



Neighborhood Emergency Preparedness Program

**April 16, 2013
2:30-3:30 pm ET**

Conference Call Draft Minutes

Attendees: Martha Hicks, Margaret Levings, Marc Jean, Walter Thomas, Sonji Hawkins, Solinka Murillo-McIntosh, Bonita Stevenson, David Crowe, Romanie Pierre, Gail LaRosa, Ronnie Fetzko

Meeting Purpose:

- ◆ Provide updates and share best practices
- ◆ Address questions and concerns from County Health Department NEPP Coordinators

TOPIC	DISCUSSION	ACTION/ FOLLOW-UP
Welcome, roll call & approve minutes	March Minutes were approved and will be posted on NEPP Website.	
Announcements	http://www.communitiesforalifetime.org/faithbasedsurvey_result.php	
Community Resiliency Update (Bonnie Gaughan-Bailey)	<p>Bonnie is assuming the role of Interim Bureau Chief for EMO effective 4/8 and will serve in this role for the next month to two months.</p> <p>SPOT Update – Bonnie Gaughan-Bailey represented Goal Team 6 For Community Preparedness and Capability Sustainment. Funding for NEPP will be the priority for Carryover funds in 2013-14. Planning is underway to sustain existing communities and Start-up six new communities.</p> <p>On April 5, Bonnie and Valerie presented an overview of Vulnerable Populations and Community Resilience at the 7th Annual UCF Public Administration Research Conference: Building Healthy Communities through Education, Engagement, and Action. The venue also presented an opportunity for networking. The agenda is located at: http://www.iog.ucf.edu/2013pacon/2013paschedule.html</p>	<p>Michele Sheffield is serving as the CR unit manager.</p> <p>Expect Funding Agreements for 2013-14 to be sent out mid-May. The due date for them to be turned in will be June 3.</p> <p>Please direct related questions to Valerie Beynon.</p>
Reports from Coordinators	Report was received that the “Stories from NEPP Communities -	Checked it during the call



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(Ideas and best practices from the field)	<p>Submission Template” on the website under the Community Exchange section is not opening. http://www.doh.state.fl.us/demo/BPR/NEPP/nepp_accomplishments.html</p> <p>Walter and Sonji shared lessons learned from their exercises.</p>	and it appears to be very slow in opening. A hard copy to be sent out after call.
2013-14 Funding	<p>The Funding Agreement for 2013-14 will provide an opportunity to apply for new NEPP communities as well as sustain existing ones.</p> <p>Please note that to be considered for 2013-14 funding, each community must meet at least 70 percent of the planning elements. If it is helpful, there is a word version of the plan template in the toolkit under "NEPP Plan Related Materials" at: http://www.doh.state.fl.us/demo/BPR/NEPP/nepptoolkit.html</p>	Expect mid-May
Questions & Discussion	<p>NEPP Map Updates – shown on WebEx – no comments received</p> <p>Recommended Training List will be sent out for review and comments.</p>	<p>Will be posted to the NEPP Website after a couple more edits are made.</p> <p>After call</p>
Next Steps (Review deliverables and milestones and discuss upcoming events and deliverables)	<p>Expense reports due (all NEPP counties) Exercise After Action Reports due (Sustainment only) All funds (except travel) must be spent or encumbered by</p> <p>Community Preparedness Plans Due</p> <ul style="list-style-type: none"> • Plan Review Tool: http://www.doh.state.fl.us/demo/BPR/NEPP/nepptoolkit.html • Vulnerable population data: http://www.doh.state.fl.us/demo/BPR/VP_Profile.html <p>Plan and the Plan Review Process: Programmatic components serve as building blocks/milestones and should have already been completed by the dates in the Deliverable Timeline (in the Funding Agreement and online Toolkit). These components ultimately are to</p>	<p>April 12 April 12 April 30</p> <p>May 3</p> <p>Time will be made April 18 and 19 to talk one-to-one via phone with CHD NEPP Coordinators at their request</p>



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	<p>be included in the final Community Emergency Preparedness Plans due May 3, 2013. To make it easier on CHD NEPP Coordinators, you may choose to send in only those components that have not been met. If the component is considered a “milestone” in the Funding Agreement and MOA, an e-mail confirmation of completion is sufficient.</p> <p>Expense reports due (all NEPP counties)</p>	<p>regarding plan requirements.</p> <p>June 14</p>
Next meeting	Due to Hurricane Preparedness Activities including the Governor’s Hurricane Conference and the Statewide Hurricane Exercise, the consensus was to have the next conference call in June.	June 18, 2013 2:30-3:30 PM
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