



**Board of Directors Meeting**  
**April 16, 2025 @ 1pm**  
**Meeting Notes**

The April Board of Directors Meeting of the Northeast Florida Healthcare Coalition was held virtually via Zoom. The meeting commenced at 1:00 pm on Wednesday, April 16, 2025.

**CALL TO ORDER**

The meeting was called to order by the Chair with a validation of members, with the following Executive Board members present. Quorum was met for voting.

Baker County – Kassie Knoll  
Clay County – Don Weatherby  
Duval County – Katherine Jones  
Flagler County – Jaffy Lee  
St. Johns County – Philip Hernandez  
Emergency Management – Jonathan Lord  
EMS – Tim Devin, Kevin Kotsis  
Hospitals – Dave Chapman, Rich Ward

**Absent:**

Nassau County – Ronnie Nessler, Mike Godwin  
Home Health – Susan Chapman, Netasha King  
Public Health – N/A  
Long-Term Care – Jerry Lynn Daniels, Evelena Dowling

A digital sign-in link was provided to attendees. The sign-in sheet is attached to the minutes.

**\*Approval of Minutes**

The draft minutes from February 19, 2025, General Membership Meeting were provided as part of the meeting packet.

*The Chair called for a motion. A motion was made to approve the draft minutes by Dave Chapman (Hospitals). A second was made by Jaffy Lee (Flagler County). Motion carries.*

**FINANCIAL**

**\*Budget Report**

The finance report for March 2025 was presented by Annie Sieger.

*The Chair called for a motion. A motion was made to approve the financial report by Dave Chapman (Hospitals). A second was made by Kassie Knoll (Baker County). Motion carries.*

## 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 the Alliance sponsored 16 members to attend the FHA conference in Orlando this April. The conference proved beneficial for the members and those who work in hospital emergency management.

Staff continue to collaborate with the other Florida HCCs in the planning of the Florida HCC conference slated for March of 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**

### **\*Approval of General Membership Requests**

As required in the bylaws, the Board must approve all membership requests. There have been fifteen (15) membership requests since the last meeting. The list was provided in the meeting packet.

*The Chair called for a motion. A motion was made by Jaffy Lee (Flagler County) to approve the new members. A second was made by Dave Chapman (Hospitals). Motion carries.*

Chair, Tim Devin, raised two Business items:

1. Vacant Public Health Discipline Spots
  - a. Staff shared that regional public health officers are aware of the vacancies and are awaiting positions to be permanently filled at DOH before assigning a voting member and an alternate.
2. Voting Process

- a. Staff shared it is nearing the time for nominations and confirmations of discipline representatives. Staff will send out nomination and appointment emails later in April. Following nominations and appointments, there will be voting and installation in May and June.

## TRAINING AND EXERCISE

### BOLDPlanning Workshops

Staff shared that BOLDPlanning and the Florida HCC's have launched the CEMP and COOP platforms, which are 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
    - April 17, from 1pm to 5pm (initial)
    - May 20, from 1pm to 5pm (initial)
    - June 18, from 1pm to 5pm (initial)
  - COOP Workshops
    - May 8, from 1pm to 5pm (initial)

### Virtual Tabletop Exercise Opportunities

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. The last opportunity is going to be a water disruption-based scenario.

- Water Disruption
  - April 28 (*FULL*) & May 6

### 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 at the Clay County EOC. Interest in participating forms have been sent to area hospitals and other core partners necessary for exercise play.

### Center for Independent Living Disability Expos

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.

Remaining Expo Locations:

- Putnam County

Staff shared there will be a dialysis based virtual workshop on June 9<sup>th</sup>. 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.

### **OPEN DISCUSSION**

- Hospitals – Mr. Dave Chapman shared that several hospital partners in northeast Florida attended the inaugural FHA Emergency Management conference, and how beneficial attendance was.  
The next FCDC meeting is being held virtually on Thursday, April 24 at 10am.
- Public Health – No reports.
- EMS – Mr. Tim Devin shared there was nothing to report.  
Mr. Kevin Kotsis shared there was no updates, and at the next EMS meeting there will be a presentation from a Chest Pain Center with more information as they continue to develop.
- Emergency Management – Mr. Drew Chubb with St. Johns County EM shared they continue to monitor funding and what the impacts will be.  
Mr. Tim Devin shared there are at least 3 funding streams that have stopped and they are waiting to see the cuts at the State level, and how this will all impact this hurricane season/what FEMA will provide.

Leigh Wilsey added how the Coalition is available as a resource and can be of assistance during times for need of information sharing.

- Home Health – Nothing to report.
- Long-Term Care – Nothing to report.

Ms. Jennifer Silvey-Cason with UF Health Jacksonville shared they are conducting a 2-day hospital decon class on April 17 & 18 at their Downtown campus. If anyone is interested, there are still a few seats available.

### **ADJOURN**

The meeting was adjourned at 1:36 PM.

### **NEXT MEETING**

**Wednesday, March 21, at 1:00PM**

**TBD**

**All members are welcome to attend!**



**Board of Directors Meeting Attendance**  
**February 19, 2025, @ 1pm**

Name	Name (Last)	Facility Name	Facility Type	'other'
Freda	Vaughn	FDOH	Public Health Agencies (Core HCC Member)	
Dave	Chapman	Ascension St. Vincent's Southside	Acute Care Hospitals (Core HCC Member)	
Tim	Devin	Clay County Emergency Management	EMS (Including inter-facility and other non-EMS patient transport systems; Core HCC Member)	
Jaffy	Lee	Florida Dept of Health - Flagler County	Public Health Agencies (Core HCC Member)	
Nathan	Carpenter	Brooks Rehabilitation Hospital	Acute Care Hospitals (Core HCC Member)	
Skye	Barber	Baptist Medical Center – Nassau	Acute Care Hospitals (Core HCC Member)	
Kassie	Knoll	DOH-Baker	Public Health Agencies (Core HCC Member)	
Don	Weatherby	DOH-Clay	Public Health Agencies (Core HCC Member)	
Cara	Gluck	DOH – Nassau	Public Health Agencies (Core HCC Member)	
Katherine	Jones	DOH-Duval	Public Health Agencies (Core HCC Member)	
Jay	Farhat	Baptist Medical Center Jacksonville	Acute Care Hospitals (Core HCC Member)	
Kevin	Kotsis	Ascension St. Vincent's	EMS (Including inter-facility and other non-EMS patient transport systems; Core HCC Member)	
Rich	Ward	HCA Florida Orange Park Hospital	Acute Care Hospitals (Core HCC Member)	
Kenny	Higginbotham	Bureau of Vital Statistics	Public Health Agencies (Core HCC Member)	
Philip	Hernandez	DOH-St. Johns	Public Health Agencies (Core HCC Member)	
Kyle	Lind	DOH – Nassau	Public Health Agencies (Core HCC Member)	
Andrew	Chubb	St. Johns County EM	Emergency Management Organizations (Core HCC Member)	
Robert	Linnens	DOH – Region 3	Public Health Agencies (Core HCC Member)	
Darian	Pearson	Brooks Rehabilitation Hospital	Acute Care Hospitals (Core HCC Member)	
Mary	Boutte	DOH – St. Johns	Public Health Agencies (Core HCC Member)	

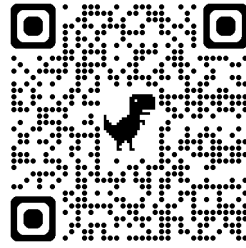
Mallory	Danner	Nemours Children's Health	Outpatient health care delivery (e.g., ambulatory care, clinics, community and tribal health centers, Federally Qualified Health Centers, urgent care centers, free standing emergency rooms, stand-alone surgery centers)	
Hunter	Montgomery	Orange Park Medical Center	Acute Care Hospitals (Core HCC Member)	
Jonathan	Lord	Flagler County Emergency Management	Emergency Management Organizations (Core HCC Member)	
Christopher	Tytler	Baptist Beaches	Acute Care Hospitals (Core HCC Member)	
Kayla	Futch	Clay County Emergency Management	Emergency Management Organizations (Core HCC Member)	
Steve	Viola	AdventHealth Palm Coast Parkway	Acute Care Hospitals (Core HCC Member)	
Jennifer	Silvey-Cason	UF Health Jacksonville	Acute Care Hospitals (Core HCC Member)	

# BOLDPlanning CEMP Workshops

## Initial CEMP Workshops:

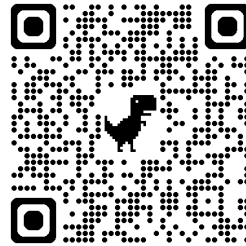
February 25, 2025 from 9:00am to 12:00pm

[Register Here](#)



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

[Register Here](#)

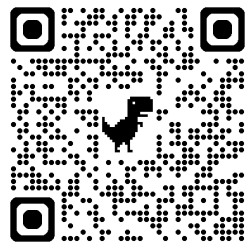


## Enhancement CEMP Workshop:

*(must have attended an initial workshop)*

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

[Register Here](#)



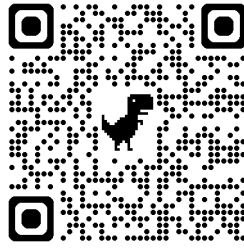
Questions?  
[ASieger@NEFRC.org](mailto:ASieger@NEFRC.org)

# BOLDPlanning COOP Workshops

## Initial COOP Workshops:

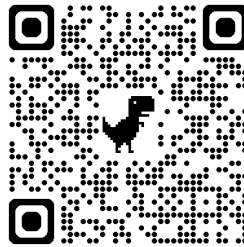
April 15, 2025 from 9:00am to 12:00pm

[Register Here](#)



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

[Register Here](#)

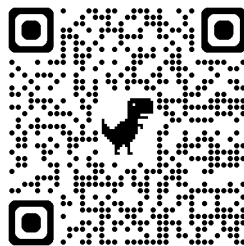


## Midterm COOP Workshop:

*(must have attended an initial workshop)*

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

[Register Here](#)



Questions?  
[ASieger@NEFRC.org](mailto:ASieger@NEFRC.org)





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!*



# 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](mailto: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](mailto:ktowles@cilncf.org) or call (352) 368 - 3788