



## North Central Florida Health Care Coalition



### Executive Board Meeting

September 25, 2017

### Meeting Notes

The Executive Board of the North Central Florida Health Care Coalition (NCFHCC) met on Monday, September 25, 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



## North Central Florida Health Care Coalition



### 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 five (5) Board members present:

- **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
- **Mitch Harrell**, Emergency Medical Services Discipline Lead, Director of Levy County Department of Public Safety
- **Jen Horner**, Emergency Management Discipline Lead, Program Coordinator, Alachua County Department of Emergency Management
- **Ebbin Spellman**, Health Systems / Hospital Discipline Lead, Safety and Emergency Preparedness, UF Health Shands
- **Harold Theus**, Chair, Deputy Chief Alachua County Fire Rescue (arrived later during the meeting)

Others in attendance included the following individuals and introductions were made.

- **Sandi Courson**, Regional Emergency Response Advisor, Northeast Florida Region 3, Florida Department of Health
- **Beth Payne, AICP**, Emergency Preparedness Director, Northeast Florida Regional Council & Administrator, Northeast Florida Healthcare Coalition

### **Approval of Minutes**

A printed copy of the meeting minutes from August 28, 2017 was distributed to the Board.

*Approval of August 28, 2017 meeting minutes was moved for approval by Suzanne DeKay and seconded by Mitch Harrell. Motion passed unanimously.*



## North Central Florida Health Care Coalition



### Financials

Suzanne DeKay provided a review of the financial reports. Currently the statement balance ending August 31, 2017 is \$67,238.48. A check from DOH for Quarter 4 in the amount of \$27,817.75 cleared the Bank of America account. Also, a check from DOH for reimbursement of hotel expenses incurred from the previous face-to-face HCCTF meeting that Harold Theus attended in Viera in the amount of \$236.00 cleared the Bank of America account. There are two checks that have not yet posted which include a check for \$90.00 made payable to Alachua County Fire Rescue to reimburse them for expenses they covered which were incurred by Harold Theus during the previous face-to-face HCCTF meeting in Viera. The other check for \$63.00 made payable to WellFlorida Council to cover a 3-month subscription to QuickBooks, which WellFlorida Council is using to record and report NCFHCC's financials.

Suzanne also stated that there are no new expenses which require a vote from the Board. The Coalition can expect a payment from DOH for Quarter 1 in the amount of \$27,817.75 expected in late October. There are also seven (7) transaction fees that are still being processed to be potentially refunded to the Coalition totaling \$1,155.93.

### Coordinator Updates

#### **Quarter 1 Deliverables**

Donald Greist reviewed with the Board the Deliverables that will be submitted to DOH by October 13, 2017. These include minor updates to the work plan by adding new member organizations that have come forward as the new CMS EP Rule comes into effect. The Communications Capability Test sample was discussed during last meeting and users will be notified and instructed on how to create their own user profile so that they may manage their own contact preferences thus increasing the response rate. Dan Mann pointed out that Union Count Health Department should have been counted and marked green since he represents both Bradford and Union counties. Two additional resources will be added to the Deployable Resources / MRP, a ChemPack in Putnam County and an Alternate Treatment Site Cache in Alachua County. The Invoice Letter will be signed by Harold Theus once the Deliverables are completed. The Task Force Meeting Summary Reports from July, August, and September were provided to the Board for review. After these Deliverables are submitted for Quarter 1, the Coalition will move into the new contract year and begin work on completely new set of Deliverables.



## North Central Florida Health Care Coalition



### Quarter 1 News, Events, and Happenings

Donald mentioned two events that took place since the previous Board meeting. The first was the Region 3 HCC Alliance Board Meeting, which was set for September 15, 2017; however, a quorum was not met. Beth Payne of NEFRC was able to have each of the three Coalitions email her their vote in order to approve the proposed funding allocation. The funding allocation passed and was approved. The second event was an ASPR-TRACIE webinar called, *New Resources to Help Improve Health Care Coalition Preparedness*. This webinar took place on September 14, 2017 and proved to be very helpful in introducing the new tools and templates that will aid the Coalition in meeting the new Deliverable requirements. Donald agreed to share a link to the recorded webinar with the Board and Coalition members.

### Beth Payne, Northeast Florida Regional Council

Beth Payne provided an update on the Region 3 HCC Alliance. On September 15, 2017 the Alliance Board approved the funding allocation, which provides NCFHCC with 12.8% of the overall funding. It was also agreed that Northeast Florida Health Care Coalition would pay the administrative fee just for the first year. DOH sent NEFRC a draft of the contract for review. In it DOH interpreted the activities that NEFRC put forth on behalf of the Alliance. She also stated that despite this being a fixed fee contract all funding that is not appropriately expended must be returned to DOH. She went on to say that after October 1, 2017, the start of Quarter 2, the Coalition will have to keep a precise and clear financial trial that shows every dollar spent. It will be a learning process for all three Coalitions, since this level of required financial documentation has not previously been required. After the contract between NEFRC and DOH is signed, the next step will be for DOH to review the sub-contracts between NEFRC and each of the three (3) Coalitions. There is a 10 day turn-around for this review process. A draft was submitted by NEFRC to DOH on September 22, 2017 and a revision on September 25, 2017. NEFRC is in a five-year contract with DOH and since the Statement of Work and funding will change slightly from year to year, NEFRC will enter into yearly sub-contracts with each Coalition. The final step will be to draft a sub-contract between each Coalition and their managing agencies, and have this reviewed by DOH. A standard sub-contract will be used for each Coalition and will be sent out for the Board to review this week.

### Proposed Budget Narrative

Donald Greist reviewed the proposed Budget Narrative with the Board. The budget narrative represents what WellFlorida has determined what it would cost to provide services during quarters two (2) through four (4).



## North Central Florida Health Care Coalition



### Part A. Direct Program Cost

The three (3) staff members that are expected to work directly on Coalition business are Donald Greist – full-time (1.0 FTE), Chris Abarca – 5 hrs. per week (0.125 FTE), and Lindsey Redding – 5 hrs. per week (0.125 FTE). Since this is for three (3) quarters only, the percent of salaries allocated to contract are 25% less. Fringe benefits are set at 28% of annual salaries, which is a standard for all WellFlorida contracts. Direct expenses include WellFlorida's operating expenses, which are set at a standard rate for all contracts, includes the items listed from utilities and equipment rental down to depreciation (occupancy +).

The first four (4) items listed are Professional Services, Equipment, Meeting Expenses, and Board Travel. All of the funding for these four (4) items are directly for Coalition business and do not go to WellFlorida in any way. They are to pay for the activities and tasks laid out in the work plan and scope of work.

Professional Services would pay for subject matter experts that would be needed to carry out any trainings or exercises. Equipment would pay for any materials needed such as kits for the Stop the Bleed program. Meeting Expenses would pay for the cost of renting meeting space needed for trainings and exercises. Board Travel would pay for those on the Board who travel to events such as the Health Care Coalition Task Force face-to-face meetings.

### Part B. Administrative Indirect Expense

The three (3) staff members that are expected to work indirectly for the Coalition through supportive roles, behind the scenes, are Jeff Feller, CEO – 2 hrs. per week (0.05 FTE), Julie Moderie, COO – 1 hr. per week (0.025 FTE), and Tiffany Pyles, Sr. Accountant – 3 hrs. per week (0.075 FTE). The remaining costs are calculated the same as in Part A.

## Old Business

### Special Project Funding

Since the

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



## North Central Florida Health Care Coalition



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.*

### **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.