



September 26, 2018

Please note the change in meeting location:

**Hall of Heroes, Gainesville Police Department
545 NW 8th Avenue
Gainesville, FL 32601**

****Note: Parking is in the West Lot, NW 6th Street, behind the tire store****

NCFHCC GENERAL MEMBERSHIP MEETING AGENDA

*Requires approval of Board

- I. Call to Order
 - Validation of voting members present [accept proxy voters, if present]
 - Introductions
 - *Approval of minutes from August 22, 2018
- II. Financial
 - *Budget Report
 - Expenditure Requests
 - Management and Administration
- III. Business
 - Membership Requests
 - Project Funding Application Process Opened
 - Stop the Bleed Media Coverage
 - Coalition Working Group Updates
 - i. Active Assailant
 - ii. Operational Plan
 - Upcoming Training
- IV. Member Reports
 - Board Member Reports
 - Open Discussion
- V. **Stop the Bleed Training with UF Health Shands Trauma Program**
- VI. Adjourn

Next Meeting: Board Meeting- October 24, 2018 @ 1:30 - Location TBD

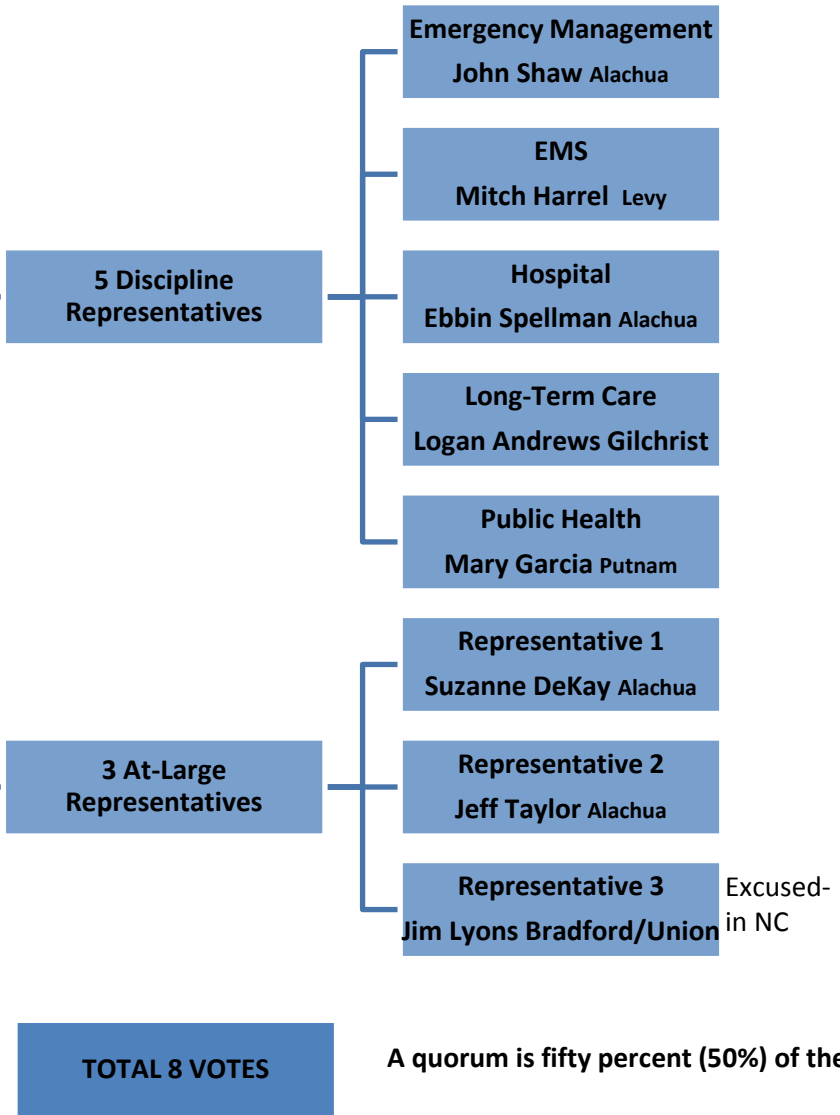
Alachua ♦ Bradford ♦ Columbia ♦ Dixie ♦ Gilchrist ♦ Hamilton ♦ Lafayette ♦ Levy ♦ Putnam ♦ Suwannee ♦ Union
Coordinating Preparedness and Resilience through all sectors of the healthcare system

Conference Call Line: 1-888-670-3525

Code: 1130084513



Board of Directors



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



NCFHCC BOARD MEETING

**August 22, 2018
Meeting Minutes**

The Board of Directors of the North Central Florida HealthCare Coalition meeting was held on August 22, 2018 at 2:00 pm at the Alachua County EOC.

Documents provided to the NCFHCC Board:

Meeting Agenda; Board Structure; July 23 meeting minutes; July 2018 Financial Report; Bank of America July Statement; August New Member Requests; Response Capability and Response Plan Requirements; 2018-19 Training Class Options

CALL TO ORDER

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

Emergency Management: John Shaw
EMS: Mitch Harrell
Hospitals: Ebbin Spellman
Public Health: Mary Garcia
At-Large Representative #1: Suzzane DeKay
At-Large Representative #2: Jeff Taylor
At-Large Representative #3: Jim Lyons
Others in Attendance: Sign-in sheet attached.

Absent:

Long-Term Care: Logan Andrews

Introductions

The Chair called for introductions.

Approval of Minutes

The minutes from July 23, 2018 were provided to Board members via electronic mail and copies were provided at the beginning of the meeting.

Ms. DeKay moved approval of the July 23 meeting minutes. Motion carried.

FINANCIAL

Budget Report

The Secretary/Treasurer, John Shaw, presented the July 2018 financial report stating that the only expenditures were for staff and staff travel. As the year progresses and deliverables are completed, there will be more activity in the financial report.

Ms. DeKay moved approval of the July financial report. Motion carried.

Coalition Account Report

Ms. DeKay reported that payment was made for the Director's Insurance premium (\$725.00); reimbursement for the Alachua County Fire Rescue Project (\$18,232.95); reimbursement to the Northeast Florida Regional Council for payment of annual incorporation fee (\$70.00); and reimbursement for the Shands Teaching Hospital and Clinics Project (\$9,979.11). The current balance on the account is \$50,012.10. There is one outstanding project for the Putnam Regional COOP Exercise. Additionally, funds need to be allocated for the accounting services and potential IRS penalties. Ms. DeKay expects to know these costs by the end of October.

The Board discussed how to distribute the remainder of the finds in the Bank of America account prior to the end of the calendar year. The Board recommended that the remainder of the funds would be spent in the following priority order: 1) Reimburse Putnam Regional COOP Exercise Project; 2) Fund a CMS Exercise in November 2018; 3) Pay any remaining expenses for taxes, accounting, etc. to close the account in December 2018; 4) Funds as many approved projects as possible that can be completed by December 1; 5) Use remainder of funds to purchase Stop the Bleed kits for Coalition distribution.

Ms. Garcia moved approval of the recommended Bank of America account spending plan; Mr. Spellman seconded. Motion carried.

Status on 2017-18 Projects

Jeremy Gifford, DOH-Columbia & Hamilton reported that he met with Ms. Garcia and the Regional COOP exercise is moving forward. He expects to have a vendor in place and will report the anticipated cost at the next Board meeting.

Expenditure Requests None at this time

Management and Administration

Ms. Wilsey presented the M&A Update:

- The Coalition now has an 800# for members to use. The number rings at Ms. Wilsey's desk. The number is 888-223-8397. There is a \$10/month fee and .059/minute usage fee. It is less expensive than a landline, but can be changed if it becomes too expensive.
- The website had seen many changes and updates. The new Membership Request form is located on the Become a Member tab. There have been 24 requests for membership so far.
- The Coalition Task Force meeting will be in Tallahassee October 25. Ms. Wilsey and Ms. Payne will attend, but any Board members are also invited. More details are expected from DOH.
- Ms. Wilsey is collecting a list of potential meeting spaces across the region. Please forward any possibilities to her.
- The General Membership meeting in September will include Stop the Bleed training.
- The General Membership meeting date in November will need to be changed. The Board preferred Friday, November 16 at 9:00. This will include the CMS Tabletop Exercise. More

details to come.

- Ms. Wilsey is working with Mr. Andrews to present at the September *North Central Florida Care Transition Intervention Coalition* meeting. This is a professional organization of long-term care providers.
- The deliverables for the 2018-19 year include: Developing an Operational plan for the Coalition; Develop Mission Ready Packages and input into IRMS; Provide COOP training; Conduct a Supply Chain Integrity Assessment. More information to come on developing working groups for each of these deliverables.

BUSINESS

Approval of Membership Requests

Ms. DeKay presented the list of those requesting membership in the NCFHCC. This list is generated from the form on the website. Ms. Wilsey will 'vet' the potential members prior to presenting to the Board to ensure they are appropriate for membership.

Mr. Lyons made a motion to accept the new members; Mr. Spellman seconded. Motion carried.

Stop the Bleed Distribution Update

Ms. Wilsey reported that each county has received their additional 60 STB kits. Ms. DeKay requested a few counties report their progress:

- Alachua has trained school nurses and resource officers. University of Florida and Santa Fe College are interested in receiving some of the additional kits.
- Levy has trained school nurses and school staff. They are expanding to the school deputies. Considering putting kits in patrol cars.
- Putnam has trained school nurses, safety officers and clinic staff. Continuing to rotate training in schools.
- Bradford is placing kits on every school bus and training bus drivers. Also putting kits with AEDs and considering government buildings.
- Lafayette has them in schools and on the buses. Training school safety and resource officers. The Health Officer is presenting the program to the Board of County Commissioners.

Operational Plan Deliverable & Working Group

Ms. Wilsey requested volunteers to join the Operational Plan working group. This is an 18 county group that will discuss the needs and provide guidance for completing the deliverable.

Volunteers included: Jen Horner, DOH; Sandi Courson, DOH; Ebbin Spellman and Mitch Harrell NCFHCC Board members.

2018-19 Training and Exercise Planning

Mr. Eric Anderson, NEFRC Training and Exercise Coordinator, provided an overview of the training and exercises identified in the 2018-2019 Training and Exercise Plan. A year of time has passed since the development of the Plan, so this was an opportunity to revisit and prioritize the training and exercise opportunities that would be offered by the Coalition. The overview consisted of free training, paid

training, and exercises. Here are the priorities based on consensus of the membership in attendance.

Free Training:

- Stop-the-Bleed
- Basic Healthcare Emergency Management
- Advanced Healthcare Emergency Management
- MGT 341 - Disaster Preparedness for Hospitals and Healthcare Organizations within the Community Infrastructure (TEEX 16-hour course)
- MGT 409 - Community Healthcare Planning and Response to a Disaster (NCBRT-LSU 16-hour)
- MGT 319 - Medical Countermeasures: Points of Dispensing (POD), Planning and Response (TEEX 16-hour course)
- Run, Hide, Fight – DHS Course

Paid Training:

- Two (2) Nursing Home Incident Command Systems (NHICS)

Exercises:

- CMS Exercises – one (1) in November 2018, and will revisit based on demand from membership
- Coalition Surge Tool Exercise (Target of March, 2019)

In addition, several partner agencies have committed to making their training available to Coalition members too. Staff will contact those partners and add available training to the Coalition calendar of events. Staff will take this guidance and begin work on implementation of the 2018-2019 Training and Exercise Plan.

Project Funding Application Process

The funding application process will begin Tuesday, September 4 and will close on October 1. The review committee will meet the week of October 8-12 to prioritize the projects prior to presentation at the October 24 Board meeting. A question was added to the application to query those that could complete a project prior to December 1, 2018. This will allow the Board to consider finding projects using the NCFHCC funds Bank of America account.

MEMBER REPORTS

Open Discussion

- A request was made to add the conference call information to the calendar invitation that the Board receives.
- A comment was made that the emails received directly from the marketing firm, Fabiola, appear as spam. In the future, mass emails will be sent using Mail Chimp, or similar, so they appear to come from the Coalition and not spam.

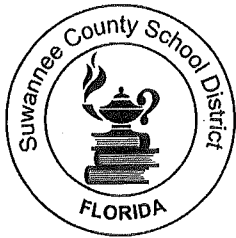
CLOSING REMARKS AND ADJOURN

The Chair invited all members to the next General Membership meeting on September 26 at 1:30, location TBD. With no additional business, the meeting was adjourned at 3:55.

**North Central Florida Health Care Coalition
Financial Report
As of August 2018**

NCFHCC 18/19	Budget	August 2018	Project To Date	% of Budget Spent	Funds Available
Revenues					
State Contract	\$ 141,755.00	\$ 5,447.74	\$ 15,040.79	11%	\$ 126,714.21
Revenues	<u>\$ 141,755.00</u>	<u>\$ 5,447.74</u>	<u>\$ 15,040.79</u>	11%	<u>\$ 126,714.21</u>
Expenses					
Staffing Cost	\$ 63,843.00	\$ 4,047.02	\$ 13,439.83	21%	\$ 50,403.17
Phone	\$ 500.00	\$ 157.94	\$ 157.94	32%	\$ 342.06
Office Supplies	\$ 1,562.00	\$ -	\$ -	0%	\$ 1,562.00
Printing	\$ -	\$ 9.60	\$ 9.60	0%	\$ (9.60)
Travel	\$ 7,600.00	\$ 233.18	\$ 433.42	0%	\$ 7,166.58
Meeting Expenses	\$ 2,000.00	\$ -	\$ -	0%	\$ 2,000.00
Marketing	\$ 14,000.00	\$ 1,000.00	\$ 1,000.00	7%	\$ 13,000.00
Professional Services	\$ 17,250.00	\$ -	\$ -	0%	\$ 17,250.00
Projects	\$ 35,000.00	\$ -	\$ -	0%	\$ 35,000.00
Expenses	<u>\$ 141,755.00</u>	<u>\$ 5,447.74</u>	<u>\$ 15,040.79</u>	11%	<u>\$ 126,714.21</u>

SUWANNEE COUNTY SCHOOL DISTRICT



1729 Walker Avenue, SW, Suite 200 • Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635
www.suwannee.k12.fl.us

TED L. ROUSH
Superintendent of Schools

"Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success."

JERRY TAYLOR
DISTRICT 1

CATHERINE CASON
DISTRICT 2

TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4

RONALD WHITE
DISTRICT 5

LEONARD J. DIETZEN, III
BOARD ATTORNEY

September 18, 2018

Ms. Leigh Wilsey
North Central Florida
HealthCare Coalition
100 Festival Park Avenue
Jacksonville, FL 32202

Dear Ms. Wilsey:

We would like to invite you to attend the upcoming meeting of the Suwannee County School Board on Tuesday, September 25, 2018, at 6:00 p.m., in the School Board Meeting Room, 1729 Walker Avenue, SW, Suite 300, Live Oak.

This is to recognize the North Central Florida HealthCare Coalition for its generous donation of Bleeding Control Kits for our school district. We appreciate your support of our community and our students! We look forward to seeing you on the 25th.

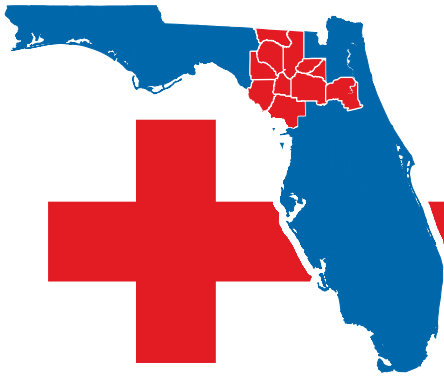
Sincerely,

Ted L. Roush
Superintendent of Schools

TLR/kl

xc: Janene Fitzpatrick, Assistant Superintendent of Instruction
Michele Howard, Coordinator of Health Services and Attendance
Debbie Land, Director of Student Services

RECEIVED
2018 SEP 19 PM 2:10
North Central Florida
Regional Council



North Central Florida HealthCare Coalition

**Coordinating Preparedness & Resilience
through all sectors of the healthcare system
(NCFHCC)**

What is the NCFHCC?

A Healthcare Coalition (HCC) is a collaborative network of healthcare organizations and their public and private response partners. Coalition partners work together to assist Emergency Management and Health and Medical Emergency Support Function 8 (ESF8) with preparedness, response, and recovery activities related to healthcare disaster operations. HCCs help improve medical surge capability and capacity and enhance a community's health system preparedness for disasters and public health emergencies. Creation of HCCs is a national priority, and funding for HCCs is provided by the Assistant Secretary for Preparedness and Response (ASPR).

Who is the NCFHCC?

The HCC includes Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Putnam, Suwannee and Union counties and is made up of individuals and agencies that represent healthcare and preparedness disciplines throughout the counties. The NCFHCC is run by a eight (8) member Board of Directors with multi-discipline and multi-jurisdictional voting members.

Members include local health departments, hospitals, long-term care, local emergency management, Emergency Medical Services (EMS) providers, first responders and other healthcare entities. Outreach is ongoing to add partners to the coalition, including behavioral and mental health providers, special service providers, assisted living and skilled nursing facilities, long-term care providers, community health centers, etc.

Why join the NCFHCC?

The overarching goal of the NCFHCC is to minimize the impacts of a disaster to the overall public health network through a framework of regional planning and coordination. There are many ways to achieve this goal, including training and exercise opportunities. NCFHCC is seeking all partners to work towards this mission. Members benefit by receiving technical assistance for disaster planning, training and exercise opportunities and disaster related information.

How to join the North Central Florida HealthCare Coalition?

For more information, visit our website www.ncfhcc.org or contact us at **888-223-8397** or via email at lwilsey@nefrc.org. Meetings are held monthly to brief members on the work of the Coalition and to solicit input and ideas to advance the NCFHCC.

Get involved!

We are seeking all local healthcare partners to join.



100 Festival Park Avenue
Jacksonville, FL 32202

Phone: 888.223.8397 • Email: info@ncfhcc.org

Web site: www.ncfhcc.org

*Alachua • Bradford • Columbia • Dixie • Gilchrist • Hamilton
Lafayette • Levy • Putnam • Suwannee • Union Counties*

Helping Communities Prepare for **Disasters** or **Emergencies**

New Member Requests for September 2018: North Central Florida HealthCare Coalition

First Name	Last Name	Title	Facility Name	Facility Type
James	Gilley	President	Solaris HealthCare Palatka	Skilled nursing, nursing, and long-term care facilities
Christine	Heath	Service Coordinator	Putnam Community Medical Center	Hospital
Jennifer	Horner	Regional Special Needs Shelter Consultant	Florida Department of Health	Public Health Agency
Ryan	Simpson	EM Director	Putnam County Emergency Services Department	Public Safety Agency
Michelle	Thomas	Home Program Manager	Dialysis Clinic, Inc.	Dialysis Centers & Regional Centers for Medicare & Medicaid Services (CMS)-funded end-stage renal disease (ESRD) networks
Deonna	Willis	RN CLINICAL HOME HEALTH SPECIALIST	Kindred at Home	Home Health Agency

North Central Florida Healthcare Coalition 2018/2019 Training & Exercise Calendar

❖ November 2018

- CMS Provider/Supplier Tabletop Exercise
 - November 16, 2018
 - Lakeshore Hospital Authority 259 NE Franklin St, Lake City, FL 32055

❖ December 2018

- TBD - Basic Healthcare Emergency Management (1-day)

❖ January 2019

- Nursing Home Incident Command Systems (NHICS)
 - January 9, 2019
 - Gainesville- **location is pending approval**

❖ February 2019

- CMS Provider/Supplier Tabletop Exercise
 - February 12, 2019 – morning
 - Gilchrist County EOC - 3250 US-129, Bell, FL 32619

- MGT 409: Community Healthcare Planning and Response to Disaster
 - February 20-21, 2019
 - Columbia County EOC - 263 NW Lake City Ave, Lake City, FL 32055

❖ March 2019

- TBD - Exercise – Coalition Surge Tool Exercise (Hospitals: 1-day)
- TBD - Advanced Healthcare Emergency Management (2-day)

❖ April 2019

- MGT 319: Medical Countermeasures: Points of Dispensing (POD), Planning and Response
 - April 2-3, 2019
 - Gilchrist County EOC - 3250 US-129, Bell, FL 32619

- CMS Provider/Supplier Tabletop Exercise
 - April 25, 2019 - afternoon
 - Putnam County EOC - 410 State Road 19 S, Palatka, FL 32177

❖ May 2019

- TBD – Nursing Home Incident Command Systems – Lake City

Working to arrange Active Shooter & COOP training as part of contract deliverables.