.