



Wednesday, June 25, 2025 @ 1:30

Virtual Only Meeting

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

NCFHCC MEMBERSHIP MEETING AGENDA

*Requires approval of Board

Meeting Attendance Link: <https://nefrc.readyop.com/fs/4cmQ/9a777bde>

I. Call to Order

- Validation of voting members present [accept proxy voters, if present]
- Welcome & Introductions
- *Approval of minutes from April and May 2025

II. Financial

- *Finance Report – May 2025

III. Management and Administration

- Project Funding Update
- ASPR Update
- Meeting Schedule

IV. Business

- *New Member Requests
- Updated Board Structure

V. Training & Exercise

- Training and Exercise Needs
- CTOS Training - Decon

VI. Board Member/Discipline Reports & Open Discussion

VII. Adjourn

**Next Meeting:
Summer Break!**

Wednesday, September 24, 2025, at 1:30pm



NCFHCC Board of Directors Meeting

May 28, 2025

MEETING MINUTES

The North Central Florida Healthcare Coalition held its virtual meeting on May 28, 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 April 2025; New Member Requests; April 2025 Financial Report.

CALL TO ORDER

The meeting was called to order by the Chair, Matt Ferguson, with a validation of members, with the following Board members present. Quorum was not met for voting.

EMS: Matt Ferguson

At-Large Representative: Lola Butler

Others in Attendance: See attendance report attached.

Absent:

Emergency Management: Ralph Smith

Hospitals: Mark Cromer

Public Health: Diana Duque

Long-Term Care: Heather Snellgrove

At-Large Representative: Jason Long

At-Large Representative: N/A

Welcome & Introductions

Chair, Matt Ferguson, welcomed everyone to the meeting.

Approval of Minutes

The minutes from April 2025 were provided to Board members via electronic mail and May Meeting Packet. Minutes were not voted on due to the absence of a quorum.

FINANCIAL

***Finance Report**

Annie Sieger presented the finance report for April 2025. The financial report was not voted on due to the absence of a quorum.

MANAGEMENT AND ADMINISTRATION

- **Project Funding Update** Staff shared there is currently \$199,450 budgeted for this year's project funding, which is an increase from the original funding dollars originally allocated. Following the direction from the Board, staff surveyed member long-term care facilities and received 28 interest forms back. Staff procured 155 large and bariatric size evacuation sleds and 11 stair chairs for these facilities, totaling \$95,650. All the chairs and most of the sleds have been delivered, all other equipment is still in route.

The remaining \$103,800 was 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 purchased 15 stretcher packs to be distributed evenly across the region. Over half of the packs have been delivered, and the other half are in route for delivery.

- **Conference Update** Staff reported the Florida HCCs conference planning is postponed due to funding changes based on Federal and State budgets. The group felt it was best to postpone it as to not spend funding on a conference and focus it on regional needs for the time being.

Staff shared last week there was a call hosted by ASPR, and were to be told to expect funding through June of 2026, funding amounts will be relayed by July 1.

- **Cyber Assessment and Extended Downtime Assessment** 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 will be posted to the website and provides a detailed review of the results received.

The Florida HCCs used the same process for the Extended Downtime Assessment which was shared in late April and early May. 16 total responses were received. The final Extended Downtime Assessment will be posted to the website and provides a detailed review of the results received.

Both documents were shared with meeting attendees.

BUSINESS

New Members

Seven (7) new member requests were presented for membership. General Membership Requests were not voted on due to the absence of a quorum.

Nominations for 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 sent a call for nominations to fill this vacancy via email. Four nominations were received:

- Kevin Towles – Center for Independent Living of North Central Florida
- Jim Miller – Palms Medical Group
- Natalie Trachtenberg – Fresenius Medical Care-East Clinic
- Francine Vincent – Alachua County Emergency Management

Nominations close at the end of the meeting, and staff will send an electronic ballot to the membership. Voting will close Friday, June 6th and the elected individual will be announced at the June meeting.

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.

- Statewide Offerings
 - CEMP Workshops
 - June 18, from 1pm to 5pm (initial)

Medical Response Surge Exercise (MRSE) Recap

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 was held in the Northeast region this fiscal year on May 8th at the Clay County EOC.

It was a successful exercise with hospitals, EMS, EM and public health partners across the region. Next fiscal year's exercise will be held in the North Central region.

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.

- Monday, June 9th from 1:00pm to 5:00pm

MEMBER REPORTS AND OPEN DISCUSSION

Hospitals – Nothing to report.

Emergency Management – Ms. Francine Vincent with Alachua County EM shared there is nothing to report, and they are preparing for hurricane season.

Public Health – Nothing to report.

EMS – Mr. Matt Ferguson with Dixie County Fire Rescue shared they are noticing stabilization since the pandemic and the resulting supply chain issues. Reports all agencies are facing challenges with inflation, as in the last 4 years there have been drastic increases in product prices.

Long-Term Care – Nothing to report.

At-Large Representatives – Nothing to report.

CLOSING REMARKS AND ADJOURN

Next Meeting:

Wednesday, June 25, 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 – May 28, 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
Matthew	Ferguson	Dixie County Fire Rescue	EMS (Including inter-facility and other non-EMS patient transport systems; Core HCC Member)
Jim	Miller	Palms Medical Group	Primary care providers, including pediatric and women's health care providers
Francine	Vincent	Alachua County Emergency Management	Emergency Management Organizations (Core HCC Member)



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)

Healthcare Coalition
Financial Report
As of May 2025

Healthcare Coalition FY 24/25-Personnel						
	Budget	May 2025	Project To Date	% of Budget Spent	Funds Available	
Revenues						
State Contract	\$ 308,593.00	\$ 28,721.04	\$ 277,646.38	90%	\$ 30,946.62	
Revenues	\$ 308,593.00	\$ 28,721.04	\$ 277,646.38	90%	\$ 30,946.62	
Expenses						
Salaries	\$ 171,960.00	\$ 15,808.38	\$ 155,969.58	91%	\$ 15,990.42	
Fringe Benefits	\$ 61,762.00	\$ 5,779.13	\$ 55,718.55	90%	\$ 6,043.45	
Indirect	\$ 74,871.00	\$ 7,133.53	\$ 65,958.25	88%	\$ 8,912.75	
Expenses	\$ 308,593.00	\$ 28,721.04	\$ 277,646.38	90%	\$ 30,946.62	

Healthcare Coalition FY 24/25-Travel						
	Budget	May 2025	Project To Date	% of Budget Spent	Funds Available	
Revenues						
State Contract	\$ 17,772.63	\$ 1,618.02	\$ 17,625.52	99%	\$ 147.11	
Revenues	\$ 17,772.63	\$ 1,618.02	\$ 17,625.52	99%	\$ 147.11	
Expenses						
Travel	\$ 17,772.63	\$ 1,618.02	\$ 17,625.52	99%	\$ 147.11	
Expenses	\$ 17,772.63	\$ 1,618.02	\$ 17,625.52	99%	\$ 147.11	

Healthcare Coalition FY 24/25-Equipment						
	Budget	May 2025	Project To Date	% of Budget Spent	Funds Available	
Revenues						
State Contract	\$ 198,625.00	\$ 50,460.00	\$ 133,500.00	67%	\$ 65,125.00	
Revenues	\$ 198,625.00	\$ 50,460.00	\$ 133,500.00	67%	\$ 65,125.00	
Expenses						
HCC Projects	\$ 198,625.00	\$ 50,460.00	\$ 133,500.00	67%	\$ 65,125.00	
Expenses	\$ 198,625.00	\$ 50,460.00	\$ 133,500.00	67%	\$ 65,125.00	

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

Healthcare Coalition FY 24/25-Contractual						
	Budget	May 2025	Project To Date	% of Budget Spent	Funds Available	
Revenues						
State Contract	\$ 191,610.00	\$ 25,277.74	\$ 116,860.00	61%	\$ 74,750.00	
Revenues	\$ 191,610.00	\$ 25,277.74	\$ 116,860.00	61%	\$ 74,750.00	
Expenses						
Professional Services	\$ 191,610.00	\$ 25,277.74	\$ 116,860.00	61%	\$ 74,750.00	
Expenses	\$ 191,610.00	\$ 25,277.74	\$ 116,860.00	61%	\$ 74,750.00	

Healthcare Coalition FY 24/25-Other						
	Budget	May 2025	Project To Date	% of Budget Spent	Funds Available	
Revenues						
State Contract	\$ 31,634.37	\$ 4,579.17	\$ 30,154.77	95%	\$ 1,479.60	
Revenues	\$ 31,634.37	\$ 4,579.17	\$ 30,154.77	95%	\$ 1,479.60	
Expenses						
Telephone	\$ 753.00	\$ 57.70	\$ 636.90	85%	\$ 116.10	
Postage	\$ 825.00	\$ -	\$ -	0%	\$ 825.00	
Membership Dues	\$ 428.00	\$ 183.75	\$ 428.75	100%	\$ (0.75)	
Printing	\$ 100.00	\$ 3.66	\$ 83.66	84%	\$ 16.34	
Advertising	\$ 22.26	\$ 35.70	\$ 35.70	160%	\$ (13.44)	
Technology Services	\$ 9,859.11	\$ 937.66	\$ 9,323.73	95%	\$ 535.38	
D/O Insurance	\$ 680.00	\$ -	\$ 680.00	100%	\$ -	
Office Lease	\$ 18,927.00	\$ 3,360.70	\$ 18,927.03	100%	\$ (0.03)	
Meeting Expense	\$ 40.00	\$ -	\$ 39.00	98%	\$ 1.00	
Expenses	\$ 31,634.37	\$ 4,579.17	\$ 30,154.77	95%	\$ 1,479.60	

New Members Alliance June 2025

Name (First)	Name (Last)	Title/Job Duty	Type of Organization	Name of Facility/Organization	City	County- Select all that apply
Shanita	Padilla	Maintenance Director	Skilled nursing, nursing, and long-term care facilities	Aspire Green Cove Springs	Green Cove Springs	Clay
Kaeli	Wilger	Administration Assistant	Skilled nursing, nursing, and long-term care facilities	Spring Garden Senior Living	Orange Park	Clay
Christa	Martin	Director of Senior Services-Clay	Other (e.g., child care services, dental clinics, social services, faith-based organizations)	Aging True	Green Cove Springs	Clay, Duval
Shelly	Jones	Executive Director	Skilled nursing, nursing, and long-term care facilities	Brookdale Orange Park	Orange Park	Clay
Trisha	Lupercio	Executive Director	Skilled nursing, nursing, and long-term care facilities	Seagrass Village Fleming Island	Fleming Island	Clay
Denise	Cribbs	Executive Director	Skilled nursing, nursing, and long-term care facilities	Park of the Palms	Keystone Heights	Clay
Donna	Broyles	Executive Assistant Administration	Skilled nursing, nursing, and long-term care facilities	Kindred Hospital North Florida	Green Cove Springs	Clay
Susan	Drago	Chief Executive Officer	Skilled nursing, nursing, and long-term care facilities	Kindred Hospital North Florida	Green Cove Springs	Clay
Cheryl	Lannen	Assistant institution Superintendent	Behavioral Health Services and Organizations	Northeast Florida State Hospital	Macclenny	Baker
Nicole	Kuusela	RDSTF Planner	Local public safety agencies (e.g. law enforcement and fire)	FDLE	Tallahassee	Suwannee
Tanya	Vicciardo	Administrator	Skilled nursing, nursing, and long-term care facilities	Flagler Health and Rehabilitation Center	Bunnell	Flagler

Zachary	Nitt	Operations & Management Consultant II	Behavioral Health Services and Organizations	Northeast Florida State Hospital	Macclenny	Baker
Rylanda	Powell	Executive Director	Skilled nursing, nursing, and long-term care facilities	Harbor Chase Palm Coast	Palm Coast	Flagler
Christina	Rodriguez	NHA	Skilled nursing, nursing, and long-term care facilities	Flagler Health and Rehab	Palm Coast	Flagler
Christopher	Croyle	EM Director	Acute Care Hospitals (Core HCC Member)	HCA Florida Memorial Hospital	Jacksonville	Duval
Stephanie	Casey	Risk Manager	Outpatient health care delivery	Riverside Endoscopy Center	Jacksonville	Duval



Healthcare Coalition Alliance
Region 3
www.FLRegion3HCC.org