



NCFHCC Board of Directors Meeting

April 23, 2025

MEETING MINUTES

The North Central Florida Healthcare Coalition held its virtual meeting on April 23, at 1:30. The meeting was held virtually via Zoom.

Documents provided to the NCFHCC Members via email:

Agenda; Validation of Board Members; Minutes from February 2025; New Member Requests.

CALL TO ORDER

The meeting was called to order by the Secretary/Treasurer, Lola Butler, with a validation of members, with the following Board members present. Quorum was met for voting.

Emergency Management: Ralph Smith

Hospitals: Mark Cromer

Public Health: Diana Duque

At-Large Representative: Lola Butler

Others in Attendance: See attendance report attached.

Absent:

EMS: Matt Ferguson

Long-Term Care: Heather Snellgrove

At-Large Representative: Jason Long

At-Large Representative: N/A

Welcome & Introductions

Secretary/Treasurer, Lola Butler, welcomed everyone to the meeting.

Approval of Minutes

The minutes from February 2025 were provided to Board members via electronic mail and April Meeting Packet.

The Secretary/Treasurer called for a motion of approval. Mr. Cromer moved approval; Ms. Ditter seconded; Motion carried.

FINANCIAL

*Finance Report

Secretary/Treasurer, Lola Butler, presented the finance report for March 2025.

The Secretary/Treasurer called for a motion of approval. Mr. Cromer moved approval; Ms. Ditter seconded; Motion carried.

MANAGEMENT AND ADMINISTRATION

- **Project Funding Update** Staff shared there is currently \$178,960 budgeted for this year's project funding. The Alliance Board met in January to review and approve project ideas developed by the Alliance's Specialty Working Group on Regional Resources and Gaps. The Alliance Board voted to focus on member long-term care facilities this fiscal year. Following the direction from the Board, staff surveyed member long-term care facilities and received 28 interest forms back. Staff are in the process of procuring 155 large and bariatric size evacuation sleds and 11 stair chairs for these facilities, totaling \$95,650.

The remaining \$83,040 will be used to purchase 5-pack stretchers with a cart for interested hospitals in the region. Following the same process, staff surveyed member hospitals and received interest from over 20 facilities. With this year's funding, the Alliance can purchase 12 stretcher packs to be distributed evenly across the region.

- **Conference Updates** Staff shared they sponsored 16 members to attend the FHA conference in Orlando this April.

Additionally, the Florida HCCs are planning a healthcare specific conference for March 9-11, 2026. More information to come.

- **Cyber Assessment and Extended Downtime Assessment Discussion** The Cyber Assessment and Extended Downtime Assessment are new deliverables for this year's contract. The Florida HCCs worked together to develop the Cyber Assessment survey that was distributed in March. Statewide there were 266 responses received and 78 of those were from Region 3. The final Cyber Assessment inclusive of survey results will be shared with members prior to the end of June.

The Florida HCCs are using the same process for the Extended Downtime Assessment which will be shared with the membership soon, and with the final product finalized by the end of June.

BUSINESS

New Members

Fifteen (15) new member requests were presented for membership.

The Secretary/Treasurer called for a motion of approval. Mr. Smith moved approval; Mr. Cromer

seconded; Motion carried.

ASPR Updates

Staff shared there is no major updates on funding from ASPR, like other programs all funding is pending. Shared the State is proceeding with sending out contracts for next fiscal year, as normal. Staff will share information as it becomes available.

Vacant At-Large Representative Position

Staff shared there is a vacant At-Large Representative position on the Board with Ebbin Spellman is no longer within the region. Staff will send out a call for nominations to fill this vacancy via email. Meeting attendees were encouraged to complete the form to nominate a member who would be interested in serving on the Board.

TRAINING AND EXERCISE

BOLDPlanning Workshops

Staff shared that BOLDplanning and the Florida HCC's have launched the CEMP platform which is free and available to any HCC member in Florida. Below are the Florida HCC funded virtual workshops. The flyer with registration links is attached to the minutes.

- Alliance Offerings
 - COOP Workshops
 - April 30, from 1pm to 4pm (initial)
 - May 22, from 9am to 12pm (midterm)
- Statewide Offerings
 - CEMP Workshops
 - May 20, from 1pm to 5pm (initial)
 - June 18, from 1pm to 5pm (initial)
 - COOP Workshops
 - May 8, from 1pm to 5pm (initial)

LAST Virtual Tabletop Exercise Opportunity

Staff shared the virtual tabletop exercise series launched in January. These exercises are beneficial and can be used to meet facility's CMS 'Exercise of Choice' requirement. As a reminder, each scenario is offered two times.

- Loss of Water
 - April 28 (**FULL**) & May 6

Medical Response Surge Exercise (MRSE)

The Medical Response and Surge Exercise (MRSE) is an annual requirement and is designed to test the region's capability and capacity to manage and support a surge of patients equal to at least 10% of their licensed general medical/surgical bed capacity. The exercise will be held in the Northeast region this fiscal year. Planning meetings have commenced, and the exercise will take place on May 8. Interest in participating forms have been sent to area hospitals and other core partners necessary for exercise play.

Center for Independent Living of North Central Florida Disability Expos-Putnam

Each year the Alliance partners with the Center for Independent Living of North Central Florida to sponsor disability expos throughout parts of the HCC region. This is a free event for all community partners to support those with disabilities before, during and after emergencies.

Virtual Dialysis Workshop

Staff shared there will be a dialysis based virtual workshop on June 9th. This will be an opportunity for dialysis providers, EMS, EM, and other key stakeholders to come together to discuss risks and mitigation strategies for those who are dialysis dependent during emergencies. Staff will share registration information and the flyer as it is available.

MEMBER REPORTS AND OPEN DISCUSSION

Hospitals – Both Mr. Mark Cromer (HCA Florida North Florida Hospital) and Ms. Suzanna DeKay (UF Health Shands) shared the hospitals are working as business as usual with nothing new to report.

Emergency Management – Mr. Ralph Smith (Gilchrist County EM) shared they are preparing for hurricane season and for the Governor’s Hurricane Conference next month.

Public Health –

Ms. Casey Ditter (DOH – Lafayette/Suwannee) shared they are preparing for the upcoming hurricane season.

EMS – Nothing to report.

Long-Term Care – Nothing to report.

At-Large Representatives – Ms. Lola Butler (FDOT) shared they are still completing recovery operations from Hurricane Helene in Taylor and Hamilton counties, and are preparing for this upcoming hurricane season.

CLOSING REMARKS AND ADJOURN

Next Meeting:

Wednesday, May 28, 2025 at 1:30PM

Virtual

All members are welcome to attend!

With no additional business, the meeting was adjourned.



Attendance Recorded in ReadyOp: Board of Directors Meeting – April 23, 2025

First Name	Last Name	Facility Name	Facility Type
Jim	Lyons	DOH – Bradford/Union	Public Health Agencies (Core HCC Member)
Lola	Butler	FDOT	Jurisdictional partners, including cities, counties and tribes
Diana	Duque	DOH – Columbia/Hamilton	Public Health Agencies (Core HCC Member)
Casey	Ditter	DOH – Lafayette/Suwannee	Public Health Agencies (Core HCC Member)
Mark	Cromer	HCA Florida North Florida Hospital	Acute Care Hospitals (Core HCC Member)
Cory	Hunte	UF Health Shands	Acute Care Hospitals (Core HCC Member)
Robert	Linnens	DOH-Alachua	Public Health Agencies (Core HCC Member)
Suzanne	DeKay	UF Health Shands	Acute Care Hospitals (Core HCC Member)
Aurelio	Perea	DOH – Region 3	Public Health Agencies (Core HCC Member)
Christopher	Westmoreland	DOH – Putnam	Public Health Agencies (Core HCC Member)
Francine	Vincent	Alachua County Emergency Management	Emergency Management Organizations (Core HCC Member)
Ralph	Smith	Gilchrist County Emergency Management	Emergency Management Organizations (Core HCC Member)



FLORIDA **HEALTH CARE** COALITIONS

Comprehensive Emergency Management Plan (CEMP) Development Workshops

WITH BOLDPLANNING



Tuesday, February 11th from 1pm - 5pm

Wednesday, March 5th from 1pm - 5pm

Thursday, April 17th from 1pm - 5pm

Tuesday, May 20th from 1pm - 5pm

Wednesday, June 18th from 1pm - 5pm

These virtual workshops will guide you through developing a Comprehensive Emergency Management Plan (CEMP) using the BOLDPlanning Platform!

Click on the date above to register.

(The workshops are the identical - just choose one!)

*Provided at no cost to you by the Florida Health
Care Coalitions!*



FLORIDA HEALTH CARE COALITIONS

Continuity of Operations Plan (COOP) Development Workshops

WITH BOLDPLANNING

[Monday, March 24th](#) from 1pm - 5pm

[Thursday, May 8th](#) from 1pm - 5pm

These virtual workshops will guide you
through developing a Continuity of
Operations (COOP) Plan using the
BOLDPlanning Platform!

Click on the date above to register.
(The workshops are the identical - just choose one!)

*Provided at no cost to you by the
Florida Health Care Coalitions!*

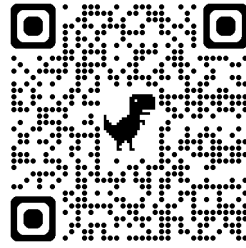


BOLDPlanning CEMP Workshops

Initial CEMP Workshops:

February 25, 2025 from 9:00am to 12:00pm

[Register Here](#)



March 11, 2025 from 1:00pm to 4:00pm

[Register Here](#)

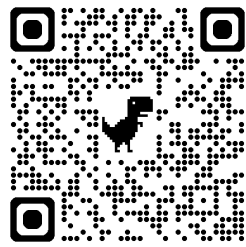


Enhancement CEMP Workshop:

(must have attended an initial workshop)

March 27, 2025, from 1:00pm to 5:00pm

[Register Here](#)



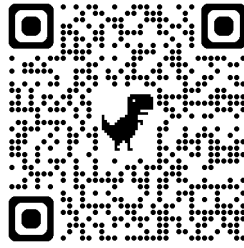
Questions?
ASieger@NEFRC.org

BOLDPlanning COOP Workshops

Initial COOP Workshops:

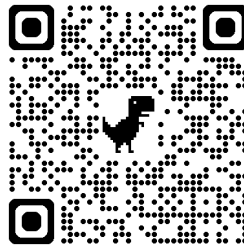
April 15, 2025 from 9:00am to 12:00pm

[Register Here](#)



April 30, 2025 from 1:00pm to 4:00pm

[Register Here](#)

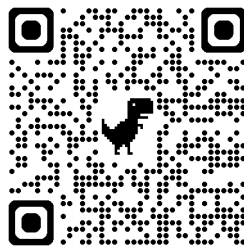


Midterm COOP Workshop:

(must have attended an initial workshop)

May 22, 2025, from 9:00am to 12:00pm

[Register Here](#)



Questions?
ASieger@NEFRC.org

2025 VIRTUAL TABLETOP SERIES

Prepare for an exciting series of virtual tabletop exercises sponsored by the Region 3 Healthcare Coalition Alliance. This series includes six comprehensive, discussion-based sessions aimed at helping partners evaluate and strengthen their response plans, policies, and procedures.

Dive into various engaging topics through interactive discussions and scenarios, gaining invaluable insights with each exercise. After each session, participants will receive a detailed After-Action Report/Improvement Plan and a Certificate of Participation.

Don't miss this opportunity to enhance your preparedness and connect with partners in your region!



TOPIC #1: ACTIVE THREAT

TWO OFFERINGS:

- JANUARY 30TH, 2025 | 1 PM - 4 PM ET
- FEBRUARY 4TH, 2025 | 9 AM - 12 PM ET

TOPIC #2: EVACUATION

TWO OFFERINGS:

- MARCH 19TH, 2025 | 1 PM - 4 PM ET
- MARCH 25TH, 2025 | 9 AM - 12 PM ET



TOPIC #3: WATER DISRUPTION

TWO OFFERINGS:

- APRIL 28TH, 2025 | 1 PM - 4 PM ET
- MAY 6TH, 2025 | 9 AM - 12 PM ET

REGISTER NOW!

CLICK AN OFFERING DATE/TIME TO REGISTER

QUESTIONS? CONTACT GINNYS@ALLCLEAREMG.COM



2ND ANNUAL PUTNAM COUNTY EMERGENCY PREPAREDNESS EXPO

The Free event will include a variety of vendors to help prepare our community for any type of emergency.

HELPING OTHERS, AFTER THE DISASTER



APRIL 24, 2025
3:00 PM - 7:00 PM



PUTNAM COUNTY FAIRGROUNDS
118 FAIRGROUNDS RD,
EAST PALATKA, FL 32131



**ASL INTERPRETERS
WILL BE PROVIDED**

Registration information will be
provided at a later date

For more information about the event,
please email Kevin Towles at ktowles@cilncf.org or call (352) 368 - 3788