



NCFHCC Membership Meeting

April 22, 2026

MEETING MINUTES

The North Central Florida Healthcare Coalition held its virtual meeting on April 22, 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 January 2026; New Member Requests; March 2026 Financial Report.

CALL TO ORDER

The meeting was called to order by HCC Staff, as both the Chair and Vice-Chair were unable to attend. There was a validation of members, with the following Board members present. Quorum was met for voting.

Emergency Management: Ralph Smith
At-Large Representative: Lola Butler
At-Large Representative: Jason Long
At-Large Representative: Francine Hubbs

Others in Attendance: See attendance report attached.

Absent:

EMS: Matt Ferguson
Hospitals: N/A
Public Health: Diana Duque
Long-Term Care: Heather Snellgrove

Welcome & Introductions

HCC Staff welcomed everyone to the meeting.

Approval of Minutes

The minutes from January 2026 were provided to Board members via electronic mail and April Meeting Packet.

HCC Staff called for a motion of approval. Ms. Butler moved approval; Mr. Smith seconded; Motion carried.

FINANCIAL

*Finance Report

Secretary/Treasurer, Lola Butler, presented the finance report for March 2026.

HCC Staff called for a motion of approval. Mr. Smith moved approval; Mr. Long seconded; Motion carried.

MANAGEMENT AND ADMINISTRATION

Project Funding

Staff shared the project funding process is underway. The hospital and long-term care equipment have been shipped to the receiving facilities, and the pediatric restraints will be ordered by the first week of May. Staff shared the Resources and Gaps Working Group will resume meeting in the new fiscal year to develop new project ideas.

Four Project Focus Areas:

1. Pediatric Restraint Devices for EMS
2. Hospital Disaster Stretchers
3. Evacuation Equipment for Long-Term Care
4. Evacuation Equipment for Hospitals

Cybersecurity Assessment and Extended Downtime Health Care Delivery Impact Assessment

Staff shared the cybersecurity assessment, and the extended downtime health care delivery impact assessment are two of the new deliverables for this new 5-year contract. Staff shared highlights of both assessments and will share the draft versions with the membership soon. Staff ask that members review the assessments and provide feedback.

BUSINESS

New Member Requests

Twenty-one (21) new member requests were presented for membership.

HCC Staff called for a motion of approval. Mr. Long moved approval; Mr. Smith seconded; Motion carried.

Meeting Schedule

Staff shared the upcoming meeting schedule to account for the upcoming conflicts and Alliance meeting in June.

- May – Canceled

- June 17th – Virtual Alliance Meeting

Board Nominations

The process of Board nominations and voting for the 2026-2028 Board of Directors has begun. Staff distributed a nomination form via email to the membership in April. Only a few responses were received, and staff would like to extend the nomination period. Staff will re-distribute the form and contact the nominees for their willingness to serve.

Discipline representatives (Emergency Management, Hospitals, Public Health, EMS, and Long-Term Care) are decided amongst the disciplines. The three At-Large Positions can be any member of the coalition. Board members are limited to two consecutive terms.

Voting will be conducted via email prior to the July meeting.

TRAINING AND EXERCISE

VTTX Opportunities

Staff shared there is one virtual tabletop exercise left for this fiscal year, and both options are full. Staff ask if those who are registered cannot attend, to let them or the vendor know, as there are individuals on a waitlist.

- Storm Resilience: A Tropical Weather TTX
 - April 30th & May 13th

Shelter-In-Place Training & Exercise

Staff shared the in-person train-the-trainer, shelter-in-place training throughout the region has been a success. There were 9 different training opportunities, and 165 individuals were trained. Those who attended the pre-requisite train-the-trainer will be able to participate in the community-based exercise on Tuesday, April 28th. More to come as this program wraps in early summer.

MRSE Exercise

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 North Central region this fiscal year. Planning meetings started in March, and the exercise will take place on May 12th in Gainesville.

Center for Independent Living of North Central Florida Preparedness Expos

The CILNCF hosted 5 preparedness expos throughout the region this spring. The preparedness expos are for those within the community with disabilities and for organizations/services to come together to learn more about preparedness.

There is one expo opportunity left in Bradford County on April 25th.

MEMBER REPORTS AND OPEN DISCUSSION

Hospitals – Nothing to report.

Emergency Management – Mr. Ralph Smith with Gilchrist County Emergency Management shared they nothing to report, and had no active fires.

Ms. Francine Hubbs with Alachua County Emergency Management shared they are working to get their active fires contained, and opening respite centers.

Public Health – Nothing to report.

EMS – Nothing to report.

Long-Term Care – Nothing to report.

At-Large Representatives – Nothing to report.

CLOSING REMARKS AND ADJOURN

Next Meeting:

Virtual Alliance Meeting

Wednesday, June 17, 2026, at 1:00pm

With no additional business, the meeting was adjourned.

DRAFT



Attendance Recorded in ReadyOp: Membership Meeting – April 22, 2026

First Name	Last Name	Facility Name	Facility Type
Jim	Lyons	DOH – Bradford/Union	Public Health Agencies (Core HCC Member)
Lola	Butler	FDOT	Infrastructure companies (e.g. utility and communication companies)
Francine	Hubbs	Alachua County Emergency Management	Emergency Management Organizations (Core HCC Member)
Kevin	Towles	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.)
Casey	Ditter	DOH – Lafayette	Public Health Agencies (Core HCC Member)
Robert	Linnens	DOH – Alachua	Public Health Agencies (Core HCC Member)
Jason	Long	DOH-Suwannee	Public Health Agencies (Core HCC Member)
Tara	Willis	Aza 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)
Eric	Mason	UF Health	Acute Care Hospitals (Core HCC Member)
Tammie	Durden	DOH – Levy, Gilchrist & Dixie	Public Health Agencies (Core HCC Member)
Heather	Henderson- Scheu	Chemonics	Other
Ralph	Smith	Gilchrist County Emergency Management	Emergency Management Organizations (Core HCC Member)