



Executive Board Meeting

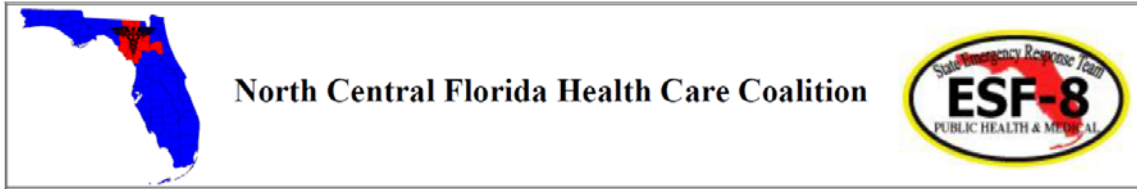
July 24, 2017

Meeting Notes

The Executive Board of the North Central Florida Health Care Coalition (NCFHCC) met on Monday, July 24, 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 – July 24, 2017
2. Executive Board Meeting Minutes/Notes – May 22, 2017
3. Financials – June
  - a. Detail 2017
  - b. Balance Sheet as of June 30
  - c. Statement of Revenue and Expenditures Jan. 1 – June 30
  - d. June Bank Statement and Reconciliation
4. Financials – May
  - a. Balance Sheet as of May 31
  - b. Statement of Revenue and Expenditures Jan. 1 – May 31
  - c. May Bank Statement and Reconciliation
5. Quarter 4 Deliverables
  - a. Invoice Letter to DOH-Bureau of Emergency Preparedness and Response
  - b. Invoice # 4789 from WellFlorida Council to NCFHCC for Q3 and Q4
  - c. Updated Work Plan
  - d. Summary Report HCC Task Force Meetings
  - e. Communications Capability Test – Everbridge
  - f. Final Mission Ready Package
6. Draft Project Submission Form 2017-2018
7. Draft Region 3 Healthcare Coalition Alliance Bylaws – July 2017
8. Year One through Year Five Work Plan from Northeast Florida Regional Council
9. Timelines from Lela Shepard, Bureau of Preparedness and Response and Beth Payne, Northeast Florida Regional Council



## **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 five (5) Board members present:

- **Harold Theus**, Chair, Deputy Chief Alachua County Fire Rescue
- **Suzanne DeKay**, Secretary/Treasurer and At-Large Member, Director of Safety, Security, and External Transportation, 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**

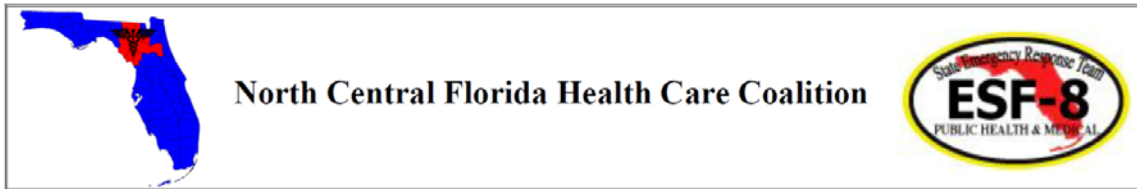
A printed copy of the meeting minutes from May 22, 2017 was distributed to the Board.

*Approval of May 22, 2017 meeting minutes was moved for approval by Mitch Harrell and seconded by Suzanne DeKay. Motion passed unanimously.*

### **Financials**

Ms. DeKay provided a review of the financial reports. An ending balance is shown to be \$89,177.73 as of June 30, 2017. There are three (3) pending payments that have not cleared the account which include:

1. \$725.00 to Professional Insurance Services for Directors and Officers liability insurance for coverage from July 1, 2017 – July 1, 2018.
2. \$34,362.95 to WellFlorida Council for Bi-annual invoice covering coordination services from Q3 and Q4 FY 2016-2017.



3. \$15,000.00 to Northeast Florida Regional Council for conducting the H7N9 Pandemic Flu Functional Exercise which was held on June 15, 2017.

There are also three (3) pending credits which include:

1. \$1,155.93 from MyFlorida MarketPlace for previous transaction fees that should not have been assessed since NCFHCC is a non-profit organization.
2. \$146.00 from FL-DOH for reimbursement to cover Harold Theus' hotel expense for the HCCTF face-to-face meeting in Viera, FL from May 31 – June 1.
3. \$27,817.75 from FL-DOH for Q4 Deliverables which were submitted for approval on July 13, 2017.

Once debits and credits have cleared it is anticipated that the account balance for NCFHCC will be \$68,209.46. This amount will be carried forward into Q1 of FY 2017-2018. A new look to the Financial Report was presented to Ms. DeKay who asked an additional column be added to the Detailed Report showing an allocated/budgeted amount for each expense. It was discussed that WellFlorida Council elected to be paid bi-annually instead of quarterly to make it easier for NCFHCC. It was also noted that WellFlorida Council is paid at the end of every two quarters.

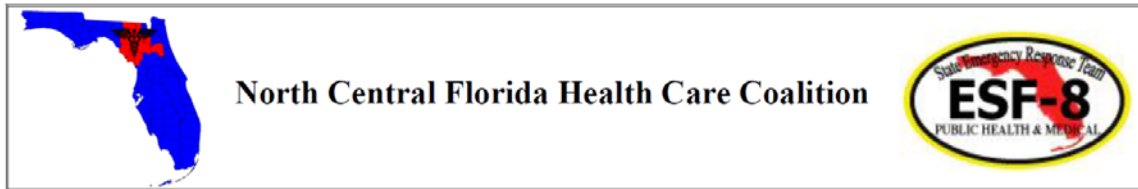
### **Coordinator Updates**

#### **Quarter 4 Deliverables**

Mr. Greist provided a brief review of the Quarter 4 Deliverables that were submitted on July 13, 2017 to Dawn Webb, contract manager. The Deliverables were reviewed and approved by Harold and Dan before they were submitted to the Bureau.

#### **Exhibit 4 Work Plan:**

Minor updates were made to the Work Plan from the Q3 version. The details contained in the Q3 edition were reviewed for accuracy and completeness. The District 8 Medical Examiner's Office was added as a member organization. The majority of the changes were made to the Project Update Budget table to account for Q4 expenditures. Expenditures listed account for all spending by the Coalition that took place during Fiscal Year 2017-2018 (July 1, 2016 – June 30, 2017). The NCFHCC Administrative Plan: NCFHCC Structure and Agreement between NCFHCC and NEFRC were also included as part of the Q4 Work Plan.



### Exhibit 5 Communication Capability Test Sample

The quarterly communications test was conducted on Friday, June 16, 2017 and remained open from 12 – 5 PM. During this window respondents were able to click a button within an email that acknowledged their receipt and could be counted as a successful contact. Out of a total of 47 member organizations contacted, only 18 responded during the open window, which represents 38.3%. 20 of the 29 organizations that did not respond in time have only one contact listed for their organization. NCFHCC coordinator, Donald, will reach out to each of these organizations to request that two or three additional staff be added so that it is more likely the test communication will be a success. Additionally, at the suggestion of Ms. DeKay, Donald will notify the contacts in advance of future tests and to make sure they know what to expect and also to let them know that NCFHCC is now using Everbridge to carry out future drills. The success rate for the next communications test will likely be much more positive.

The Coalition recently received access to Everbridge and Chris, Dan, Harold, and I are listed as Group Managers so that any one of these individuals can make changes to the database or conduct future tests. Donald will be emailing out a user guide to these individuals and notifying them of future Group Manager training webinars until they are able to attend. I took part in a brief 1:1 training with Beverly Elliot, Everbridge coordinator for DOH, and attended the most recent Group Manager training. Donald is now able to manage the contacts' details to make edits as needed.

### Exhibit 6 Deployable Resources / MRPs

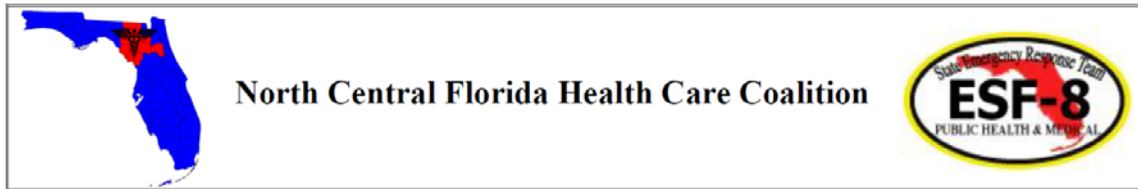
An addition was made to the Final MRP to include an IV Support Cache that, when complete, will be located at the Levy County Health Department. There are now a total of ten (10) MRPs listed. I reviewed the Final MRP with Robert "Bobby" Mills, Preparedness Planner, State ESF-8 Planning and Operations. Mr. Mills reviews the submitted MRPs for the Bureau. He indicated that the MRPs to be submitted were well documented and provided additional feedback to better refine and develop future MRPs.

### Exhibit 8 Invoice Letter

The invoice letter was prepared, signed by Chief Theus, and submitted along with all Deliverables on July 13, 2017.

### Task 3 Summary Report (April, May, and June HCCTF Meetings)

The three HCCTF meetings took place via teleconference on April 27 and June 22, and face-to-face on May 31 – June 1 in Viera, FL at the Brevard County Department of Health. Please see Task 3 that provides a detailed summary of each agenda item that was covered. Details from the



face-to-face meeting, attended by Donald Greist and Harold Theus, and the June 22<sup>nd</sup> teleconference meeting, attended by Harold Theus was shared with the Board.

#### Task 9 AAR/IP Pandemic Flu Functional Exercise

The After Action Report / Improvement Plan as well as all related documentation was provided by Northeast Florida Regional Council to NCFHCC on June 29, 2017. These materials were submitted to DOH to also meet the requirements of Task 8: HSEEP Functional Exercise and Task 10: Functional Exercise and HSEEP Related Components.

A customized binder containing off components of the Exercise as well as the AAR/IP and contract has been put together and will be provided to each Board member at the upcoming August 28, 2017 meeting.

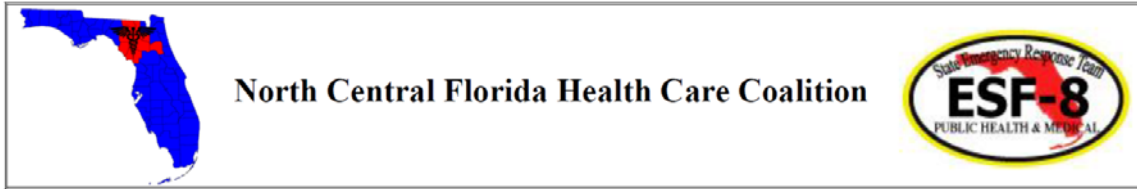
#### **MYTEP Report**

Donald was able to locate the FL-DOH Public Health and Health Care Preparedness (PHHP) Multi-Year Training and Exercise Plan (MYTEP) 2018-2020 which details the January 18, 2017 face-to-face meeting in Viera, FL. Not only can the meeting minutes be found but also the collection process of developing the framework for training and exercise priorities. Training schedules covering years 2018-2020 for the participating organizations was also located. Both the PHHP MYTEP 2018-2020 and training schedules will be provided to the Board and Coalition members.

The Board desires to work towards identifying potential trainings and exercises that the Coalition may consider funding. Additional MYTEP Reports from other NCFHCC agencies and organizations, specifically Departments of Emergency Management and Coalition Hospitals, will be sought out and included in this review. From these plans the Coalition will revise its own MYTEP and any training that the Coalition may be able to address through its own resources will be included. The Board will then discuss which training(s) would be most beneficial to its region to possibly fund.

#### **New Budget Layout**

An easier to read and understand budget spreadsheet detailing the expenditures of the Coalition was produced and presented to the Ms. DeKay, Secretary/Treasurer. Ms. DeKay appreciates the new format but would like to see included an added column that lists the budgeted/allocated amount for expenditures located beside the actual amount that was expended.



**Website: [www.ncfhcc.org](http://www.ncfhcc.org)**

The website: [ncfhcc.org](http://ncfhcc.org) has been updated throughout Q4 with announcements of monthly Board meetings, minutes and materials from meetings, updated Coalition documents, Resources such as the AAR/IP from the recent exercise, other references related to the new CMS rule, and training and exercise opportunities. The website will continue to be developed and up-to-date information will be posted timely. Donald will take part in a couple more trainings from the website developer in the upcoming quarter. Donald will also ask for a publishable photograph from each Board member to include adjacent to their contact information.

### **H7N9 Flu Pandemic Functional Exercise**

Donald provided a final update and review of the Exercise to the Board. A binder with final exercise materials will be distributed to the Board at the next meeting in August.

### **Quarter 4 News, Events, and Happenings**

Listed on the agenda are the most recent activities of the coordinator, HCCTF members, and Coalition members. Two webinars: National Healthcare Preparedness Programs' *HPP Performance Measures Implementation Guidance Training* and ASPR TRACIE's (Technical Resources, Assistance Center, and Information Exchange) *Growing and Sustaining: A Discussion about Healthcare Coalition Financial Models* were specifically highlighted. Information, including links to the recorded webinar and handouts, from both webinars will be distributed to the Board and Coalition members.

Activities that took place since the previous Board meeting include the following:

- 1) May 23: H7N9 Pandemic Flu Functional Exercise – Mid-Term Planning Meeting, WellFlorida, Large Conference Room 10-12 p.m.
- 2) May 31 – June 1: HCC Task Force Face-to-Face Meeting in Viera, Brevard County Health Department
- 3) June 6: H7N9 Pandemic Flu Functional Exercise – Final Planning Meeting, WellFlorida, Large Conference Room 10-12 p.m.
- 4) June 7: Webinar: *HPP Performance Measures Implementation Guidance Training* from 1:30-3 p.m.
- 5) June 12: Flu Exercise Webinar Test from 2-3:30 p.m.
- 6) June 13: Evaluator/SimCell Conference, 10-10:30 a.m.



## North Central Florida Health Care Coalition



- 7) June 15: Day of H7N9 Pandemic Flu Functional Exercise, Alachua County Emergency Operations Center
- 8) June 15: One-on-One Everbridge training with Beverly Elliot 9:30-10 a.m.
- 9) June 22: HCC Task Force Teleconference Meeting, 2-3 p.m.
- 10) June 23: Region 3 HCC Alliance Meeting, Subject: Begin formation of Alliance, Bradford County Health Department, 12-2 p.m.
- 11) July 11: Webinar – Everbridge User Group Meeting, 2-3 p.m.
- 12) July 13: Submitted Q4 Deliverables
- 13) July 19: Webinar – Everbridge Group Manager Training, 9:30-11:30 a.m.
- 14) July 20: Webinar: *Growing and Sustaining: A Discussion about Healthcare Coalition Financial Models*, 2-3:15 p.m.
- 15) July 21: Teleconference call with Robert Mills, Subject: Maximizing Mission Ready Packages/Deployable Resources, 1-2 p.m.

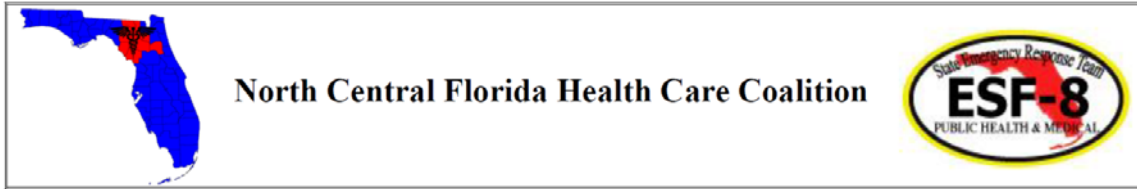
### Old Business

#### **Approval of Project Proposal Submission and Scoring Process**

Jen Horner provided the Board with a summary of the recommendations of the Project Proposal committee. It was suggested and agreed that a secondary contact email address be added for redundancy in the submission process. The Project Submission Form will be submitted to Donald Greist at [dgreist@wellflorida.org](mailto:dgreist@wellflorida.org) as well as a secondary email address to be created by WellFlorida which may be [nfchcc@wellflorida.org](mailto:nfchcc@wellflorida.org). The timeframe for receiving, reviewing, and announcing funding was also discussed. It was suggested that Project Submission Forms be accepted for 30 days, and the review and award process take no longer than 30 days. The coordinator was assigned the task of reaching out to other HCCs to determine how other Coalitions manage the projects they fund, whether or not they use contracts or other mechanisms and if they have DOH review any of these documents before use. The coordinator was also assigned the task of making the formal announcement to the Coalition that Project Submission Forms are now being accepted for review for a period of 30 days for this new fiscal year which runs from July 1, 2017 through June 30, 2018.

#### **Schedule next Coalition Membership Meeting**

This item was tabled for the time being as it was not addressed during the meeting.



## New Business

### **FL-DOH Health Care Coalitions DOH 16-034**

DOH intends to award Northeast Florida Regional Council (NEFRC) in response to the Request for Proposals for Health Care Coalitions (DOH 16-034). NCFHCC must pass a resolution of membership to the Health Care Coalition Region 3 Coordinating Board. The Board reviewed the proposed draft of the Region 3 Healthcare Coalition Alliance Bylaws. One concern was brought up by the Board related to additional funding sought by NCFHCC. If the NCFHCC obtained additional funding outside of the funding provided by the Alliance, the Board wants to be sure this would not result in a reduction of funding provided by the Alliance. This concern will be passed on to Beth Payne of NEFRC to be reviewed at the upcoming Alliance Board meeting.

*Approval of resolution of membership to the HCC Regional 3 Coordinating Board was moved for approval by Mitch Harrell and seconded by Jen Horner. Motion passed unanimously.*

### **Directors and Officers Liability Insurance**

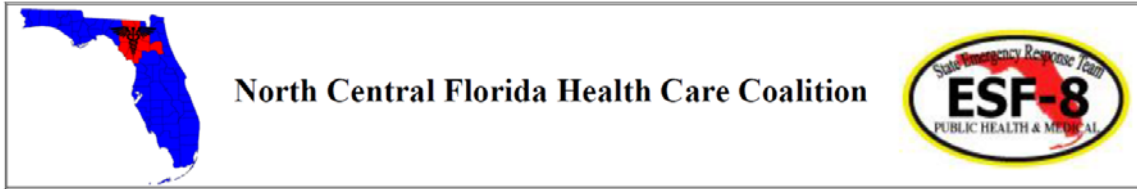
Directors and Officers Liability Insurance – approval of expenditure \$725.00 NCFHCC is utilizing Professional Insurance Services. Policy Term is July 1, 2017 through July 1, 2018.

*Approval of expenditure in the amount of \$725.00 for Directors and Officers Liability Insurance was moved for approval by Suzanne DeKay and seconded by Mary Garcia. Motion passed unanimously.*

### **Approval of utilizing WellFlorida Council**

Approval of utilizing WellFlorida Council to continue to serve as coordinator to produce deliverables on behalf of NCFHCC. The Board discussed costs associated with contracting with WellFlorida. It remains a concern of the Board as to what services will be offered by NEFRC as the Administrative Entity for NCFHCC. The Board wants to make sure that services being provided by NEFRC are not being duplicated by WellFlorida Council. Harold Theus suggested that the contracted amount agreed upon last year be kept in place for the upcoming since it is not clearly known exactly what services, if any, would be provided by NEFRC. Mary Garcia requested to see a possible FTE breakdown as far as the amount of work that the WellFlorida staff would agree to offer NCFHCC in the new fiscal year. Jen Horner suggested that the exercise could be done with the current amount budgeted to WellFlorida Council.





Lindsey Redding and Donald Greist will work on providing this information to the Board for review before the next Board meeting takes place in August.

*Approval of utilizing WellFlorida Council for the next fiscal year with a FTE breakdown and annual exercise included was moved for approval by Mitch Harrell and seconded by Jen Horner. Motion passed unanimously.*

### **Next Meeting**

The next meeting of the NCFHCC Board will be held on **Monday, August 28, 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 4:00 p.m. by Chair Harold Theus.