

Healthcare Coalition Task Force

MINUTES

SEPTEMBER 18, 2014 0900-1000

MONTHLY CALL

MEETING CALLED BY	Florida Department of Health Medical Surge Team
TYPE OF MEETING	Healthcare Coalition Task Force Teleconference
FACILITATOR	Jeanine Posey
NOTE TAKER	Krisie Patterson
TIMEKEEPER	Jeanine Posey
ATTENDEES	John Wilgis, Jeanine Posey, Randy Ming, Ann Pasik, Ben Abes, Kathleen Marr, Rebecca Creighton, Martha Casero, Eve Rainey, April Henkel, Terry Schenk, Paula Bass, Jason Byrd, Ann Hill, Matt Meyers, Mary Russell, Ken Smithgall, Wendy Wilderman, Leigh Wilsey, Dave Freeman, Tom Robinson, Mike McHargue, Paul Link, Sam McDonald, Paul Myers, Tom Knox, Holly Kirsch, Brandi Keels, Margaret Sanders, Dr. Mary Russell, Connie Bowles,
HCCTF MEMBERS NOT IN ATTENDANCE	Kelly Keys, Rebecca Creighton, Dr. Jim Schultz, Cyna Wright

Agenda Topics

20 MINUTES

OLD BUSINESS

JEANINE POSEY

DISCUSSION	<p>Minutes from the previous Healthcare Coalition Task Force (HCCTF) teleconference have been sent to all HCCTF members for review. Revisions are due back to Jeanine Posey as soon as possible to begin the routing process to get minutes posted to website. All previous meeting minutes are posted to the website http://www.floridahealth.gov/programs-and-services/emergency-preparedness-and-response/healthcare-system-preparedness/healthcare-coalitions.html.</p> <p>Healthcare Coalition (HCC) contracts are back from the Office of the General Counsel. Each HCC has been assigned a contract manager to be a point of reference for any questions regarding their contract, deliverables, etc. HCC point of contacts will receive an email with the contact information for the contract manager assigned to them. In the meantime, any questions or concerns should be directed to Jeanine Posey.</p> <p>The hospital allocation forms have been received with the exception of a few. Please forward your allocation worksheets to Jeanine Posey as soon as possible.</p> <p>Brandi Keels stated that all 501.C.3 HCC must be registered in MyFloridaMarketPlace (MFMP) in order for your contract to be approved. Two (2) coalitions have not registered as of yet.</p> <p>Margaret Sanders thanked everyone for sending in Training, Exercise, Planning, Workshop (TEPW) but also reminded everyone that she only needed the items that have a preparedness health and medical emphasis; not employee orientation, fire extinguisher inspection, etc. The first TEPW webinar was held on September 4, 2014 and was a success, another webinar is scheduled for this afternoon. TEPW will be hosting a second workshop on October 4 and October 15, with two (2) sessions each day. Preliminary work is due November 3, 2014 to the training and exercise mailbox or Margaret Sanders at Margaret.Sanders@flhealth.gov.</p>	
CONCLUSION	<p>HCCTF meeting minutes were distributed for review, revision and posting online.</p> <p>Coalition contract legal review is complete and contracts are routing to respective points of contact.</p> <p>Hospital allocation worksheets are being processed.</p> <p>The department is working with coalitions to ensure those with a 501.c(3) status are registered with MFMP.</p> <p>TEPW webinars for FY2014-2015 are underway. A TEPW meeting is planned for the next face-to-face task force meeting. Details will be provided.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review and revise HCCTF meeting minutes.	HCCTF members	9/30/14
Post HCCTF meeting minutes online.	Jeanine Posey and Krisie Patterson	10/15/14
Route coalition contracts to HCC points of contact.	Contract Management Unit	10/30/14
Forward hospital allocation worksheets to Jeanine Posey.	HCC Points of Contact	10/15/14

Coalitions with a 501.c(3) status are registered with MFMP.	Brandi Keels with HCC points of contact	10/1/14
Preliminary TEPW work to Margaret Sanders at Margaret.Sanders@flhealth.gov .	HCC Points of Contact	11/3/14

20 MINUTES

NEW BUSINESS

REGIONAL POC'S

DISCUSSION	The Med Surge Unit is in the process of finding a candidate for the vacated manager position. A med surge team meeting will be held Tuesday, September 23, 2014 to discuss project priorities, healthcare coalition development and task force collaborations, what each is doing and where continued support can be provided. Development of three (3) Workgroups will be discussed at the next meeting. At that time assistance will be requested from HCCTF members to participate in the different workgroups; more information will be provided at the next call.	
State Medical Response Teams (SMRT) missions and deliverables are being finalized; application process is completed; rolling members into new unit; keeping what is necessary. Expectation is to have contract reviewed by October 1, 2014 and implemented on January 1, 2015.		
Ebola/Enterovirus D68 updates are being monitored and information will be sent as necessary.		
HCCTF December meeting – working on approval for TEPW to occur during the December meeting. Once approved information will be sent to HCCTF members.		
NIMS – NIMS compliance is required from each hospital within your coalition. Some of the information has been provided. HCCTF members will receive an email with the information that is needed. Please either send this to each hospital in your coalition or the task force member can provide the information if known. The NIMS sheets will need to be completed and sent to Brandi Keels early next week.		
National Healthcare Coalition Conference – HCC's are encourage to use money received to attend the conference; no additional money will be provided to HCC's to attend and ASPR funds will not be used to pay for HCC co-chair to attend. ASPR sent letter stating no additional money would be assigned to pay for conference attendance and the HCC's should use money they have already received.		
CONCLUSIONS	The Med Surge Unit is coordinating their efforts around program management and integrating coalition activities into their scope of work.	
SMRT missions and deliverables are being finalized.		
Public health threats like Ebola are being monitored and information will be shared with HCCTF points of contact as necessary.		
The second quarter HCCTF meeting will include a TEPW component. More details will be provided when available.		
NIMS compliance is required from each hospital within your coalition and instructions will be provided to HCC points of contact on how to report information.		
HCC's are encouraged to attend the National Healthcare Coalition Conference on December 10-12, 2014 in Denver, Colorado.		
The next face-to-face HCCTF meeting will be December 2014.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
HCCTF workgroup information will be provided with a request for volunteers.	John Wilgjs	10/1/14
NIMS forms and reporting information will be provided to HCC points of contact.	Brandi Keels/ Jeanine Posey	9/19/14
HCC points of contacts report NIMS information for all hospitals participating in HCC.	HCC Points of Contact	9/24/14
HCCTF second Quarter meeting information	Medical Surge Unit	11/1/14

OBSERVERS	NA
RESOURCE PERSONS	NA
SPECIAL NOTES	For additional questions, please contact Jeanine Posey.