

## Executive Board Meeting

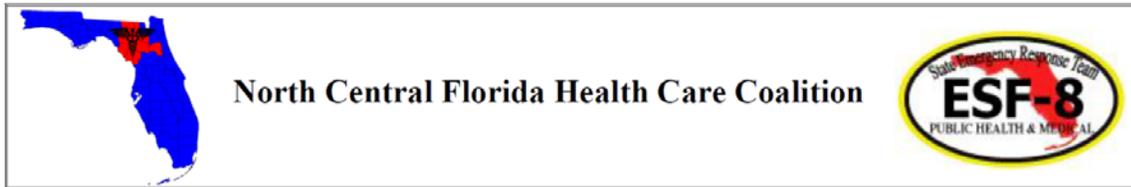
August 28, 2017

### Meeting Notes

The Executive Board of the North Central Florida Health Care Coalition (NCFHCC) met on Monday, August 28, 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 – August 28, 2017
2. Executive Board Meeting Minutes/Notes – July 24, 2017
3. Financials – July 2017
  - a. Detail 2017
  - b. Balance Sheet as of July 31
  - c. Statement of Revenue and Expenditures Jan. 1 – July 31
  - d. Bank Statement and Reconciliation – July 2017
4. Proposed Allocations Region 3 HCC Alliance 2017-18
5. WellFlorida Budget & NCFHCC Projected Expenses 2017-18
6. Travel Reimbursement \$90.00 – Chief Theus HCCTF Meeting May 31-June 1, 2017
7. WellFlorida Council Invoice# 4793 \$63.00 QuickBooks July – September, 2017
8. HCC Task Force Meeting Agenda July 27, 2017
9. Regional 3 Healthcare Coalition Alliance meeting agenda – August 4, 2017
10. ASPR TRACIE Webinar: Highly Infectious Disease Exercise Planning for Regional Transport – August 23, 2017
11. HCC Task Force Meeting Agenda August 24, 2017
12. FL-DOH Webinars: Medical Surgical Tool – September 12 & 20, 2017
13. ASPR-TRACIE Webinar: New Resources to Help Improve HCC Preparedness - Tuesday September 14, 2017 from 1-2PM
14. Timelines September – October - Contracts DOH, NEFRC, NCFHCC, & WellFlorida
15. Final Draft of Region 3 Healthcare Coalition Alliance Bylaws



## 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
- **Dan Mann**, Vice-Chair, Operations & Management Consultant, FL-DOH Bradford & Union Counties
- **Suzanne DeKay**, Secretary/Treasurer and At-Large Member, Director of Safety, Security, and External Transportation, UF Health Shands
- **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
- **Ebbin Spellman**, Health Systems / Hospital Discipline Lead, Safety and Emergency Preparedness, UF Health Shands (via conference call)

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

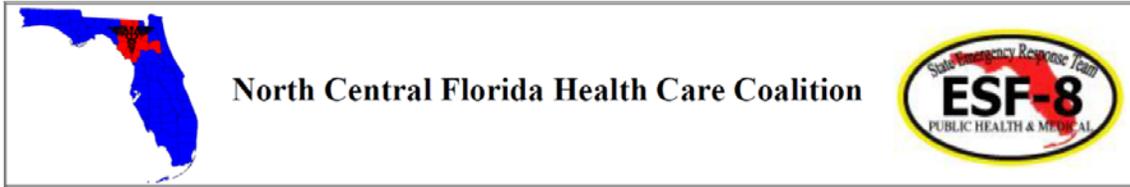
### **Approval of Minutes**

A printed copy of the meeting minutes from July 24, 2017 was distributed to the Board.

*Approval of July 24, 2017 meeting minutes was moved for approval by Dan Mann and seconded by Mitch Harrell. Motion passed unanimously.*

## Financials

Ms. DeKay provided a review of the financial reports. Two expenses were in need of approval. The first was for \$90.00 to reimburse Alachua County Fire Rescue for travel expenses for the HCC Task Force meeting held in Viera on May 31 and June 1, 2017 incurred by Chief Theus not covered by the Coalition. The second was for \$63.00 for QuickBooks accounting software for July, August, and September.



*Approval of these expenses was moved for approval by Mitch Harrell and seconded by Dan Mann. Motion passed unanimously.*

Ms. DeKay noted there are two credits and one debit that have not cleared Bank of America yet, but once cleared the ending balance will be \$67,321.48. Suzanne also noted seven transaction fees totaling \$1,155.93 that Donald Greist is seeking to have refunded to the Coalition.

Ms. DeKay reviewed with the Board the breakdown of the projected costs for WellFlorida Council which totaled \$68,064.00. Ms. DeKay also explained that this budget may change based on the new October 1, 2017 contract with the Alliance. There may be a change in the amount of time that WellFlorida must spend on contracted activities and tasks. Suzanne stated that the

Board will keep an eye on this as the Coalition moves forward towards the start of the new contract.

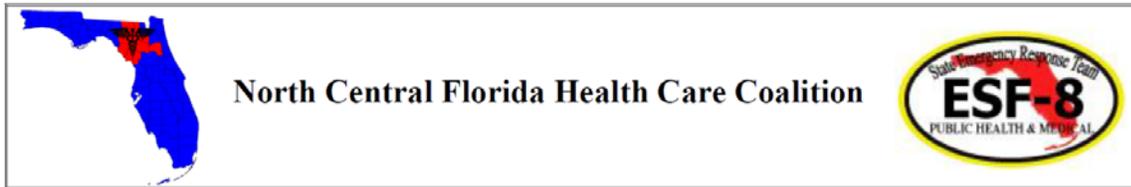
Ms. DeKay also reviewed the 2017-2018 Projected Annual Expenses for the Coalition that would be included in an upcoming budget. Lindsey Redding suggested that if the Board would like to approve these expenses then they may be paid as they arise in the upcoming contract year without the need to approve them individually.

*Approval of these projected expenses was moved for approval by Harold Theus and seconded by Mitch Harrell. Motion passed unanimously.*

Chief Theus observed that it seemed to him that there appear to be a good chance that the work WellFlorida must put forth to satisfy the required deliverables will increase. Mr. Theus desired to have a discussion of a possible change in WellFlorida's budget early on in advance of the start of the new contract with the Alliance.

Ms. Redding provided some clarification as to how this may play out. She stated that it remains unclear whether or not any of the activities, tasks, or exercises may be done on an Alliance level as opposed to each Coalition carrying out their own work plan. She observed that if each Coalition must complete their own set of deliverables then it is expected that the amount of work will increase since there are more required deliverables than in previous years.

Ms. Redding went on to state that the WellFlorida budget is based on Donald Greist working on average 32 hours per week on Coalition tasks. Once the amount of time was estimated then WellFlorida worked backwards to provide a budget which is based on average number of hours



worked each week and the associated operating expenses such as phones and network communications. Presently, based on Donald working 32 hours per week, on average, there is approximately \$8,700.00 left that was placed in budget category Training/Education. Since there was some discussion of whether WellFlorida could provide an annual exercise this amount may be used by WellFlorida to conduct an annual exercise for the Coalition or be used towards the associated cost of outsourcing this requirement. As the Coalition moves closer to the October 1 start of the new contract it is expected that more information will be available so that more specific discussion may take place.

Mr. Theus stated that clarification at the next Alliance meeting is needed to find out if one annual exercise will be held for the entire region. He also stated that this would be desirable and if possible the Coalition would work towards this possible eventuality.

The coordinator, Donald Greist, also made mention of a Statewide Exercise as being a required activity on the work plan which may be performed at the Alliance level but additional information was needed to clarify the specifics.

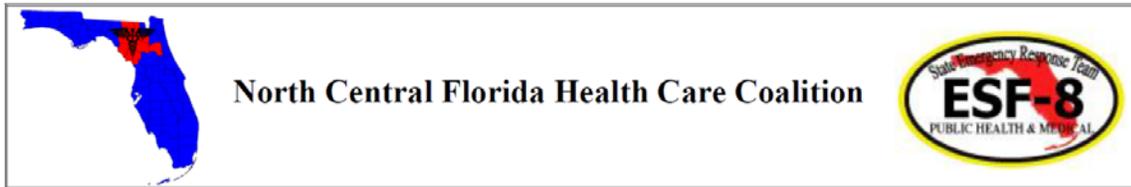
## **Coordinator Updates**

### **Quarter 1 Deliverables**

Mr. Greist outlined the upcoming Quarter 1 deliverables that will be due to DOH by October 13, 2017. These include minor updates to the work plan, providing the results of the communications test, minor additions to the deployable resources, an invoice letter, and summaries of the HCC Task Force meetings. This will be the last time this set of deliverables is submitted to DOH and will close out the previous five-year contract.

#### **Exhibit 5: Communications Capability Test Sample**

The results of the latest test conducted on Friday, August 25, 2017 from 9:00 a.m. to 12:00 p.m. were shared with the Board. Roughly 30 of 80 individuals responded in time to be counted for the test. Strategies to improve this result were discussed including using all available means of communication. It was also pointed out that a carrier must be selected in order for text messages to be delivered. Another goal is to have each person listed to be capable of updating their own contact information and preferences. The Board also desired to be a part of all future drills.



### Quarter 1 News, Events, and Happenings

Two upcoming webinars were highlighted, including two opportunities for the Coalition Medical Surge Tool, and New Resources to Help Improve Health Care Coalition Preparedness.

### Timeline of Start of Contract Renewal – October 1, 2017

A timeline of events was shared with the Board that shows when budgets are due and when the Coalition can expect their contract with NEFRC to be executed. The budget that NCFHCC will submit to NEFRC will mirror their own budget submitted with the RFP so that they best align.

## Old Business

### **Special Project Funding**

The Board decided that if there are only 3-4 projects and they meet the minimum requirements then the Board may simply approving each of them at the next Board meeting in September. However, if more projects are submitted then a review committee will have to convene to prioritize the projects. The Board also would like to find out from Beth, if any of next year funding can be allocated to special projects. For the time being the Board will allow any remaining funding, about \$68,000.00, to be used to fund projects.

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

Beginning in Quarter 2 a general membership will be required quarterly. The Board decided to have the meeting sometime during the first two weeks of December at either the Alachua County Department of Health auditorium or Santé Fe College Performing Arts venue.

## New Business

### **Adoption of Region 3 HCC Alliance Bylaws**

Changes to the draft bylaws were discussed with the Board which included changing calendar days to business days throughout the bylaws as well as specifying the procedure for resolving potential conflicts to include a mediator from the Department of Health at the state level providing all binding decisions.

*Approval of adoption of Region 3 Health Care Coalition Bylaws was moved for approval by Dan Mann and seconded by Suzanne DeKay. Motion passed unanimously.*



North Central Florida Health Care Coalition



### **Next Meeting**

The next meeting of the NCFHCC Board will be held on **Monday, September 25, 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 3:02 p.m. by Chair Harold Theus.