

## Executive Board Meeting

November 27, 2017

### Meeting Notes

The Executive Board of the North Central Florida Health Care Coalition (NCFHCC) met on Monday, November 27, 2017, at 2:00 p.m. at the Alachua County Emergency Operations Center in Gainesville, Florida.

### Call to Order

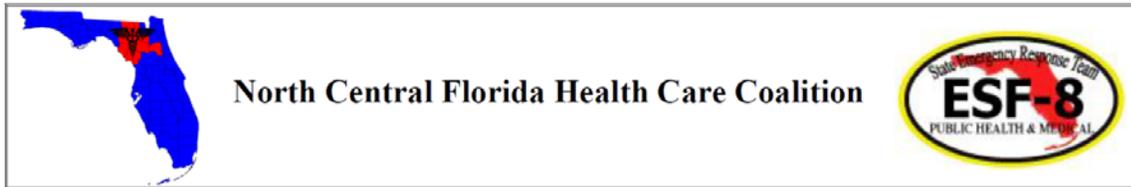
#### **Validation of Voting Members Present (Quorum)**

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:

- **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
- **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
- **Mary Garcia**, Public Health Discipline Lead, Administrator / Health Officer, DOH Putnam County
- **Ebbin Spellman**, Health Systems / Hospital Discipline Lead, Safety and Emergency Preparedness, UF Health Shands

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

- **Gina Lambert**, Region 3 Coordinator, Florida Division of Emergency Management



## **Approval of Minutes**

A printed copy of the meeting minutes from October 23, 2017 was distributed to the Board.

*Approval of October 23, 2017 meeting minutes was moved for approval by Jen Horner and seconded by Suzanne DeKay. Motion passed unanimously.*

## **Old Business**

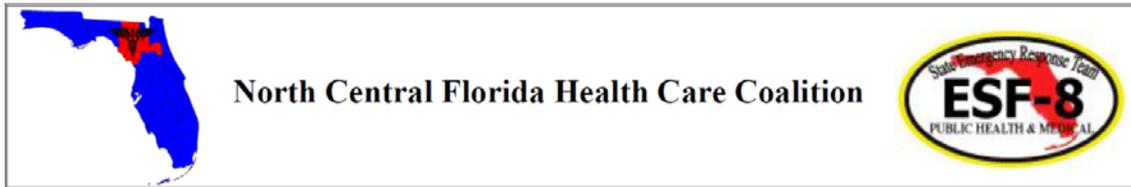
Harold Theus discussed a meeting that took place between NCFHCC (Harold and Dan), NEFRC (Beth Payne), and Florida-DOH (Jeanine Posey). Upcoming Deliverables that would be due were discussed and how realistic it would be for NCFHCC to meet these new Deliverables. The overall impression was that DOH would be willing to work with us as long as we communicated clearly and early in regards to any difficulties we may have with meeting these Deliverables.

Beth Payne was also able to clarify how the new HCC Alliance structure will function. NCFHCC now has a contract with WellFlorida Council through Northeast Florida Regional Council (NEFRC). The subcontract has been established between NEFRC and WellFlorida Council. Beth also clarified that the recipients of the Special Project Funding can be set up as vendors and not subcontractors. This will make getting things done a lot easier because DOH will not require that they approve any agreements. NCFHCC only has to be sure to keep accurate accounting records to be able to show that the funding was spent per the Project Submission Form.

Beth also shared that it is a concern of hers that there may be a lot of unspent extra funding near the end of the fiscal year. It was unclear if this funding could be used towards special projects or if they could only be used towards additional trainings and exercises as indicated on the MYTEP. Donald will get clarification on this.

## **Financials**

Suzanne DeKay provided a review of the financial reports. Currently the checking account balance as of Nov. 27, 2017 is \$50,069.48. A check from DOH for Quarter 1 (2017-18) in the amount of \$27,817.75 and a reimbursement check from DOH in the amount of \$236.00 will be deposited into the Bank of America account. Once these checks have been deposited the new balance will be \$78,123.23. There is about \$68,000.00 is project funding to be dispersed.



## **New Business**

### **Bayshore Marketing Group**

Information provided by Beeth Payne. Bayshore Marketing Group – this is a subcontract to accomplish Task 23 for Outreach Activities. The proposal and case study are attached. They have done wonderful work for Northeast Florida HCC, greatly increasing membership. NCFHCC would pay their portion of the subcontract – 25%. This money has been budgeted for in each Coalition in the work plan. NE approved this subcontract.

*Approval of using Bayshore Marketing Group to perform Task 23 and market NCFHCC and increase membership was moved for approval by Suzanne DeKay and seconded Ebbin Spellman. Motion passed unanimously.*

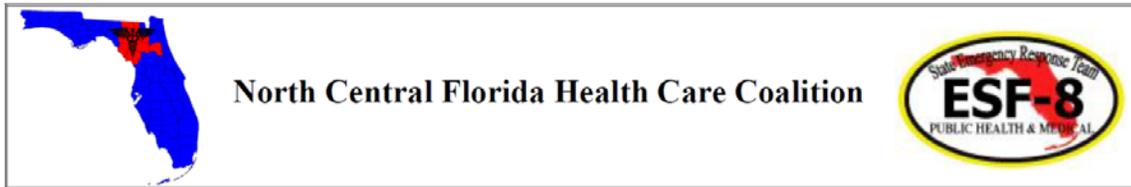
### **Bruce Scott**

Information provided by Beeth Payne. Bruce Scott – this is a subcontract for Bruce Scott to work on deliverables relating to the Hazards Analysis, Jurisdiction Risk Assessment, Preparedness Plan and Active Shooter. The contract is a not to exceed of \$25,000. Again, North Central would pay their portion of the subcontract (25%) - \$6250. There is money allocated for these items for your Coalition in the work plan. Bruce is a recognized expert in the EM field and worked with Northeast last year. He is a valuable asset to have. A draft scope of work is attached. NE approved this subcontract and it is under review at the State as well.

*Approval of using Bruce Scott as NCFHCC's subcontractor to provide the Regional Alliance with deliverables related to HVA, Risk Assessment, Preparedness Plan, Active Shooter, and serve as a subject matter expert was moved for approval by Suzanne DeKay and seconded Mitch Harrell. Motion passed unanimously.*

### **Stop the Bleed Program**

Information provided by Beeth Payne. This item is for discussion purposes and will help to frame the decision on how your Coalition wants to implement the Stop the Bleed Program in your region. I have been working with the State approved Vendor on pricing and supplies and have met with Dr. Brad Elias on specific medical supplies for each kit. Basically, there are two options - equipping and training citizens (with kits located in public buildings) vs. equipping professional providers (Law Enforcement, Fire Rescue, EMS). Obviously, a public kit would



contain less sophisticated equipment and thus, cost less. Professional kits would be more expensive. Prices are not firm at the moment – it depends on the quantities ordered.

I am hoping your Coalition can discuss what other Stop the Bleed programs are being implemented in the Region, in order not to duplicate efforts. For instance, in NE, the trauma centers are pushing training and equipment to certain sectors that they do not want to duplicate. NE is gathering data as to what is ongoing in their region in order to make the best decision on how to move forward. Basic information is attached.

I ask that you begin the investigation into ongoing efforts and potential partners (school board, LE, government buildings, etc.). I will need a decision on how you want to proceed by your January meeting. From there, I will work with the vendor on the getting the best prices to allow the Region to receive the most equipment possible for distribution. Your coalition will be in charge of distributing the equipment (prioritizing who gets what). A training program will also be implement by the end of the fiscal year.

The Board decided to start with LE. Mitch will check with LE to see what, if any, equipment they carry in their vehicles. Donald will get clarification on what the training is going to entail and obtain information on the pilot program carried out by NEFHCC and how they are implementing this program in their region.

### **Special Project Funding**

It was discussed that a simple Memorandum of Agreement would be all that is required to disperse funding for Special Projects. An official letter of award will also be needed. WellFlorida will provide a new quote based on this request.

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

The Coalition Membership Meeting will take place on December 12, 2017 from 8:00 a.m. to 12:00 p.m. at the Alachua County Department of Health auditorium.

### **Next Meeting**

The next meeting of the NCFHCC Board will be held on **Monday, December 18, 2017 at the Alachua County Health Department from 1:00 p.m. – 2:00 p.m.** With no further business, the meeting was adjourned by Chair Harold Theus.