

# NORTHEAST FLORIDA HEALTHCARE COALITION



## Virtual ONLY Meeting

<https://nefrc-org.zoom.us/j/82791464109>

Or Call 1-786-635-1003 Code: 827 9146 4109

### Agenda – Board of Directors Meeting

Wednesday, May 21, 2025 @ **1pm**

Meeting Attendance: <https://nefrc.readyop.com/fs/4cmn/96570fb5>

- **Call to Order**
  - Validation of Voting Members (*accept designees, if required*)
  - \*Approval of Minutes from the April Meeting
- **Financial**
  - \*Budget Report – April 2025
  - Management and Administration
    - Project Funding Update
    - Conference Update
    - Cyber Assessment and Extended Downtime Assessment
- **Business**
  - \*Approval of General Membership Requests
  - \*Board Officer Voting
- **Training and Exercise**
  - BOLDPlanning Workshops
  - MRSE (Medical Response Surge Exercise) Recap
  - Virtual Dialysis Workshop
- **Member Reports**
  - Board Member Reports (*call on each discipline for a report*)
  - Open Discussion

**Adjourn**

**Next Meeting:**

**Wednesday, June 18, 2025, at 1:00PM**

Virtual <https://nefrc-org.zoom.us/j/82791464109>

All members are welcome to attend!

# NEFLHCC Executive Board

## Executive Board

A quorum is 50% of the  
total voting membership  
(Executive Board)

Six Voting Members = Quorum

## Membership by County

- Baker – 2
- Clay – 2
- Duval – 2
- Flagler - 1
- Nassau – 1
- St. Johns – 1
- At Large – 2

**TOTAL = 11**

## Tiebreak Vote

Regional Readiness Coordinator

## Executive Board

Chair: Tim Devin, EMS

Vice-Chair: Dave Chapman, Hospitals

Secretary/Treasurer: Susan Chapman, Home Health

### 6 County Reps

Baker County  
Kassie Knoll

Clay County  
Sonny Rodgers

Duval County  
Rochelle Civil

Flagler County  
Jaffy Lee

Nassau County  
Ronnie Nessler

St. Johns County  
Gavin Butler

### 4 Discipline Reps

Emergency Management  
John Blanchard

EMS  
Tim Devin

Hospital  
Dave Chapman

Public Health  
**Vacant**

### 2 At-Large Reps

Long Term Care  
Jerry Lynn Daniels

Home Health  
Susan Chapman

\* As of 1/23/2025



Northeast Florida  
**Healthcare**  
COALITION  
For Disaster Preparedness

## Northeast Florida Healthcare Coalition Voting Members & Designated Alternates(5/12/2025)

### *Six Voting Members = Quorum*

Representation	Voting Member	Alternate Name	Voting Member Agency	Appointing Authority
Baker County	Kassie Knoll	John Blanchard	FDOH - Baker	ESF 8 Partners
Clay County	Sonny Rodgers	Donald Weatherby	FDOH - Clay	ESF 8 Partners
Duval County	Rochelle Civil	Katherine Jones	FDOH – Duval	ESF 8 Partners
Flagler County	Jaffy Lee	Bob Pickering	FDOH - Flagler	ESF 8 Partners
Nassau County	Ronnie Nessler	Mike Godwin	FDOH - Nassau	ESF 8 Partners
St. John County	Gavin Butler	Philip Hernandez	St. Johns County Emergency Management	ESF 8 Partners
Emergency Management	John Blanchard	Jonathan Lord	Baker County Emergency Management	Regional Emergency Managers
EMS	Tim Devin	Kevin Kotsis	Clay County Fire Rescue	First Coast EMS Advisory Council
Hospitals	Dave Chapman	Rich Ward	Ascension St. Vincent's Southside	First Coast Disaster Council
Public Health	<b>Vacant</b>	<b>Vacant</b>		Regional Public Health Officers
Long-Term Care	Jerry Lynn Daniels	Evelena Dowling	Senior Living at The Greens	Florida Health Care Association – District IX
Home Health	Susan Chapman	Netasha King	Brooks Rehabilitation Home Health	

**Chair: Tim Devin, EMS**

**Vice-Chair: Dave Chapman, Hospitals**

**Secretary/Treasurer: Susan Chapman, Home Health**



**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, May 21, at 1:00PM**

**TBD**

**All members are welcome to attend!**



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

<b>Name</b>	<b>Name (Last)</b>	<b>Facility Name</b>	<b>Facility Type</b>	<b>'other'</b>
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)	

Healthcare Coalition  
Financial Report  
As of April 2025

Healthcare Coalition FY 24/25-Personnel						
	Budget	April 2025	Project To Date	% of Budget Spent	Funds Available	
<b>Revenues</b>						
State Contract	\$ 308,593.00	\$ 21,224.03	\$ 248,925.34	81%	\$ 59,667.66	
Revenues	\$ 308,593.00	\$ 21,224.03	\$ 248,925.34	81%	\$ 59,667.66	
<b>Expenses</b>						
Salaries	\$ 171,960.00	\$ 12,208.54	\$ 140,161.20	82%	\$ 31,798.80	
Fringe Benefits	\$ 61,762.00	\$ 4,411.24	\$ 49,939.42	81%	\$ 11,822.58	
Indirect	\$ 74,871.00	\$ 4,604.25	\$ 58,824.72	79%	\$ 16,046.28	
Expenses	\$ 308,593.00	\$ 21,224.03	\$ 248,925.34	81%	\$ 59,667.66	

Healthcare Coalition FY 24/25-Travel						
	Budget	April 2025	Project To Date	% of Budget Spent	Funds Available	
<b>Revenues</b>						
State Contract	\$ 17,772.63	\$ 1,445.54	\$ 16,007.50	90%	\$ 1,765.13	
Revenues	\$ 17,772.63	\$ 1,445.54	\$ 16,007.50	90%	\$ 1,765.13	
<b>Expenses</b>						
Travel	\$ 17,772.63	\$ 1,445.54	\$ 16,007.50	90%	\$ 1,765.13	
Expenses	\$ 17,772.63	\$ 1,445.54	\$ 16,007.50	90%	\$ 1,765.13	

Healthcare Coalition FY 24/25-Equipment						
	Budget	April 2025	Project To Date	% of Budget Spent	Funds Available	
<b>Revenues</b>						
State Contract	\$ 198,625.00	\$ 83,040.00	\$ 83,040.00	42%	\$ 115,585.00	
Revenues	\$ 198,625.00	\$ 83,040.00	\$ 83,040.00	42%	\$ 115,585.00	
<b>Expenses</b>						
HCC Projects	\$ 198,625.00	\$ 83,040.00	\$ 83,040.00	42%	\$ 115,585.00	
Expenses	\$ 198,625.00	\$ 83,040.00	\$ 83,040.00	42%	\$ 115,585.00	

Healthcare Coalition FY 24/25-Supplies						
	Budget	April 2025	Project To Date	% of Budget Spent	Funds Available	
<b>Revenues</b>						
State Contract	\$ 477.00	\$ -	\$ 36.99	8%	\$ 440.01	
Revenues	\$ 477.00	\$ -	\$ 36.99	8%	\$ 440.01	
<b>Expenses</b>						
Office Supplies	\$ 477.00	\$ -	\$ 36.99	8%	\$ 440.01	
Expenses	\$ 477.00	\$ -	\$ 36.99	8%	\$ 440.01	

Healthcare Coalition FY 24/25-Contractual						
	Budget	April 2025	Project To Date	% of Budget Spent	Funds Available	
<b>Revenues</b>						
State Contract	\$ 191,610.00	\$ 23,250.00	\$ 91,610.00	48%	\$ 100,000.00	
Revenues	\$ 191,610.00	\$ 23,250.00	\$ 91,610.00	48%	\$ 100,000.00	
<b>Expenses</b>						
Professional Services	\$ 191,610.00	\$ 23,250.00	\$ 91,610.00	48%	\$ 100,000.00	
Expenses	\$ 191,610.00	\$ 23,250.00	\$ 91,610.00	48%	\$ 100,000.00	

Healthcare Coalition FY 24/25-Other						
	Budget	April 2025	Project To Date	% of Budget Spent	Funds Available	
<b>Revenues</b>						
State Contract	\$ 31,634.37	\$ 2,568.85	\$ 25,597.86	81%	\$ 6,036.51	
Revenues	\$ 31,634.37	\$ 2,568.85	\$ 25,597.86	81%	\$ 6,036.51	
<b>Expenses</b>						
Telephone	\$ 753.00	\$ 57.70	\$ 579.20	77%	\$ 173.80	
Postage	\$ 825.00	\$ -	\$ -	0%	\$ 825.00	
Membership Dues	\$ 428.00	\$ -	\$ 245.00	57%	\$ 183.00	
Printing	\$ 100.00	\$ 0.88	\$ 80.00	80%	\$ 20.00	
Advertising	\$ 22.26	\$ 22.26	\$ 22.26	100%	\$ -	
Technology Services	\$ 9,859.11	\$ 807.66	\$ 8,386.07	85%	\$ 1,473.04	
D/O Insurance	\$ 680.00	\$ -	\$ 680.00	100%	\$ -	
Office Lease	\$ 18,927.00	\$ 1,680.35	\$ 15,566.33	82%	\$ 3,360.67	
Meeting Expense	\$ 40.00	\$ -	\$ 39.00	98%	\$ 1.00	
Expenses	\$ 31,634.37	\$ 2,568.85	\$ 25,597.86	81%	\$ 6,036.51	

## New Members Alliance May 2025

Name (First)	Name (Last)	Title/Job Duty	Type of Organization	Name of Facility/Organization	City	County- Select all that apply
Stefanie	Gaspard	Community Liaison	Other (e.g., child care services, dental clinics, social services, faith-based organizations)	Liberty Dental Plan	Sunrise	Alachua, Columbia, Duval, Gilchrist, Lafayette, Marion, Putnam, Suwannee, Baker, Clay, Dixie, Flagler, Hamilton, Levy, Nassau, Union
Samantha	Hoy	National Product Safety Manager	Home Health Agencies(including home and community based services)	Pediatric Home Service	Jacksonville	Duval
Kirby	Wedekind	CEO	Other (e.g., child care services, dental clinics, social services, faith-based organizations)	Hannibal Strategy and Security LLC	Jacksonville	Alachua, Bradford, Duval, Marion, Putnam, Baker, Clay, Flagler, Levy, Nassau, St. Johns
Dioscora	Miclat	Facility Manager	Dialysis centers and regional Centers for Medicare and Medicaid Services (CMS)-funded end stage renal disease networks	DialySuites Bartram Park, LLC	Jacksonville	Duval
Katherine	Carlson	Administrator	Skilled nursing, nursing, and long-term care facilities	Surrey Place Nursing Center	Live Oak	Suwannee
Briana	Angstman	Public Health Planner	Public Health Agencies (Core HCC Member)	DOH – Nassau	Yulee	Nassau
Vaughn	Thomas	VP of Operations	Acute Care Hospitals (Core HCC Member)	HCA Florida North Florida Hospital	Gainesville	Alachua

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