



Executive Board Meeting
September 18, 2024 @ 1pm
Meeting Notes

The September Executive Board Meeting of the Northeast Florida Healthcare Coalition was held in-person at the Clay County EOC and virtually via Zoom. The meeting commenced at 1:00 pm on Wednesday, September 18, 2024.

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 – Sonny Rodgers, Don Weatherby
Duval County – Katherine Jones
Flagler County – Jaffy Lee, Bob Pickering
Nassau County – Ronnie Nessler, Mike Godwin
St. Johns County – Gavin Butler
Emergency Management – Jonathan Lord
EMS – Tim Devin
Hospitals – Dave Chapman

Absent:

Home Health – Susan Chapman
Public Health – N/A
Long-Term Care – N/A

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 the May 15, 2024, Executive Board Meeting was provided as part of the meeting packet.

The Chair called for a motion. A motion was made to approve the draft minutes by Ronnie Nessler (Nassau County). A second was made by Gavin Butler (St. Johns County). Motion carries.

FINANCIAL

Fiscal Year 2023-2024 Close-out Report

Staff reported the last fiscal year ended on June 30th, and all annual funds were spent.

- **Pediatric Med Sleds**

Staff shared at the end of the fiscal year, one of the funded projects came in under their original grant total. Therefore, there was extra funding that had to be spent quickly during June. As pediatric related equipment for pre-hospital and hospital providers had already been previously approved by the State, staff purchased pediatric surge related equipment. Staff were able to procure 8 pediatric med sleds for the Alliance. Currently, the equipment

is stored at UF Health Jacksonville. Staff asked members to share if they had any ideas on how to disperse or store the equipment (which would require Alliance Board approval), if other than keeping it at UF Health Jacksonville.

*Budget Report

The finance report for July and August 2024 were presented by Leigh Wilsey.

The Chair called for a motion. A motion was made to approve the financial report by Ronnie Nessler (Nassau County). A second was made by Dave Chapman (Hospitals). Motion carries.

Management and Administration

New Contract (FY24-25)

Staff reviewed the new contract with the Florida Department of Health. The contract is for level-funding (\$748,712), and is a one-year, renewable contract. The current contract is a continuation of last year's contract, but staff expect an amendment to the contract with the new deliverables in October. Staff anticipate this will be the same process each fiscal year. Staff shared the strategy for funding allocations for this fiscal year, which resembles the same funding strategy as past years: staffing and operations of the Coalition, deliverables (including the MRSE), travel (EMAG conference or other), projects, training (BOLDPlanning, Center for Independent Living Disability Expos), and exercises (virtual tabletop exercises series).

Overview of Alliance Board Meeting

Staff shared the Region 3 HCC Alliance Board met on August 29, 2024. The Alliance Board is comprised of the officers from each of the 3 HCCs – Northeast, North Central, and CHAMP. However, all Board members were invited to attend, and there were about 20 attendees from across the coalitions who attended the meeting. During the meeting staff reviewed with the Board the new Administration for Strategic Preparedness and Response (ASPR) Notice of Funding Opportunity (NOFO) which is for fiscal years 2024 to 2029. Additionally, staff reviewed the new contract for this fiscal year (24-25) with the Florida Department of Health. With the review of the new documents there was a discussion on the future of the Alliance and the prioritization of regional needs.

Project Funding

Staff reviewed the changes for future project funding based on Federal and State rules and stipulations. The Florida Department of Health must approve all potential projects, ASPR encourages HCCs to maintain a priority list of approved regional projects, and ASPR has provided guidance to HCCs and FDOH for types of projects to fund. Staff shared regional projects like the pediatric restraint project from the end of fiscal year 2022-2023 is an example of a regional project the FDOH and ASPR encourage.

Specialty Working Groups

Staff suggested to better curate these regional projects, there should be the formation of a specialty working group. The working group would be the *Regional Resources and Gaps Working Group*. The working group would work to review and update the Alliance's HVA, along with HCC staff. The review and update of the HVA would allow for existing gaps to be identified and documented in the HVA. Updates will include the specialty surge areas outlined in the ASPR NOFO and State contract – pediatrics, burn, chemical, radiation, infectious diseases, cybersecurity, and downtime operations, as necessary. These specialty working groups would be comprised of subject matter

experts and those who work in the field daily and can develop regional project ideas. The project ideas developed by the specialty working groups would be brought for review and approval by the Alliance Board. The current budget has \$150,000 allocated towards project funding for this year. All projects will be reviewed by the FDOH and ASPR prior to Board review and voting.

Staff shared a QR code for members to use to complete a form if they are interested in participating in the working group. Staff hope to meet virtually with the group in early October.

BUSINESS

***Approval of General Membership Requests**

As required in the bylaws, the Board must approve all membership requests. There have been two (2) 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 Gavin Butler (St. Johns County) to approve the new members. A second was made by Ronnie Nessler (Nassau County). Motion carries.

Staff shared with meeting attendees that there were 19 new members approved in August at the Alliance Board 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. More CEMP and COOP workshops to come this fiscal year. The flyer with registration links is attached to the minutes.

- Statewide Offerings
 - Initial CEMP Workshops
 - Tuesday, September 24, from 1pm to 5pm
 - Thursday, October 10, from 1pm to 5pm
 - Wednesday, October 23, from 9am to 1pm

CDP Virtual Training Offerings

Staff share the upcoming virtual training opportunities offered to anyone in Florida through the Center for Domestic Preparedness. Trainings include: Hospital Incident Command System, Healthcare Facility Emergency Management Program, Autism Awareness for Emergency Services, Patient Management: Receiving a Highly Infectious Disease Patient, and Patient Management: Management of a Highly Infectious Disease Patient in a Healthcare Facility. The flyer with more course information and registration links is attached to the minutes.

Pediatric Disaster Response and Emergency Preparedness (MGT-439)

Staff shared the Region 2 HCC TEEX training opportunity. It is the Pediatric Disaster Response and Emergency Preparedness course, which is two days long in Tallahassee. The course will address pediatric emergency planning and medical response considerations through a combination of lectures, small group exercises, and a table-top exercise. The attached flyer has more details and the link to register.

When: October 31 & November 1 (All Day)

Where: Tallahassee State College, Workforce Development Building, 444 Appleyard Dr, Tallahassee, FL 32304

OPEN DISCUSSION

- Hospitals –Mr. Dave Chapman shared the next FCDC meeting is Thursday, September 26 at 10am. The location of the meeting is to be determined.
- Public Health –
Ms. Freda Vaughn (RERA) shared that there will be changes from the State for regional roles, as the DOH boundaries have adjusted to the DEM boundaries. Instead of the RERA and regional planner positions, there will now be Regional Readiness Coordinators (RRC) for each region, but they will not be on-call positions. Ms. Vaughn also shared there will be a statewide planner workshop in January.

Mr. Sonny Rodgers from Clay County shared they had a successful back-to-school immunization drive, with 735 vaccinations administered over 7 days. Reported they have moved all their services to the Fleming Island location. Shared they will be conducting AED/CPR training as the county received 500 new AEDs through a project, which will be coupled with Narcan. DOH Clay submitted a project for special needs sheltering operations to BPR and are participating in the Clay County Touch-A-Truck. Conducting all staff Special Needs Sheltering training with an exercise, and conducting a DOH key staff training in December, but will open it to other departments if seats come available. Reported working with the consortiums to bring more training to the county and will open the training to all as seats are available.

- EMS – Mr. Tim Devin had nothing to share with the group based on the last EMS Advisory Council meeting, as it was just normal business.
- Emergency Management –
Mr. Tim Devin with Clay County Emergency Management shared the state is pushing the use of FROC forms so there has been much subsequent training on those forms and forms for reimbursement. Shared they are following up on damage assessments following TS Debby and making sure to include all aspects of the community.

Mr. Devin also shared a best practice they learned is to have LTC facilities have a transfer switch for a backup generator. This way EM knows when a LTC is off normal power and their back-up generator power and need secondary back-up power assistance.

- Home Health – Nothing to report.
- Long-Term Care – Ms. Evelena Dowling reported they are preparing for the upcoming flu season with completing consents and a vaccination campaign within the facility. Shared the state continues to push long-term care facilities to administer COVID-19 vaccinations (+boosters) to residents. Ms. Dowling that her facility – River City Nursing and Rehab has a 20% COVID-19 vaccination rate, which is significantly higher than the rest of the facilities within the state.

Staff asked members if they continue to see surge issues with COVID-19, and Mr. Chapman shared most patients who present with COVID-19 are presenting with it as a secondary diagnosis.

ADJOURN

The meeting was adjourned at 2:30 PM.

NEXT MEETING

November 20, 2024 @ 1 P.M.

October Meeting is CANCELED due to staff attending the required State HCC Task Force meeting. The NEFLHCC will meet again in November. Any member is welcome to attend the virtual North Central Florida HCC meeting on October 23 at 1:30PM.

DRAFT



Executive Board Meeting Attendance
September 18, 2024, @ 1pm

Name	Name (Last)	Facility Name	Facility Type	'other'
Timothy	Devin	Clay County Fire Rescue	EMS (Including inter-facility and other non-EMS patient transport systems); (Core HCC Member)	
Freda	Vaughn	FDOH	Public Health Agencies (Core HCC Member)	
Dave	Chapman	Ascension St. Vincent's Southside	Acute Care Hospitals (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)	
Sonny	Rodgers	DOH-Clay	Public Health Agencies (Core HCC Member)	
Kassie	Knoll	DOH-Baker	Public Health Agencies (Core HCC Member)	
Don	Weatherby	DOH-Clay	Public Health Agencies (Core HCC Member)	
Bob	Pickering	Flagler County Emergency Management	Emergency Management Organizations (Core HCC Member)	
Lana	Sample	DOH-St. Johns	Public Health Agencies (Core HCC Member)	
Katherine	Jones	DOH-Duval	Public Health Agencies (Core HCC Member)	
Ryan	Nash	DOH – Nassau	Public Health Agencies (Core HCC Member)	
Jonathan	Lord	Flagler County Emergency Management	Emergency Management Organizations (Core HCC Member)	
Mary	Boutte	DOH-St. Johns	Public Health Agencies (Core HCC Member)	
Evelena	Dowling	River City Nursing and Rehab	Skilled nursing, nursing, and long-term care facilities	
Darian	Pearson	Brooks Rehabilitation Hospital	Acute Care Hospitals (Core HCC Member)	
Philip	Hernandez	DOH-St. Johns	Public Health Agencies (Core HCC Member)	
Hannah	Patrick	Mental Health Resource Center	Behavioral Health Services and Organizations	
Michael	Godwin	DOH-Nassau	Public Health Agencies (Core HCC Member)	
Lola	Butler	FDOT	Jurisdictional partners, including cities, counties and tribes	
Ronnie	Nessler	DOH-Nassau	Public Health Agencies	

			(Core HCC Member)	
Andrew	Chubb	St. Johns County EM	Emergency Management Organizations (Core HCC Member)	
Gavin	Butler	St. Johns County Emergency Management	Emergency Management Organizations (Core HCC Member)	
Monica	Santiago	Mayo Clinic	Acute Care Hospitals (Core HCC Member)	
Shanti	Smith-Copeland	NA		
Mandy	Hunter	Underhill Staffing Inc.	Home Health Agencies(including home and community based services)	
Joyce	Morgan-Powell	Joyal Health Care Services Inc.	Home Health Agencies(including home and community based services)	
Lawana	Jolivette	Ascension St. Vincent's Riverside	Acute Care Hospitals (Core HCC Member)	



FLORIDA HEALTH CARE COALITIONS

Comprehensive Emergency Management Plan (CEMP) Development Workshops

WITH BOLDPLANNING



Tuesday, September 24th from 1pm - 5pm

Thursday, October 10th from 1pm - 5pm

Wednesday, October 23rd from 9am - 1pm

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!*

CDP Virtual Training Opportunities Florida Healthcare Coalition September 2024-February 2025

- You **must** have a FEMA SID before applying for a course.
 - To register for a FEMA SID number, go to: <https://cdp.dhs.gov/FEMASID> and click “Register for FEMA SID” or “Forgot FEMA SID”
 - If you encounter any issues, please contact the FEMA SID help desk at: femasidhelp@cdpemail.dhs.gov
- Registering for a FEMA SID number **does not** register you for a class
- All students **must** register using the links below
 - If you encounter any problems registering, please contact VILT Support at: VILTSupport@cdpemail.dhs.gov

Healthcare Facility Patient Evacuation Planning and Preparedness (HCV12)

The Healthcare Facility Patient Evacuation Planning and Preparedness virtual healthcare topic imparts knowledge and lessons learned in the planning and execution of evacuating a healthcare facility in preparation for, during, or after a disaster or emergency to class participants. Students review essential components of an evacuation plan from conducting a hazard vulnerability assessment through recovery and repatriation of the facility with real world examples. Students leave the course with the knowledge to evaluate and revise their facility’s evacuation plan.

Date	Time	Class Name	Link
September 17, 2024	10:00 AM-12:00 PM EST	24NV-1045 HCV12	Click Here to Apply

Hospital Incident Command System (HCV7)

Introduction to the National Incident Management System and the National Response Framework. Explores the Hospital Incident Command System as a methodology for effectively applying the incident command system in a healthcare environment. The Hospital Incident Command System is discussed as it pertains to improving emergency management planning, response, and recovery capabilities for both planned and unplanned health and medical emergencies.

Date	Time	Promo Code	Link
October 10, 2024	1:00 PM-3:00 PM EST	25NV-0232 HCV7	Click Here to Apply

Healthcare Facility Emergency Management Program (HCV6)

Addresses the nine steps for the effective creation of a comprehensive healthcare facility emergency management program. Discusses considerations and procedures for designating an emergency program manager, establishing an emergency management committee, developing an all-hazards emergency operations plan, conducting, and maintaining a hazard vulnerability analysis, developing incident specific guidance or planning guides, coordinating with external entities, preparing individuals and teams through training, exercising the emergency operations plan, and conducting program review and evaluation and planning for improvement.

Date	Time	Promo Code	Link
November 5, 2024	1:00 PM-4:00 PM EST	25NV-0233 HCV6	Click Here to Apply

“Training the Best for the Worst”

Autism Awareness for Emergency Services (OLS-V19)

Discussing the behavioral complications of autistic adults and children. Identifying some of the subtle signs typically associated with autistic individuals, hazards associated with autistic individuals in a stressful emergency, calming techniques, dangers autistic individuals may put themselves, the public and responders into, recommendations for police and fire departments to better understand autism and the autistic individuals in their communities.

Date	Time	Promo Code	Link
December 5, 2024	10:00 AM-11:00 AM EST	25NV-0234 OLS-V19	Click Here to Apply

Patient Management: Receiving a Highly Infectious Disease Patient (HIDV3)

A discussion of infectious disease patient management processes for effectively receiving patients who are self-presenting, transported by EMS, or transferred from a community health provider.

Date	Time	Promo Code	Link
January 14, 2025	10:00 AM-11:45 AM EST	25NV-0235 HIDV3	Click Here to Apply

Patient Management: Management of a Highly Infectious Disease Patient in a Healthcare Facility (HIDV4)

A discussion of the critical processes, procedures, and considerations for safely managing a highly infectious disease patient in a healthcare facility.

Date	Time	Promo Code	Link
February 6, 2025	1:00 PM-4:00 PM EST	25NV-0236 HIDV4	Click Here to Apply