



Executive Council Meeting Minutes

July 6th, 2023

Meeting was held at the Healthcare Coalition's Fort Myers office and via Zoom

*Quorum was achieved according to by laws but not for contract purposes.

Attendance:

1	Angela Canfield	ShorePoint Health Port Charlotte-Organization
2	Bob Sheehan	Hope Hospice Healthcare
3	Brenda Barnes	FDOH in Hendry and Glades Counties
4	Caitlyn Eck	Lee County EM
5	Dan Sieber	San Carlos Park Fire
6	Dan Summers	Collier County Emergency Management
7	Doug Higgins	Lee County EMS
8	Ioannis Gountas	FDOH in Hendry and Glades Counties
9	Jennifer Smith	NCH
10	Jennifer Iavarone	Solaris Healthcare North Naples
11	Jeremy Hoglo	Raulerson Hospital
12	Penny Adamo	Desoto Memorial Hospital
13	Sean Alley	Sarasota Memorial Hospital
14	Teresa Jimenez	Lee County Port Authority
15	Brian Massey	Southwest Florida Healthcare Coalition
16	Peggy Brown	Health Planning Council of Southwest Florida
17	Olga Fernandez	Health Planning Council of Southwest Florida

I. Welcome & Introductions

The meeting was brought to order at 10:01am by Peggy Brown.

All executive council members were welcomed, and members introduced themselves.

II. Workplan for Fiscal Year 2023 – 2024 *Approved via Survey Monkey*

The work plan was presented to the Executive Council. This a timeline of the requirements the State has for The Healthcare Coalition.

-No additional comments from the Executive Council. -

III. Coalition Activities Summary 2023 -2024

The Coalition Activities Summary for 2023 -2024 was presented.

- The Quarterly meeting dates were proposed.

- No additional comments from the Executive Council. -



- The Executive Council meeting dates were shown with the first meeting being currently held. An additional meeting would be held in November to have the Funding request at an earlier date.
 - No additional comments from the Executive Council. -
- Meeting Schedule for the Funding Request was introduced. This year the cycle be held earlier.
 - No additional comments from the Executive Council. -
- Task Forces for 2023 - 2024
 - Resources and Gaps: Held Quarterly.

The major objective of this Task Force is looking and analyze the results of last year's survey, the HVA and other sources and gather plans of implementation, feedback and recommendations.

 - **Caitlyn Eck** – Suggested looking at the regional hazards analysis that EM has access to.

Next Meeting July 26th, 2023

- Trainings and Exercises: New task forces.

Will help in guide the planning of trainings and exercises. Using All Clear for our virtual tabletop exercises they will be involved with the planning of the MRCE exercise and the Chemical exercise.

 - No additional comments from the Executive Council. -

Next Meeting July 27th, 2023

- Pediatric Task Force - Meeting monthly

Will continue with the Pediatric Transport devices and Nicole Shimko will conduct trainings.

The Coalition presented the Pediatric Clinical Advisor role.

 - **Jennifer Smith** asked how the Clinical Advisor was selected
 - **Peggy Brown, Brian Massey** - – Nikki Schimko has been active in the Task Force, was invited to speak at the National Coalition Conference and has volunteered to do some training for the Coalition
 - **Dan Sieber** - expressed support for the position.

There was discussion on whether Clinical Advisors should be paid.

 - **Ioannis Gountas** - recommended having clear guidelines and expectations for the position and that the advisor be responsible for leading a tabletop exercise.



The EC members agreed there should be a role description with the position requirements and clear expectations.

- **Peggy Brown** - stated that would be created and shared with the EC for this position and to allow for potential recruitment of other advisors.

Next Meeting July 20th, 2023

- The Mental Health Task Force: Meeting bi-monthly. They will be reviewing and considering the implementation of the UCF Peer Training program and coordinating with the MHFA trainers throughout the region.

Next Meeting September 14th, 2023

- **Caitlyn Eck** – Suggested getting Nicole Navega involved in?
- **Doug Higgins** – Agreed and suggested her for the Mental Health Clinical Advisor
- **Jennifer Smith** – Requested a Charter be written for the task forces that outlines their objective.
- **Jennifer Smith** – Suggested reaching out to the mental health coalitions and task forces in the area.

Next Meeting July 13th, 2023

- Major Deliverables for 2023 - 2024:
 - HVA survey: Will be live in November completed via Survey Money. Looking for suggestions with updates and changes that might better reflect the needs of the region.
 - **Ioannis Gountas** – Asked for clarification on the standards and guidelines of the survey.
 - **Peggy Brown** – explained we used Coalition HVA, the Kaiser Permanente model and the Federal HCC capabilities and activities.
 - **Ioannis Gountas** – Requested seeing the demographics of the past HVA surveys.
 - The Chemical Surge Annex: Due January 15th
 - **Ioannis Gountas** – Would like to have set parameters for the Annex and the exercise and involved subject matter experts.



- **Peggy Brown** – There will be a statewide committee working on this and bringing in experts.
- **Jennifer Smith** - Recommended our chemical annex short and refer to other plan that already exists.
- **Ioannis Gountas** – Recommended basing the exercise on a terroristic attack similar to the incident in Malaysia with Kim Jong-un.

- The Preparedness Plan: Due in March and updated yearly. Will be ready for review and suggestions by the September. Completed by January.
- Crisis Standards of Care (CSC): The State of Florida does not have a CSC plan. The Coalition will promote having a CSC and send resources to our members on how to develop their own plans. The tabletop would be an allocation and coordination of scarce resources tabletop.
- The Pediatric Surge Exercise: Due by June 15th and scheduled for March. The Pediatric Task Force and the Pediatric Clinical Advisor would work together on development.
- Medical Response Surge Exercise (MRSE): Due by June 15th. Can be a hospital evacuation exercise and a surge in.
 - **Caitlyn Eck** – Suggested doing a surge in in a rural area such as Okeechobee.
 - **Jennifer Smith** – Would like to have an inbound for hospitals and outbound involving long term care.

IV. Member Engagement Specialist Position

- Would be tasked with doing face to face outreach in the community and reengaging members for a probationary one year.
 - **Jennifer Smith** – wanted clarification on how the other marketing position and this new role differed.
 - **Peggy Brown** – Explained that the current position is a part time (5%) that mostly does graphics and web maintenance. This new role would be more hands on.
 - **Ioannis Gountas** – Remarked on how Brian having physically attend an exercise was beneficial and informative. He proposed having more funding allocated to his travel.
 - **Caitlyn Eck** – Expressed support for this new position and that Brian attending more events around the region would be beneficial.
 - **Dan Sieber** – Also expressed support for this position.

V. Conferences and Sponsored Events

- National Healthcare Coalition Conference - November 28th – 30th (6 Attendees)
- Gov Hurricane Conference – May 2024 (18 attendees) This conference can be replaced eventually by a symposium of all the coalitions.



- **Caitlyn Eck** – Would like to keep some funding for the Gov Hurricane Conference as an incentive.
- Brenda Barnes -Expressed interest in the Coalition Symposium.
- Miami Preparedness Conference /Statewide Conference: No funding at this time but may consider
- EMAG – April 2024 – (4 attendees)

VI. Budget - *Approved via Survey Monkey*

The State of Florida requires all money be specifically allocated and approved in advance. This document can be revised.

- Funding for last years approved Decontamination tent.
- Functional exercise
- Mental Health Training (De-escalation Training)
- All Clear Contract
- CEMP
- **Ioannis Gountas** – Requested a summary of who attended the All Clear TTX and the past conferences. P. Brown stated that would be gathered and presented at the next meeting.
- Coop (Only 9 Organizations joined)
 - **Jennifer Smith** – Inquired on whether agencies would have access to the data if we completed our subscription to Bold Planning.
 - **Peggy Brown** – Answered that it would be exported for their records.

Additional Comments:

- **Ioannis Gountas** – Proposed having more information on Ransom wear and Data Security distributed.
- **Jennifer Smith** – Suggested to have a repository for surveys and forms on ReadyOp and give the Executive Council access, or a similar platform.

VII. New Website

- www.swflcoalition.org
- Hosting meeting schedule, agendas, and minutes.
- A form to become a member.
- Resource menu
- Other useful information
- **Jennifer Smith** – Requested a restricted area for the executive council to access.

VIII. Bylaws Review – *Passed via Survey Monkey*

The Coalition Bylaws have been revised to better serve and define the roles of the Coalition, and the Executive council.



- Nursing Homes have been changed by the State from a Core group to an Other Members.
- The portion mentioning the chapters has had the specific counties named for clarification.
- ASPR's name has been updated.
- Vision Statement in the Executive Council section has been removed.
- Votes for the Executive Council has been changed to 2/3 to dismiss a representative and call for special elections.
 - **Jennifer Smith** – Asked for language on participation requirements, how many consecutive terms can be served and representatives leaving organizations midterm.
 - **Peggy Brown** – Presented the attendance list and what representatives changes have happened.
 - **Caitlyn Eck** – Reminded the Council of the current 75% participation requirement and suggested changing the language to missing more than 2 Executive Council meetings a year.
 - **Jennifer Iavarone**- Proposed to amend as “Unexcused Absences”
 - **Caitlyn Eck** – Motioned to have the language on attendance added by the September meeting on Executive Council participation - *Passed*
 - **Jennifer Smith** – Requested additional verbiage on the terms a representative would be serving and putting limitations.
 - **Peggy Brown** – Suggested having the leadership role roll over with two terms for the chair and vice chair. As a reminder, reelection will be coming up next Spring.
 - **Jennifer Smith** – Put forward a motion to have the terms stagger 2 years and 3 years. Newly elected members in the next election will serve a 3 year term – *Pass*
- Added specification that at the time of election the Chair must work at qualifying agency for at least a year.
 - **Jennifer Smith** – Asked for clarification on what qualifies as a qualifying agency.
 - **Peggy Brown** – Explained the qualifiers and requirements
 - **Dan Sieber** – Recommended adding language that specifies when a representative changes role a 2/3 vote will be held to see if the member will retain their seat to evaluate if the representative will still add value to the Coalition within 90 days or before a vote.
 - **Jennifer Iavarone**- Supported his recommendation.
 - **Bob Sheehan**- Expressed concern with not taking the areas that appointed the representative into account.
 - **Peggy Brown** – Recommended having the vote and then having the members make the final decision.
 - **Caitlyn Eck** – Motioned to have the language added by the September meeting on Executive Council participation - *Passed*
 - **Caitlyn Eck** – Motioned to have the language specifying the procedure for changing roles and agencies added by the September meeting on Executive Council participation - *Passed*



- The language on chapters holding one local meeting was changed from “will hold” to “should hold”
- Executive Council Proxies and their role have been added to the Bylaws.
- There are several Open Seats in the Executive Council and the reelection procedure in existence is chapter based.
 - **Caitlyn Eck** – Advised on having a standard regional procedure
 - **Peggy Brown** – Asked the Executive Council members to create a policies and procedures document for the region on filling open seats.
 - **Caitlyn Eck** – Motioned to have a small committee discuss the voting process for open seats. - *Pass*

IX. Open Forum

- **Dan Sieber** – Requested the number of people that will be at the TEEX training

X. Adjournment

The meeting adjourned at. 2:00PM

***Thank you for joining us**