



Wednesday, May 27, 2020 @ 1:30 - Virtual Meeting due to COVID-19

Join Zoom Meeting <https://nefrc-org.zoom.us/j/89168661472>

Or Call 1-786 635 1003 Meeting ID: 891 6866 1472

NCFHCC BOARD MEETING AGENDA

*Requires approval of Board

- I. Call to Order
 - Validation of voting members present [accept proxy voters, if present]
 - Welcome & Introductions
 - *Approval of minutes from February 26
- II. Financial
 - *Finance Report – February, March, April 2020
 - Expenditure Requests
 - Management and Administration
 - Project Funding
 - Coalition Funding Update- COVID
 - CDBG: Mitigation Grant – Planning
 - Coalition Draft Documents for Review
 - Jurisdictional Risk Assessment Update
 - Preparedness Plan Update
 - Outreach Plan Update
 - Coalition Strategic Plan Update
 - Alliance COOP Plan (New)
 - Infectious Disease Best Practices (New)
 - Evacuation and Transportation Alternative Framework (New)
- III. Business
 - *New Member Requests
 - COVID-19 Response Activities- Coalition
 - Coalition Surge Test (CST) Exercise – Final Report
 - At-Large Members and Board Officer Positions
- IV. Upcoming Events
 - All events except for meetings postponed or cancelled through 6/30/2020
- V. Member Reports & Open Discussion
- VI. Adjourn

Next Meeting: General Membership Meeting, Wednesday, June 24, 1:30 p.m. via Zoom

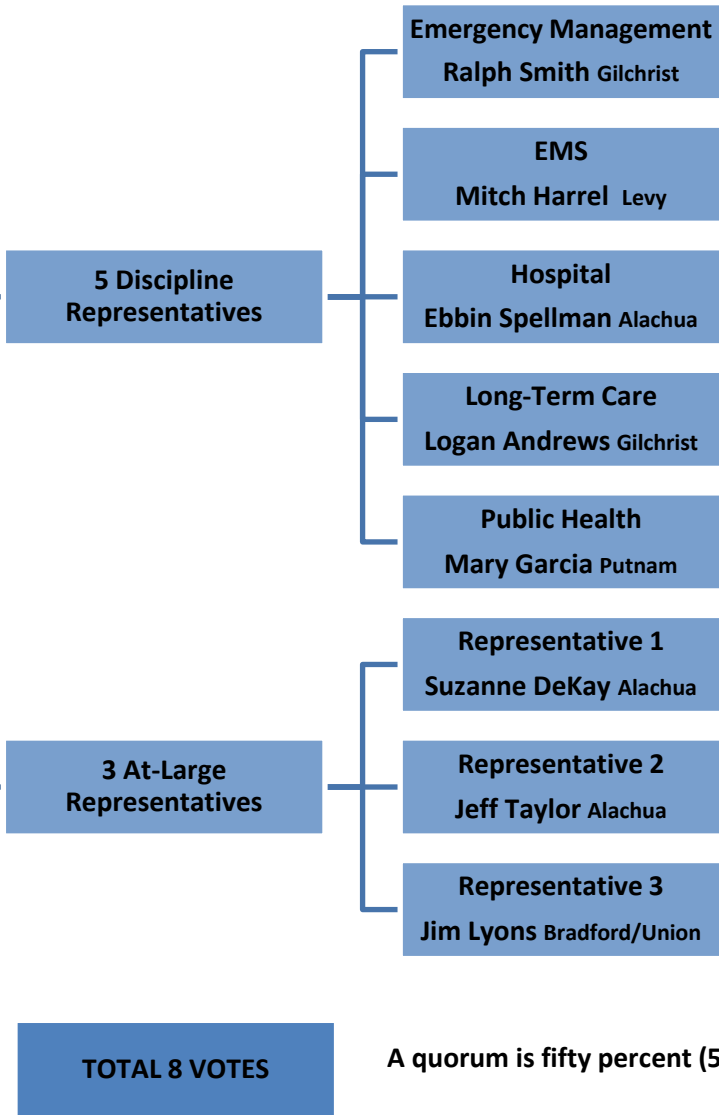
Alachua ♦ Bradford ♦ Columbia ♦ Dixie ♦ Gilchrist ♦ Hamilton ♦ Lafayette ♦ Levy ♦ Putnam ♦ Suwannee ♦ Union
Coordinating Preparedness and Resilience through all sectors of the healthcare system

Webinar- Go To Meeting: <https://global.gotomeeting.com/join/998670565>

Conference Call Option: 1-646-749-3122 Access Code: 998-670-565



Board of Directors



A quorum is fifty percent (50%) of the total voting membership of the Board of Directors.



NCFHCC BOARD MEETING

February 26, 2020

MEETING MINUTES

The Board of Directors of the North Central Florida HealthCare Coalition meeting was held on February 26, 2020 at 1:00 at Haven Hospice, 4200 NW 90th Blvd, Gainesville.

Documents provided to the NCFHCC Board:

Agenda; Validation of Board Members; Minutes from 1/22/2020; Financial Reports for January; Prospective Member List; Project funding Phase 3; Training flyers- Infectious Disease Workshops, CMS Provider Active Assailant Tabletops, Nursing Home Incident Command, Hospital Incident Command, CILNCF Disaster Preparedness Expo, and PER-211.

CALL TO ORDER

The meeting was called to order by Chair DeKay with a validation of a quorum, with the following Board members present:

EMS: Mitch Harrell (phone)

Long-Term Care: Logan Andrews

At-Large Representative: Suzanne DeKay

At-Large Representative: Jim Lyons

At-Large Representative: Jeff Taylor

Absent:

Position: Hospitals: Emergency Management: Ralph Smith; Ebbin Spellman; Public Health: Mary Garcia;

Others in Attendance: Sign-in sheet attached.

Introductions

The Chair called for introductions.

Approval of Minutes

The minutes from January 2020 were provided to Board members via electronic mail and copies were provided at the beginning of the meeting.

The Chair moved approval of the January meeting minutes. Motion carried unanimously.

FINANCIAL

Finance Report

Mr. Lyons presented the finance report stating all expenditures were normal and customary. Project funding and professional services should begin to be spent for upcoming trainings and exercises.

The Chair moved approval of the January Finance Report. Motion carried unanimously.

Expenditure Requests- None at this time

Management and Administration

- The Strategic Planning update process is beginning. Our planning partner, Tim Connor, will hold a conference call with the Board members to begin the discussion. This will be followed by a strategic planning workshop during the April membership meeting.
- The Infectious Disease workshops are coming in March. Thank you to all that completed the survey. The survey results will be provided during the workshops. All members are encouraged to participate and to invite infection control staff to the workshops.

BUSINESS

Approval of New Member Requests

There were five (5) new membership requests this month.

The Chair moved approval of the new members. Motion carried unanimously.

Project Funding Phase 3

Ms. Wilsey explained that one of the project recipients was not able to complete its project and returned the funds. There were two remaining projects from the original submission that had not received funding. Board members were provided the opportunity to vote on additional funding options via email; each was for about the amount of remaining funding of \$16,522. Board members had the option to fully fund one of the two or to split the funding between the two projects. With two voting members abstaining: 4 members voted to split the funding and 1 vote each to fully fund one of the projects. Board members discussed the email vote and unanimously agreed to confirm the email vote to funds half of each of the remaining projects.

Coalition Surge Test Exercise

The Alliance will hold the CST exercise on Wednesday, March 11, 2020. Participating hospitals will be Putnam Community Medical Center (NCFHCC) and St. Vincent's Riverside and Orange Park Medical Center (NEFLHCC). Members from each Coalition will participate as evaluators.

EMAG Conference

The EMAG conference is coming up April 15-17, 2020 in Savannah, GA. The Coalition will sponsor members by paying the registration fee, hotel and parking fees. Organizations will be required to cover their employee's travel costs, per diem and salary. With remaining funds, the HCC can sponsor up to 5 members. Interested members are requested to email Leigh and Board members receive preference.

Guest Speaker – Cyber Security and DHS Resources

Kirby Wedekind, Protective Security Advisor – Northeast Florida
Cybersecurity and Infrastructure Security Agency

Mr. Wedekind explained the services provided by CISA, Cybersecurity and Infrastructure Security Agency. He explained the many options that are available for the healthcare community to assist with cyber security at no cost to the organization. Contact r. Wedekind for additional information.

Guest Speaker – Evacuation and Transportation Alternative Inventory

Mike Beha, Critical Integrated Solutions, Inc.
Evacuation & Transportation Alternative Plan

Mr. Beha provided an update on the status of the project. Work has begun on the inventory of medical transportation service providers in the region. The contractor will be contacting traditional public and private providers, as well as investigating non-traditional providers to determine if they could be activated in a time a of need. The Inventory should be completed by June 2020.

Flyers for upcoming Training and Exercises were highlighted.

MEMBER REPORTS

Board Member Reports

CLOSING REMARKS AND ADJOURN

The Chair invited all members to the next Board meeting on March 25 at 1:30 at Haven Hospice. With no additional business, the meeting was adjourned at 2:45 pm.

North Central Florida Health Care Coalition
Financial Report
As of February 2020

NCFHCC 19/20	Budget	February 2020	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 142,645.43	\$ 4,092.23	\$ 44,626.67	31%	\$ 98,018.76
Revenues	<u>\$ 142,645.43</u>	<u>\$ 4,092.23</u>	<u>\$ 44,626.67</u>	<u>31%</u>	<u>\$ 98,018.76</u>
Expenses					
Staffing Cost	\$ 56,689.00	\$ 3,828.90	\$ 30,053.77	53%	\$ 26,635.23
Phone	\$ 200.00	\$ 18.55	\$ 109.46	55%	\$ 90.54
Office Supplies	\$ 225.00	\$ -	\$ 5.45	2%	\$ 219.55
Printing	\$ 725.00	\$ 2.62	\$ 16.65	2%	\$ 708.35
D&O Insurance	\$ 250.00	\$ -	\$ 400.00	160%	\$ (150.00)
Travel	\$ 3,500.00	\$ 217.16	\$ 1,218.90	35%	\$ 2,281.10
Meeting Expenses	\$ 500.00	\$ -	\$ -	0%	\$ 500.00
Website	\$ 200.00	\$ 25.00	\$ 225.00	113%	\$ (25.00)
Professional Services	\$ 36,966.00	\$ -	\$ 12,597.44	34%	\$ 24,368.56
Projects*	\$ 43,390.43	\$ -	\$ -	0%	\$ 43,390.43
Expenses	<u>\$ 142,645.43</u>	<u>\$ 4,092.23</u>	<u>\$ 44,626.67</u>	<u>31%</u>	<u>\$ 98,018.76</u>

* Note: Includes \$890.43 of remaining funds from North Central Florida Health Care Coalition's bank account when it was closed. The funds will be used for projects.

North Central Florida Health Care Coalition
Financial Report
As of March 2020

NCFHCC 19/20	Budget	March 2020	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 142,645.43	\$ 13,557.92	\$ 58,184.59	41%	\$ 84,460.84
Revenues	\$ 142,645.43	\$ 13,557.92	\$ 58,184.59	41%	\$ 84,460.84
Expenses					
Staffing Cost	\$ 56,689.00	\$ 3,960.91	\$ 34,014.68	60%	\$ 22,674.32
Phone	\$ 200.00	\$ 10.12	\$ 119.58	60%	\$ 80.42
Office Supplies	\$ 225.00	\$ -	\$ 5.45	2%	\$ 219.55
Printing	\$ 725.00	\$ -	\$ 16.65	2%	\$ 708.35
D&O Insurance	\$ 250.00	\$ -	\$ 400.00	160%	\$ (150.00)
Travel	\$ 3,500.00	\$ 186.89	\$ 1,405.79	40%	\$ 2,094.21
Meeting Expenses	\$ 500.00	\$ -	\$ -	0%	\$ 500.00
Website	\$ 200.00	\$ 25.00	\$ 250.00	125%	\$ (50.00)
Professional Services	\$ 36,966.00	\$ 9,375.00	\$ 21,972.44	59%	\$ 14,993.56
Projects*	\$ 43,390.43	\$ -	\$ -	0%	\$ 43,390.43
Expenses	\$ 142,645.43	\$ 13,557.92	\$ 58,184.59	41%	\$ 84,460.84

* Note: Includes \$890.43 of remaining funds from North Central Florida Health Care Coalition's bank account when it was closed. The funds will be used for projects.

**North Central Florida Health Care Coalition
Financial Report
As of April 2020**

NCFHCC 19/20	Budget	April 2020	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 142,645.43	\$ 14,779.99	\$ 72,964.58	51%	\$ 69,680.85
Revenues	<u>\$ 142,645.43</u>	<u>\$ 14,779.99</u>	<u>\$ 72,964.58</u>	51%	<u>\$ 69,680.85</u>
Expenses					
Staffing Cost	\$ 56,689.00	\$ 3,758.66	\$ 37,773.34	67%	\$ 18,915.66
Phone	\$ 200.00	\$ 10.02	\$ 129.60	65%	\$ 70.40
Office Supplies	\$ 225.00	\$ -	\$ 5.45	2%	\$ 219.55
Printing	\$ 725.00	\$ -	\$ 16.65	2%	\$ 708.35
D&O Insurance	\$ 250.00	\$ -	\$ 400.00	160%	\$ (150.00)
Travel	\$ 3,500.00	\$ 8.00	\$ 1,413.79	40%	\$ 2,086.21
Meeting Expenses	\$ 500.00	\$ -	\$ -	0%	\$ 500.00
Website	\$ 200.00	\$ -	\$ 250.00	125%	\$ (50.00)
Professional Services	\$ 36,966.00	\$ 5,702.31	\$ 27,674.75	75%	\$ 9,291.25
Projects*	\$ 43,390.43	\$ 5,301.00	\$ 5,301.00	12%	\$ 38,089.43
Expenses	<u>\$ 142,645.43</u>	<u>\$ 14,779.99</u>	<u>\$ 72,964.58</u>	51%	<u>\$ 69,680.85</u>

* Note: Includes \$890.43 of remaining funds from North Central Florida Health Care Coalition's bank account when it was closed. The funds will be used for projects.

Coalition Draft Documents for Review

The Region 3 Healthcare Coalition Alliance (18 Counties) has several plan deliverables that are due to the Florida Department of Health by June 30. These Draft Plans will be presented to the Board of Directors in their final form at the June General Membership Meeting.

These draft documents are on the Healthcare Coalition website and can be reviewed. Comments and recommendations should be provided to staff no later than Wednesday, June 3rd. This will allow staff to amend the Plans and post for final review on June 10th, so the Board may review the final documents before the June Meeting.

<https://www.ncfhcc.org/resources/draft-plans/>

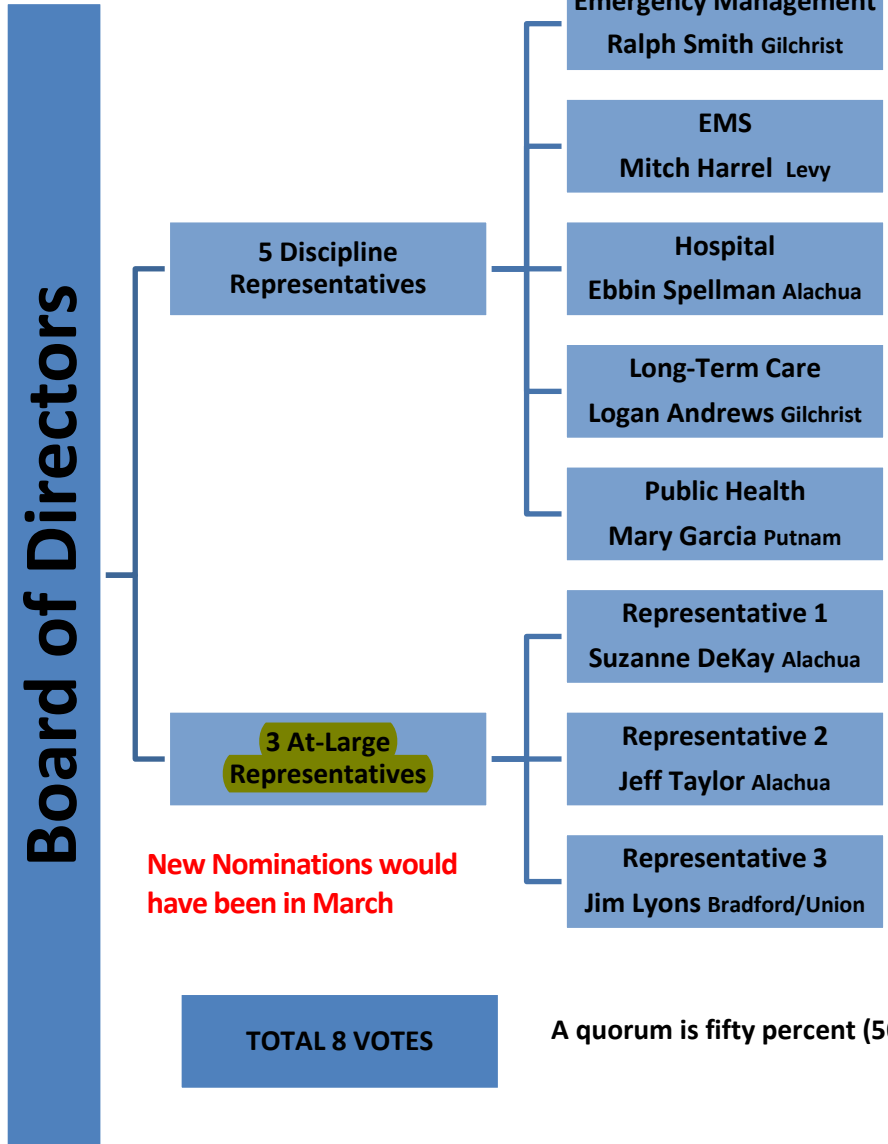
Coalition Draft Documents/Plans for Review

1. Jurisdictional Risk Assessment Update
2. Preparedness Plan Update
3. Outreach Plan Update
4. Coalition Strategic Plan Update

5. Alliance COOP Plan (New)
6. Infectious Disease Best Practices (New)
7. Evacuation and Transportation Alternative Framework (New)

NCFHCC- New Members from March 16 – May 20, 2020

First	Last	Organization	Title	Facility Type	Facility/Work City
Linda	Gray	AccentCare Home Health	Administrative Specialist	Home health agencies (including home and community-based services)	
Brenda	Smith	Lakewood Nursing Center	Administrator	Behavioral health services and organizations	Crescent City
Natalie	Trachtenberg	FMC- East Clinic	RN	Dialysis centers and regional Centers for Medicare & Medicaid Services (CMS)-funded end-stage renal disease (ESRD) networks	Gainesville
Martin	VanBourgondien	North Florida Regional Medical Center	EMS Coordinator	Hospitals	Gainesville
Andy	Donaldson	University of Florida ShandsCair Critical Care Transport	Chief Flight Nurse/Operations	Local chapters of health care professional organizations (e.g.,	Pensacola
Sandra	Gant	Surrey Place Care Center	Administrator	Skilled nursing, nursing, and long-term care facilities	Live Oak
Katina	Smith	Parklands Care Center	RN DON	Skilled nursing, nursing, and long-term care facilities	Gainesville
Lisa	Carper	ResCare Florida Inc	Director of Health Services	Skilled nursing, nursing, and long-term care facilities	
Rebecca	Rosano	Haven Hospice	Director of Quality	Other (e.g., child care services, dental clinics, social work services, faith-based organizations)	Gainesville
Carol	Scholl	NEFSH	Institutional counsel	Behavioral health services and organization	Macclenney
Dawn	Graham		Senior Manager Provider	Other (e.g., child care services, dental clinics, social work services, faith-based organizations)	



New Nominations would have been in March

Terms expire June 2020



A quorum is fifty percent (50%) of the total voting membership of the Board of Directors.