

Healthcare Coalition Task Force (HCCTF)

MINUTES

DECEMBER 3, 2014

9:00 A.M. – 5:00 P.M.

FY 14-15 Q2 MEETING

MEETING CALLED BY	Florida Department of Health, Bureau of Preparedness and Response
TYPE OF MEETING	Face-to-Face
FACILITATOR	John Wilgis
NOTE TAKER	Sonji Hawkins
TIMEKEEPER	
ATTENDEES	Jeanine Posey, Florida Department of Health HCCTF Lead; Sonji Hawkins, Florida Department of Health Medical Surge Planning; Dr. Brad Elias, Florida Department of Health Liaison; Patricia Cook, Coalition for Health and Medical Preparedness; Randy Ming, Coalition for Health and Medical Preparedness and Florida Department of Health; Rob Linnens, North Central Florida Healthcare Coalition; Ray Runno, Big Bend Healthcare Coalition; Leigh Wilsey, Northeast Florida Healthcare Coalition; David Theroux, Heartland Healthcare Coalition; Ann Hill, Emerald Coast Healthcare Coalition; Tracey Vause, Emerald Coast Healthcare Coalition; Victor Johnson, Bureau of Preparedness and Response-Community Resilience; Jose Lopez, Florida Department of Health Miami-Dade; Bruce Gottschaul, SMRT 6; Dave Freeman, Central Florida Disaster Medical Coalition; Matt Meyers, Central Florida Disaster Medical Coalition; Lynn Drawdy, Central Florida Disaster Medical Coalition; Wendy Wilderman, Florida Department of Health, Lee County; April Henkel, Florida Health Care Association (LTC); Tom Knox, Florida Association of Community Health Centers; Dan Johnson, Region 4 Health and Medical Coalition; Eve Rainey, FEPA; Cyna Wright, Keys Health Ready Coalition, Florida Department of Health Monroe; Dan Simpson, Region 4 Health and Medical Coalition; Mike McHargue, Florida Department of Health, Bureau of Preparedness and Response, ECO, State ESF8; Kay Croy, Chief, Bureau for Preparedness and Response; Harold Theus, Region 3 North Central Florida Healthcare Coalition; John Wilgis, Florida Hospital Association; Dr. Joe Nelson, Florida Department of Health, Emergency Management Services

Meeting Objectives:

1. Continue coordination with healthcare coalitions related to training and exercise requirements.
2. Discuss activities and responsibilities of the Task Force as defined by the guiding principles document.
3. Provide updates and information related to contract requirements.
4. Review medical surge capability requirements as outlined by the Hospital Preparedness Program (HPP) guidance.
5. Review and provide update information from Task Force committees.
6. Provide the Task Force with updates and information from the Medical Surge Unit.
7. Provide the Task Force with updates and information from the Community Resilience Unit.
8. Discuss the 2015 Strategic Planning Oversight Team meeting and review funding request information.
9. Review and discuss the FY 15-16 HPP priority areas for continuation of funding.
10. Review and discuss the department's alignment strategy with healthcare coalitions and the seven (7) Regional Domestic Strategic Task Forces as defined in Florida statute.

Agenda Topics

30 MINUTES

Welcome, Opening Comments and Introductions

GROUP DISCUSSION

DISCUSSION	The meeting begun with introductions from the Healthcare Coalition Task Force (HCCTF) members and guests that were in attendance.	
CONCLUSIONS	The meeting began with introductions, an overview of the objectives and agenda.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
NA	NA	NA

DISCUSSION	<p>Old Business – Florida Sunshine Law and Healthcare Coalitions (HCC)/Healthcare Coalitions Task Force (HCCTF) business do not fall under the Sunshine Law for separate HCC meeting. HCCTF does fall under the Florida Sunshine Law and meetings must be on notice.</p> <p>Training and Exercise Planning Workshop (TEPW) Follow-Up – Open discussion on the process; there was an improvement in the process; felt the tasks were accomplished; felt there was not a vested interest in what the HCCs want to do; Tom Robinson gave an overview on the entire process, suggested the HCC talk with their local emergency managers to partner on planning and exercises. Dave Freeman addressed that the Multi-Year Training Exercise Planning (MYTEP) should be part of the county's process, (Tom Robinson spoke that there has to be two because of funding). Florida Department of Health (DOH) adopted Florida Department Emergency Management (DEM) process and all information will be joined together; Leigh Wilsey mentioned that the HCCs are not part of the county's process; Tom Robinson suggested re-formatting the form to include the HCCs; Matt Meyers suggested that the TEPW should happen at each HCC; Wendy Wilderman spoke about the funding; Dave Freeman suggested all trainings should be on SERT TRAC; Ray Runo gave an overview of the HCC to CHD and how they will work together; John suggested that it seems to be working with DOH (Ben St. John) and DEM (Tom Robinson) working together; Mike McHargue asked the HCC what types of training do the members need; John Wilgis asked about long-term health providers and how the HCC are including them in the planning; Dan Simpson spoke on his experience when talking to some of the long-term facilities in his county; several of the members mentioned that a five year training is not feasible and cannot speak for all; Lynn Drawdy asked how did the partner include their information; Dave Freeman suggested including the partners and many of the HCCs do not know what the local emergency manager is planning or submitting; Tom suggested educating all partners on the process and importance of partnering; Ray Runo spoke about a bigger picture when it includes all the partners and how they fit (capabilities, resources, etc); April spoke about the uniqueness of each members agency and try not to put all agencies in one pocket; John Wilgis suggested reaching out to the local emergency managers.</p> <p>IRMS for HCCs – HCCs can include their information into the system; Sherry Watt can train the HCCs; work with Jeanine to get access and she will coordinate with Sherry; Dave Freeman asked if there is a cost to use the system; John Wilgis asked if other HCCs can see what is available in other HCCs; mutual aid needs to be discussed and the process of asking for supplies from another HCC; the HCC will not own any equipment at this time; this is still being worked on according to Kay Croy.</p> <p>Florida Emergency Preparedness Association and Governor's Hurricane Conference 2015– John Wilgis has been working with the organization and explaining the HCCs and their purpose. John is following-up on this workshop. John asked for some suggested topics for this event; Eve Rainey spoke about the upcoming meeting; John Wilgis is part of the planning committee for the upcoming conference.</p> <p>Guiding Principles – John Wilgis spoke on changes and shared the revised document electronically and would like for the revised document to be voted on today. John Wilgis reviewed the changes with the group; John asked for a vision and attendance statement.</p>
	<p>New Business – Community Resilience Unit Update (Victor Johnson) – Victor provided a Powerpoint slideshow on the work of the Public Health and Medical Recovery Workgroup; spoke about a "Boat Camp" and how it works; next teleconference is December 17, contact Victor by email for the information or any information presented; a list of the regional contacts for EMResource needs to be sent to the HCCs.</p>
	<p>Coalition Contract Update – Some HCCs do not have an executed contract; some need signatures; the contracts are still routing; money cannot be used to supplement the required insurance; questions on the required insurance is an issue for some and discussions need to be made; question – could the state cover the HCCs? No, the state cannot cover the HCCs. Kay will do some research on how "sub-grantee" deal with insurance requirements; there needs to be a list of options for this requirement; there is not an exemption for the HCCs.</p>
	<p>Healthcare Coalition Task Force Committees – Finance committee; coordination with EM; assisting the local ESF8 process; mutual aid; John Wilgis will send another email asking for leads for a committee; by January 1, 2015 there will be a list of charges (goals/objectives) for the committees; Leigh Wilsey suggested that the task force open up the idea to the members of the HCCs so the members can help; resource allocation.</p>
	<p>Medical Surge Unit Update – Dr. Brad Elias shared a guidance document with the members (alternate care site Local Plan Development Guide); Jeanine will send out the electronic version to all HCCs; Dave Freeman spoke on the State Medical Response Team (SPOT) and how they can assist with an Alternate Care Site.</p>
	<p>2015 Strategic Planning Oversight Team (SPOT) Meeting – The meeting is scheduled for the second week in January 2015; Jeanine is working on the deliverables to prepare for the meeting; Kay gave an overview of the SPOT process; Kay spoke on the redirect of the Risk-Based Funding; Kay reached out to the region co-chairs to determine what the funds will be used for (a 24-hour turn-around time); John Wilgis asked if the unused portions of the money can be re-allocated back to the HCCs; John Wilgis asked about the SPOT process as it relates to funding projects (is it similar to the Florida Domestic Security Funding process); Harold Theus asked how to request the inventory for the Ebola because several of the emergency managers did not know where the inventory was stored or how to request it. Kay Croy and Cindy Dick will be meeting with the leadership team to speak on what has been accomplished; Eve Rainey found the requesting process for the Ebola inventory on EMConstellation; Jon Knox spoke on his latest trip and how he discussed the concepts of HCCs.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Revised Guiding Principles Accepted by HCCTF members	John Wilgis	January 2015
Subcommittee and Leads will send out list to volunteer	John Wilgis	January 2015

DISCUSSION	
CONCLUSIONS	

OBSERVERS	None
RESOURCE PERSONS	
SPECIAL NOTES	None