



Wednesday, December 6, 2023 @ 1:30

VIRTUAL ONLY

<https://nefrc-org.zoom.us/j/89168661472> Or Call 1-786 635 1003 Meeting ID: 891 6866 1472

NCFHCC BOARD OF DIRECTORS MEETING AGENDA

*Requires approval of Board

Meeting Attendance Link: <https://nefrc.readyop.com/fs/4cfz/812b433e>

- I. Call to Order**
 - Validation of voting members present [accept proxy voters, if present]
 - Welcome & Introductions
 - *Approval of minutes from September 2023
- II. Financial**
 - *Finance Report – September 2023, October 2023
- III. Management and Administration**
 - Website Updates
 - National Conference & Presentation
 - Chemical Surge Annex
 - BOLDPlanning
 - Project Funding Update
 - EMAG Conference
- IV. Business**
 - *New Member Requests
- V. Training & Exercise**
 - Virtual Tabletop Exercise Scenario Suggestions
 - Statewide Chemical Surge VTTX
 - Florida Week at CDP – April 14-20, 2024
 - CDP Virtual Training Opportunity – One Left
 - BOLDPlanning Workshops
- VI. Board Member/Discipline Reports & Open Discussion**
- VII. Adjourn**

Next Meeting:

January 24, 2024 @1:30 General Membership Meeting

Hybrid Meeting

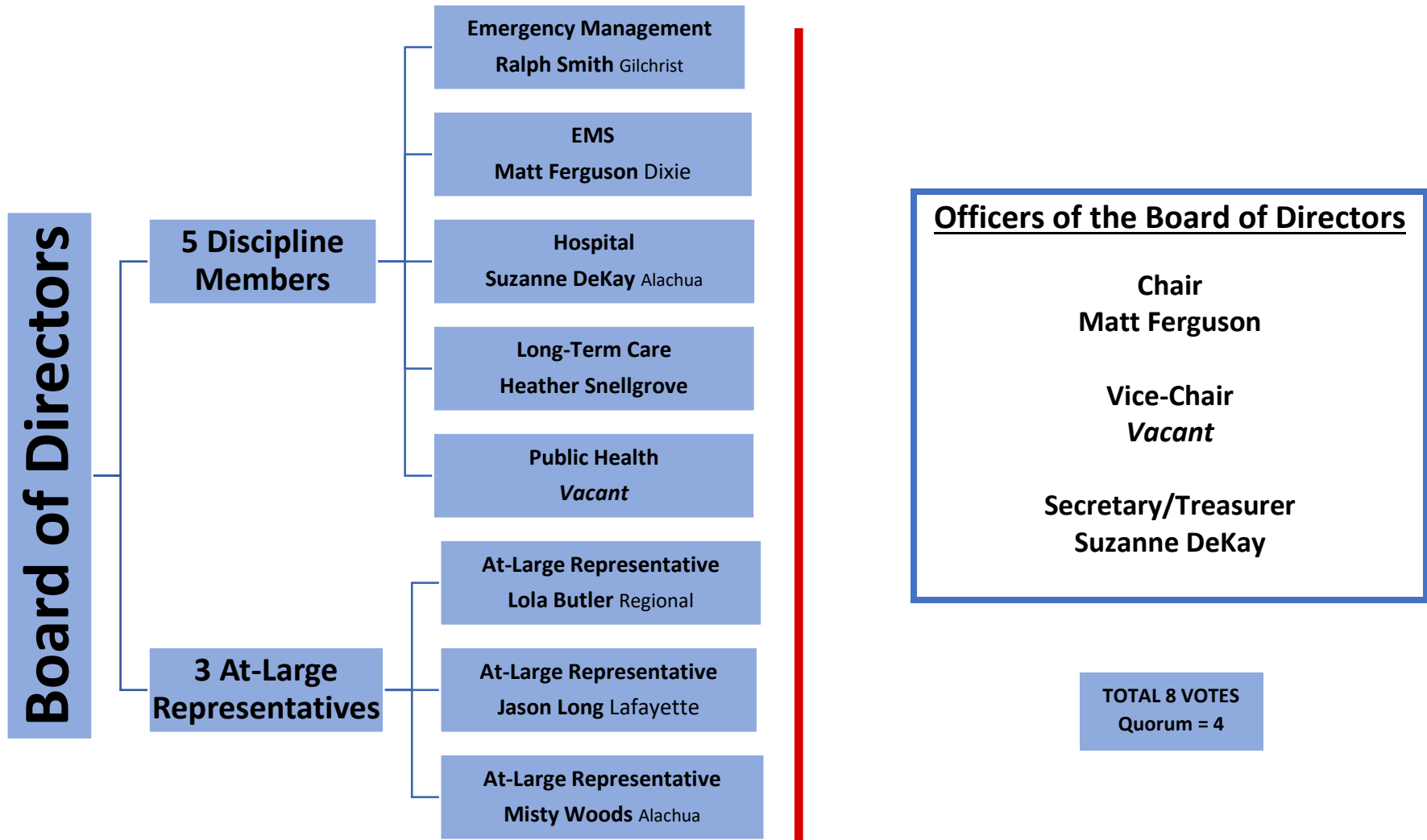
Alachua County Health Department, Thomas Coward Auditorium
224 SE 24th Street, Gainesville, FL 32641

OR

<https://nefrc-org.zoom.us/j/89168661472> Or Call 1-786 635 1003 Meeting ID: 891 6866 1472



Board of Directors 2022-2024



A quorum is fifty percent (50%) of the total voting membership of the Board of Directors.
 The term of the Board of Directors is July 2022-June 2024.



NCFHCC Board of Directors Meeting

September 27, 2023

MEETING MINUTES

The North Central Florida HealthCare Coalition held its monthly meeting virtually on September 27, 2023, at 1:30 via Zoom.

Documents provided to the NCFHCC Members via email:

Agenda; Validation of Board Members; Minutes from August 2023; Financial Report for August 2023; New Member Requests.

CALL TO ORDER

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

Emergency Management: Ralph Smith

EMS: Matt Ferguson

Hospitals: Suzanne DeKay

At-Large Representative: Jason Long

At-Large Representative: Lola Butler

Others in Attendance: See attendance report attached.

Absent:

Public Health: Tom Moffses

Long-Term Care: N/A

At-Large Representative: Misty Woods

Welcome & Introductions

Chair, Matthew Ferguson welcomed everyone to the meeting.

Approval of Minutes

The minutes from August 2023 were provided to Board members via electronic mail and September Meeting Packet.

The Chair called for a motion of approval. Mr. Smith moved approval; Ms. DeKay seconded; Motion carried.

FINANCIAL

Finance Report

Ms. Suzanne DeKay along with Leigh Wilsey, presented the finance report for August 2023.

The Chair called for a motion of approval. Mr. Smith moved approval; Mr. Brisbane seconded; Motion carried.

MANAGEMENT AND ADMINISTRATION

- **Project Funding Update** Staff reported that all nine of the projects that were awarded funding this year have been notified, and all MOAs have been distributed. Staff report four of the nine MOAs have been fully executed. More information to follow as projects complete.

BUSINESS

New Members

Six (6) new member requests were presented for membership.

The Chair called for a motion of approval of the members. Ms. DeKay moved approval; Mr. Smith seconded; Motion carried.

TRAINING AND EXERCISE

Upcoming Virtual Tabletop Exercises

Staff shared the upcoming virtual tabletop exercise series offerings for the membership. This series will have two delivery offerings with the same scenario. This series scenario will be resource resilience/supply chain centric. Attending this exercise can allow members to meet their CMS 'Exercise of Choice' requirement.

Offering 1: October 31, 2023, 9 AM to 12:30 PM

Offering 2: November 1, 2023, 1 PM to 4:30 PM

Once available, staff will share the registration links and flyer.

CDP Virtual Training Opportunities

Arranged through the state of Florida HCC group, there are multiple virtual training opportunities offered through the Center for Domestic Preparedness (CDP). Staff reports a full list of the training opportunities with links to register is on the Florida HCC website under 'Training,' the link is provided below.

<https://www.floridahcc.org/training/>

BOLDPlanning

Staff report there will be upcoming virtual workshops through BOLDPlanning for the COOP planning platform. As dates and registration links become available, they will be shared with the membership. Staff report the Statewide contract with BOLDPlanning and the state HCC group is almost complete, and more information will come as it is finalized.

*Staff added that the Coalition websites are currently down due to maintenance and the website being corrupt. Staff are working on an RFP in coordination with the NEFRC for a website re-design. Once this is complete all documents, training, exercise, and other key information will resume being uploaded to the website.

In the meantime, staff relay to members that if they need documentation or other information to please email them, and they will provide whatever is necessary.

MEMBER REPORTS AND OPEN DISCUSSION

Hospitals – Ms. Suzanne DeKay, from UF Health Gainesville, states there was nothing to report for the hospital.

Emergency Management – Mr. Ralph Smith from Gilchrist County Emergency Management had nothing to report, just stated they are working through recovery processes.

Public Health –

Ms. Casey Ditter and Mr. Jason Long from DOH Lafayette/Suwannee reported through the meeting chat that they had technical difficulties and could not report out.

*Mr. Jason Long, previously with EM has recently returned to public health and is working at DOH Suwannee.

EMS – Mr. Matt Ferguson from Dixie County Fire Rescue reports they continue to face supply chain challenges.

Long-Term Care – Nothing to report.

At-Large Representatives – Ms. Lola Butler from FDOT reports they are continuing to work through recovery processes with the counties impacted by Hurricane Idalia.

Mr. Glenn Hammers from FDEM states the next Region 3 quarterly meeting will be on December 13th in Suwannee County. For more information, please contact him at: glen.hammers@em.myflorida.com.

Hurricane Idalia Discussion:

Mr. Matt Ferguson reports Dixie County had impacts in their coastal parts – Horseshoe Beach. Reports the mandatory evacuation order was helpful, and as a result they didn't have any casualties from the storm. States the county is working through the long-term recovery process/debris removal.

Ms. Lola Butler reports FDOT has been working with all impacted counties that need assistance with debris removal. FDOT is working through and with county-specific debris removal contractors. FDOT solicited contractors for debris removal for counties that did not have a contractor on hand. Reports FDOT is attempting to complete the "first pass" within 30 days of storm impact for the 7 counties they are assisting.

Mr. Ralph Smith (Gilchrist County EM) states the county appreciated FDOT offer in assistance but has used their own contractors for debris removal. States Gilchrist County is about 75% complete and will more than likely not need a "second pass" for debris removal.

CLOSING REMARKS AND ADJOURN

The Chair announced the next meeting is **CANCELED**. The Board of Directors have selected the next meeting date for December 6, 2023, at 1:30 PM to accommodate for schedules.

With no additional business, the meeting was adjourned.



Attendance Recorded in ReadyOp: Board of Directors Meeting – September 27, 2023

| First Name | Last Name | Facility Name | Facility Type |
|------------|-----------|--|---|
| Suzanne | DeKay | UF Health Gainesville | Acute Care Hospitals (Core HCC Member) |
| Freda | Vaughn | FDOH | Public Health Agencies (Core HCC Member) |
| Lola | Butler | FDOT – District 2 | Emergency Management Organizations (Core HCC Member) |
| Matthew | Ferguson | Dixie County Fire Rescue | EMS (Including inter-facility and other non-EMS patient transport systems; Core HCC Member) |
| Mark | Cromer | HCA Florida North Florida Hospital | Acute Care Hospitals (Core HCC Member) |
| Casey | Ditter | FDOH – Lafayette and Suwannee | Public Health Agencies (Core HCC Member) |
| Glen | Hammers | FDEM | Emergency Management Organizations (Core HCC Member) |
| Jason | Long | Lafayette County Emergency Management | Emergency Management Organizations (Core HCC Member) |
| Sandra | McGehee | North Central Florida Hospice, Inc. | Other |
| Cheryl | Bell | North Florida Medical Center | Primary care providers, including pediatric and women's health care providers |
| Ralph | Smith | Gilchrist County Emergency Management | Emergency Management Organizations (Core HCC Member) |
| Mark | Brisbane | Center for Independent Living of North Central Florida | Non-governmental organizations (e.g. American Red Cross, voluntary organizations active in disaster, amateur radio operators, etc.) |
| Jim | Lyons | DOH – Bradford/Union | Public Health Agencies (Core HCC Member) |

Healthcare Coalition
Financial Report
As of September 2023

| Healthcare Coalition FY 23/24-Personnel | | | | | | |
|---|---------------|----------------|-----------------|-------------------|-----------------|--|
| | Budget | September 2023 | Project To Date | % of Budget Spent | Funds Available | |
| Revenues | | | | | | |
| State Contract | \$ 289,113.00 | \$ 29,460.41 | \$ 72,157.74 | 25% | \$ 216,955.26 | |
| Revenues | \$ 289,113.00 | \$ 29,460.41 | \$ 72,157.74 | 25% | \$ 216,955.26 | |
| Expenses | | | | | | |
| Salaries | \$ 161,979.00 | \$ 16,091.79 | \$ 39,113.02 | 24% | \$ 122,865.98 | |
| Fringe Benefits | \$ 56,693.00 | \$ 5,987.25 | \$ 14,821.42 | 26% | \$ 41,871.58 | |
| Indirect | \$ 70,441.00 | \$ 7,381.37 | \$ 18,223.30 | 26% | \$ 52,217.70 | |
| Expenses | \$ 289,113.00 | \$ 29,460.41 | \$ 72,157.74 | 25% | \$ 216,955.26 | |

| Healthcare Coalition FY 23/24-Travel | | | | | | |
|--------------------------------------|--------------|----------------|-----------------|-------------------|-----------------|--|
| | Budget | September 2023 | Project To Date | % of Budget Spent | Funds Available | |
| Revenues | | | | | | |
| State Contract | \$ 48,742.00 | \$ 4,934.08 | \$ 5,579.53 | 11% | \$ 43,162.47 | |
| Revenues | \$ 48,742.00 | \$ 4,934.08 | \$ 5,579.53 | 11% | \$ 43,162.47 | |
| Expenses | | | | | | |
| Travel | \$ 40,842.00 | \$ 4,934.08 | \$ 5,579.53 | 14% | \$ 35,262.47 | |
| Registration Fees | \$ 7,700.00 | \$ - | \$ - | 0% | \$ 7,700.00 | |
| Vehicle Rental | \$ 200.00 | \$ - | \$ - | 0% | \$ 200.00 | |
| Expenses | \$ 48,742.00 | \$ 4,934.08 | \$ 5,579.53 | 11% | \$ 43,162.47 | |

| Healthcare Coalition FY 23/24-Equipment | | | | | | |
|---|---------------|----------------|-----------------|-------------------|-----------------|--|
| | Budget | September 2023 | Project To Date | % of Budget Spent | Funds Available | |
| Revenues | | | | | | |
| State Contract | \$ 197,464.00 | \$ - | \$ - | 0% | \$ 197,464.00 | |
| Revenues | \$ 197,464.00 | \$ - | \$ - | 0% | \$ 197,464.00 | |
| Expenses | | | | | | |
| HCC Projects | \$ 197,464.00 | \$ - | \$ - | 0% | \$ 197,464.00 | |
| Expenses | \$ 197,464.00 | \$ - | \$ - | 0% | \$ 197,464.00 | |

| Healthcare Coalition FY 23/24-Supplies | | | | | | |
|--|-----------|----------------|-----------------|-------------------|-----------------|--|
| | Budget | September 2023 | Project To Date | % of Budget Spent | Funds Available | |
| Revenues | | | | | | |
| State Contract | \$ 750.00 | \$ 29.99 | \$ 29.99 | 4% | \$ 720.01 | |
| Revenues | \$ 750.00 | \$ 29.99 | \$ 29.99 | 4% | \$ 720.01 | |
| Expenses | | | | | | |
| Office Supplies | \$ 750.00 | \$ 29.99 | \$ 29.99 | 4% | \$ 720.01 | |
| Expenses | \$ 750.00 | \$ 29.99 | \$ 29.99 | 4% | \$ 720.01 | |

| Healthcare Coalition FY 23/24-Contractual | | | | | | |
|---|---------------|----------------|-----------------|-------------------|-----------------|--|
| | Budget | September 2023 | Project To Date | % of Budget Spent | Funds Available | |
| Revenues | | | | | | |
| State Contract | \$ 175,506.00 | \$ 22,500.00 | \$ 22,500.00 | 13% | \$ 153,006.00 | |
| Revenues | \$ 175,506.00 | \$ 22,500.00 | \$ 22,500.00 | 13% | \$ 153,006.00 | |
| Expenses | | | | | | |
| Computer Software | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | 100% | \$ - | |
| Professional Services | \$ 165,506.00 | \$ 12,500.00 | \$ 12,500.00 | 8% | \$ 153,006.00 | |
| Expenses | \$ 175,506.00 | \$ 22,500.00 | \$ 22,500.00 | 13% | \$ 153,006.00 | |

| Healthcare Coalition FY 23/24-Other | | | | | | |
|-------------------------------------|--------------|----------------|-----------------|-------------------|-----------------|--|
| | Budget | September 2023 | Project To Date | % of Budget Spent | Funds Available | |
| Revenues | | | | | | |
| State Contract | \$ 37,137.00 | \$ 1,866.60 | \$ 6,767.68 | 18% | \$ 30,369.32 | |
| Revenues | \$ 37,137.00 | \$ 1,866.60 | \$ 6,767.68 | 18% | \$ 30,369.32 | |
| Expenses | | | | | | |
| Telephone | \$ 2,500.00 | \$ 176.31 | \$ 356.49 | 14% | \$ 2,143.51 | |
| Postage | \$ 500.00 | \$ 195.28 | \$ 195.28 | 39% | \$ 304.72 | |
| Membership Dues | \$ 450.00 | \$ - | \$ - | 0% | \$ 450.00 | |
| Printing | \$ 2,000.00 | \$ 0.47 | \$ 22.77 | 1% | \$ 1,977.23 | |
| Technology Services | \$ 10,000.00 | \$ 8.00 | \$ 1,733.52 | 17% | \$ 8,266.48 | |
| D/O Insurance | \$ 600.00 | \$ - | \$ - | 0% | \$ 600.00 | |
| Office Lease | \$ 21,087.00 | \$ 1,486.54 | \$ 4,459.62 | 21% | \$ 16,627.38 | |
| Expenses | \$ 37,137.00 | \$ 1,866.60 | \$ 6,767.68 | 18% | \$ 30,369.32 | |

Healthcare Coalition
Financial Report
As of October 2023

| Healthcare Coalition FY 23/24-Personnel | | | | | | |
|---|---------------|--------------|-----------------|-------------------|-----------------|--|
| | Budget | October 2023 | Project To Date | % of Budget Spent | Funds Available | |
| Revenues | | | | | | |
| State Contract | \$ 289,113.00 | \$ 26,761.27 | \$ 98,919.01 | 34% | \$ 190,193.99 | |
| Revenues | \$ 289,113.00 | \$ 26,761.27 | \$ 98,919.01 | 34% | \$ 190,193.99 | |
| Expenses | | | | | | |
| Salaries | \$ 161,979.00 | \$ 15,102.37 | \$ 54,215.39 | 33% | \$ 107,763.61 | |
| Fringe Benefits | \$ 56,693.00 | \$ 4,850.86 | \$ 19,672.28 | 35% | \$ 37,020.72 | |
| Indirect | \$ 70,441.00 | \$ 6,808.04 | \$ 25,031.34 | 36% | \$ 45,409.66 | |
| Expenses | \$ 289,113.00 | \$ 26,761.27 | \$ 98,919.01 | 34% | \$ 190,193.99 | |

| Healthcare Coalition FY 23/24-Travel | | | | | | |
|--------------------------------------|--------------|--------------|-----------------|-------------------|-----------------|--|
| | Budget | October 2023 | Project To Date | % of Budget Spent | Funds Available | |
| Revenues | | | | | | |
| State Contract | \$ 48,742.00 | \$ - | \$ 5,579.53 | 11% | \$ 43,162.47 | |
| Revenues | \$ 48,742.00 | \$ - | \$ 5,579.53 | 11% | \$ 43,162.47 | |
| Expenses | | | | | | |
| Travel | \$ 40,842.00 | \$ - | \$ 5,579.53 | 14% | \$ 35,262.47 | |
| Registration Fees | \$ 7,700.00 | \$ - | \$ - | 0% | \$ 7,700.00 | |
| Vehicle Rental | \$ 200.00 | \$ - | \$ - | 0% | \$ 200.00 | |
| Expenses | \$ 48,742.00 | \$ - | \$ 5,579.53 | 11% | \$ 43,162.47 | |

| Healthcare Coalition FY 23/24-Equipment | | | | | | |
|---|---------------|--------------|-----------------|-------------------|-----------------|--|
| | Budget | October 2023 | Project To Date | % of Budget Spent | Funds Available | |
| Revenues | | | | | | |
| State Contract | \$ 197,464.00 | \$ - | \$ - | 0% | \$ 197,464.00 | |
| Revenues | \$ 197,464.00 | \$ - | \$ - | 0% | \$ 197,464.00 | |
| Expenses | | | | | | |
| HCC Projects | \$ 197,464.00 | \$ - | \$ - | 0% | \$ 197,464.00 | |
| Expenses | \$ 197,464.00 | \$ - | \$ - | 0% | \$ 197,464.00 | |

| Healthcare Coalition FY 23/24-Supplies | | | | | | |
|--|-----------|--------------|-----------------|-------------------|-----------------|--|
| | Budget | October 2023 | Project To Date | % of Budget Spent | Funds Available | |
| Revenues | | | | | | |
| State Contract | \$ 750.00 | \$ - | \$ 29.99 | 4% | \$ 720.01 | |
| Revenues | \$ 750.00 | \$ - | \$ 29.99 | 4% | \$ 720.01 | |
| Expenses | | | | | | |
| Office Supplies | \$ 750.00 | \$ - | \$ 29.99 | 4% | \$ 720.01 | |
| Expenses | \$ 750.00 | \$ - | \$ 29.99 | 4% | \$ 720.01 | |

| Healthcare Coalition FY 23/24-Contractual | | | | | | |
|---|---------------|--------------|-----------------|-------------------|-----------------|--|
| | Budget | October 2023 | Project To Date | % of Budget Spent | Funds Available | |
| Revenues | | | | | | |
| State Contract | \$ 175,506.00 | \$ - | \$ 22,500.00 | 13% | \$ 153,006.00 | |
| Revenues | \$ 175,506.00 | \$ - | \$ 22,500.00 | 13% | \$ 153,006.00 | |
| Expenses | | | | | | |
| Computer Software | \$ 10,000.00 | \$ - | \$ 10,000.00 | 100% | \$ - | |
| Professional Services | \$ 165,506.00 | \$ - | \$ 12,500.00 | 8% | \$ 153,006.00 | |
| Expenses | \$ 175,506.00 | \$ - | \$ 22,500.00 | 13% | \$ 153,006.00 | |

| Healthcare Coalition FY 23/24-Other | | | | | | |
|-------------------------------------|--------------|--------------|-----------------|-------------------|-----------------|--|
| | Budget | October 2023 | Project To Date | % of Budget Spent | Funds Available | |
| Revenues | | | | | | |
| State Contract | \$ 37,137.00 | \$ 3,295.63 | \$ 10,063.31 | 27% | \$ 27,073.69 | |
| Revenues | \$ 37,137.00 | \$ 3,295.63 | \$ 10,063.31 | 27% | \$ 27,073.69 | |
| Expenses | | | | | | |
| Telephone | \$ 2,500.00 | \$ 61.14 | \$ 417.63 | 17% | \$ 2,082.37 | |
| Postage | \$ 500.00 | \$ - | \$ 195.28 | 39% | \$ 304.72 | |
| Membership Dues | \$ 450.00 | \$ - | \$ - | 0% | \$ 450.00 | |
| Printing | \$ 2,000.00 | \$ 0.27 | \$ 23.04 | 1% | \$ 1,976.96 | |
| Technology Services | \$ 10,000.00 | \$ 1,147.68 | \$ 2,881.20 | 29% | \$ 7,118.80 | |
| D/O Insurance | \$ 600.00 | \$ 600.00 | \$ 600.00 | 100% | \$ - | |
| Office Lease | \$ 21,087.00 | \$ 1,486.54 | \$ 5,946.16 | 28% | \$ 15,140.84 | |
| Expenses | \$ 37,137.00 | \$ 3,295.63 | \$ 10,063.31 | 27% | \$ 27,073.69 | |

New Members Alliance December 2023

| Name (First) | Name (Last) | Title/Job Duty | Type of Organization | Name of Facility/Organization | City | County- Select all that apply |
|--------------|-------------|-------------------------------|--|--------------------------------------|--------------|--|
| Sommer | Jass | EMT | Acute Care Hospitals (Core HCC Member) | UF Health Shands | Gainesville | Alachua |
| Shelby | Steadman | EMT | Outpatient health care delivery (e.g., ambulatory care, clinics, community and tribal health centers, Federally Qualified Health Centers, urgent care centers, free standing emergency rooms, stand-alone surgery centers) | UF Health Wildlight Urgent Care | Yulee | Nassau |
| Brad | James | Area Operations Director | Dialysis centers and regional Centers for Medicare and Medicaid Services (CMS)-funded end stage renal disease networks | DCI – Gainesville Area | Gainesville | Alachua |
| Monica | Santiago | Emergency Manager | Acute Care Hospitals (Core HCC Member) | Mayo Clinic | Jacksonville | Duval |
| Heather | Henderson | Deputy Director | Emergency Management Organizations (Core HCC Member) | Suwannee County Emergency Management | Live Oak | Suwannee |
| Chris | Volz | Director | Emergency Management Organizations (Core HCC Member) | Suwannee County Emergency Management | Live Oak | Suwannee |
| James | Carter | Region 4 Response Coordinator | Emergency Management Organizations (Core HCC Member) | FDEM | Tallahassee | Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns |