

## 2-16-21 CFDMC Board Meeting Minutes

Board Members Participating: Eric Alberts, Sheri Blanton, Lynne Drawdy, Dave Freeman, Aaron Kissler, Reggie Kornegay, Bob McPartlan, Dr. Peter Pappas, Kenneth Peach, Christina Proulx, Wayne Smith, Chris Stabile, Todd Stalbaum, Lynda W. G. Mason

Others Participating: Matt Meyers

Call to Order, Welcome, Roll Call: Eric Alberts welcomed all and thanked the Board members for participating. A quorum was achieved.

Approval of December 2020 Board Minutes: Eric Alberts advised that the minutes were previously distributed. Christina Proulx moved to approve the minutes as submitted; Wayne Smith seconded the motion. There was no further discussion and the motion carried.

Approval of November & December 2020 and January 2021 Treasurer's Reports: Lynda W. G. Mason stated these reports were previously distributed and state that the coalition is in good shape financially and there is nothing out of line. She asked if there were any questions. Bob McPartlan moved to accept these reports as submitted; Chris Stabile seconded the motion. There was no further discussion and the motion carried.

Executive Committee Report: Eric Alberts reported that the Executive Committee met January 25 and discussed board engagement and member expectations and benefits, both of which will be discussed later in today's meeting. The Executive Committee approved the February Board agenda. There was discussion regarding the April Board retreat which will be held virtually. The next Executive Committee call is scheduled for March 16.

### Old Business:

- Traffic Light Update: Eric stated that the traffic light report and work plan represent a huge effort by the Coalition and its members. Lynne explained for new members that the first page provides a traffic light status for each project and the following pages provides the project requirements and updates. She stated that over the past month we have made a lot of progress in registering core members in several projects, including the EID, FAC, CORVENA, and FAC.
- Update on FHA Workplan: Lynne Drawdy advised that we are ahead of schedule for most of the deliverables. For the nursing home consultant project, we have signed a service agreement with the consultant and have developed a marketing flyer which will go out this week. Our hospital equipment vendor has provided quotes for the negative air pressure equipment and is working on the PPE. We have sent out a scope of work to solicit vendors for the fit-testing train-the-trainer program.
- 2020 & 2021 Board Engagement: Eric Alberts reviewed the reports, which provide an overview of Board engagement in coalition activities during 2020, and targets for 2021. There were no questions.
- Member Organizational Diversity Analysis & 2021 Targets: Lynne reviewed the member diversity analysis and stated that the growth targets in the 2021 Board engagement are based on this baseline data.

- Update on COVID Vaccinations: Eric Alberts asked the Board members if they had any thoughts or updates. Reggie Kornegay stated that the VA in Orlando is looking for organizations to partner with to expand the capability to vaccinate veterans. If an organization is willing to provide a vaccination site, please let Reggie know. Aaron Killer asked if Reggie had any specific locations in mind and stated that he might have a location in Groveland. He stated that they do not use this site every day but cannot provide vaccine. Reggie will follow-up with Aaron after the Board call.
- Nomination of Pharmacy Board Member: Lynne previously distributed the resume for Susan Saleeb, who is with CVS and would replace Becki Poston as the pharmacy representative on the Board for the remainder of the term. Ken Peach moved to appoint Susan Saleeb and Dave Freeman seconded the motion. There was no further discussion and the motion carried.
- Trauma Update: Dr. Pappas advised that the Trauma Advisory Board Executive Committee meeting was held last week and went well. He stated that the Preparedness Committee is working with the Clinical Leadership Committee in the marquis effort this year, which is development of a regional trauma coordination plan which will be tested during the regional mass casualty exercise in the fall. He stated that he is working to engage acute care hospitals representatives and is seeking a replacement for the Lake County municipal representative.

#### New Business:

- Contract Amendment & Funding Opportunity Announcement (FOA): Lynne advised that we have signed a one year contract extension (July 1, 2021 through June 30, 2022). The good news is this means that the Coalition will receive the additional funding scheduled for the fifth year of the contract. We will also continue to comply with any FOA requirements that are not in the current contract, such as the Infectious Disease Annex that we are working on this year, and the Burn Annex for next year. She stated that the Department of Health will begin working on a new Request for Proposal for a new five-year contract beginning in July 2022 to come into compliance with the FOA that came out two years ago. This will be discussed further at the April retreat.
- Member Benefits & Expectations: Eric Alberts stated that the Coalition provides many benefits to its members but there are some expectations in return for these. He stated that he felt this should be provided to members in writing and a draft was previously distributed to the Board for review. Eric asked if there were any question or discussion; there was none. Reggie Kornegay moved to approve the document as submitted, and Lynda W. G. Mason seconded the motion. There was no further discussion and the motion carried. Lynne will add this to the agenda in March and will also send this out to members and add it to the new member orientation package.
- Draft Agenda for March Member Meeting: Lynne previously distributed the draft March 18 coalition member agenda. There were no questions or corrections.
- Discussion re April Retreat: Lynne advised that the annual Board retreat will be virtual and will include a review of the bylaws and governance policies, a review of the strategic plan, review and Board approval of the FY 21-22 work plan and budget, and a capabilities assessment and discussion of future strategic directions based on the new FOA and any capability gaps. Lynne stated that we may need Board approval to move budget between categories in this fiscal year; she will prepare and send that out for a Board vote via email.

- Miami-Dade Conference and National HCC Conference: Lynne will send out flyers to the Board for the Miami-Dade conference which will be held virtually, and the national Healthcare Coalition Conference which will be held in Orlando. She stated asked Board members to let her know if they wish to attend or to send a designee to either of these conferences. Lynda W. G. Mason asked regarding cost. The Miami-Dade Conference is less than \$100 and although we do not yet have the cost for the national conference it is typically low priced and there is an expectation that each Coalition will send a representative. Individuals who attend a conference are required to present learning to the Board.

Board Open Forum: Board Members:

The group welcomed the new Board members, including Todd Stalbaum, Christina Proulx and Tom Cisco. Christina stated that she is excited for the opportunity to help, collaborate and learn. Todd stated that he has previously served on the Board and this will be his last term before retiring.

Next Meeting: April 20 Board Retreat (10 am to 3 pm - a calendar invitation has been sent)

Adjournment: The Board adjourned at 4:46 p.m.

## 4-15-2021 CFDMC Board Meeting and Retreat Minutes

**Call to Order:** Eric Albert called the meeting to order at 10:02 am. Eric welcomed and thanked all. Chief Chris Kammel was introduced. Eric reminded the Board that the calendar invitation includes all the documents that will be discussed today.

**Board Members Participating:** Eric Alberts, Sheri Blanton, Lynne Drawdy, Dave Freeman, Dr. Vincent Hsu (Proxy to Eric Alberts), Georganna Kirk, Aaron Kissler, Reginald Kornegay, Dr. Peter Pappas, Kenneth Peach, Christina Proulx, Susan Saleeb, Wayne Smith, Todd Stalbaum (Proxy to Eric Alberts), Chief Chris Stabile and Lynda W.G. Mason

15 of 20 voting Board members were present for a quorum.

**Others Participating:** Beverly Cook, Chief Chris Kammel, Matt Meyers

**Approval of February 2021 Board Minutes:** Dr. Pappas moved to approve the February minutes as submitted; the motion was seconded by Ken Peach. There was no further discussion or opposition and the motion carried.

**Approval of Treasurer's Reports (January, February & March 2021):** Lynda W. G. Mason reported there has been an ongoing issue with the state not providing reimbursement for the IMT on a timely basis, but she was pleased to report that most back payments have been received. Lynne advised that there is one invoice from January that was paid but electronic deposit did not go through; we are working to resolve that now. Lynda advised that she has reviewed and approved the Treasurer's Reports. Dave Freeman moved to approve the reports as submitted; Sheri Blanton seconded the motion. There was no further discussion or opposition and the motion carried.

**Executive Committee Update:** Eric Alberts provided an update on the March 15 Executive Committee meeting. Highlights included updates on the incident management team, the warehouse, preparation for the March meeting and the April Board retreat, discussion regarding the UASI ambu-bus project, and presentation of a revised FY 20-21 budget and discussion of Board replacement and impact on the Executive Committee, both of which will be discussed later in today's agenda.

### Old Business:

**Traffic Light Update:** Lynne Drawdy highlighted updates to the traffic light report, including:

- Completed all Quarter 3 deliverables, including the quarterly report and the financial report. The March membership meeting received a 100% rating for both overall satisfaction and engagement. We received 83% top box scores in likeliness to attend future meetings and 78% top box in likely to refer to others, and we received suggestions for future topics. We completed the multi-year training and exercise plan; next year this will be integrated with emergency management.
- ASPR has waived the Coalition Surge Test exercise for this year.
- We are awaiting additional information on the Corvena communications pilot. Juvare has purchased Corvena; they also own WebEOC and EMResource and Corvena may be re-branded.
- The Regional Trauma Advisory Board worked with the Trauma Preparedness Committee to draft a regional trauma coordination plan which will be sent out for stakeholder review and comment. Next steps are a functional exercise and then integrating this into the annual full-scale MCI exercise.
- Lynne announced that the website vendor lost a software license that impacted our website. She recognized Matt Meyers for updating the entire website.

Eric Alberts thanked Lynne, Matt and Beverly for their efforts in the above. Lynne stated that much of the credit goes to the members on the workgroups managing these projects.

**Board Engagement:** Eric Alberts reviewed the 2021 Board Engagement document. He stated this is a very active Board. Eric said he knows everyone is busy with response to COVID but stressed the importance of the Board's leadership in coalition activities. He asked the Board to reach out to Lynne if they need any support.

**Approval of Infectious Disease Annex:** The draft was sent out prior to the meeting. Lynne reminded the Board that this is a new federal requirement (not in our contract). Our coalition led a statewide workgroup to develop the plan template. The plan was developed by combining the high consequence infectious disease (previously Ebola) plan and the pandemic plan. The plan has been approved by Dr. Hsu and the Emerging Infectious Disease Collaborative. A draft was due to ASPR on April 1 and the final plan must be posted by June 1. Ken Peach stated that the plan seems to focus on influenza as opposed to general infectious diseases. Lynne will work with the Collaborative to clarify. Ken Peach moved to approve the plan with the added clarification and Reggie Kornegay seconded the motion. There was no further discussion and the motion carried.

**National Preparedness Conference:** Lynne advised that the national conference will be held in Orlando this year, from November 30 - December 2. The Coalition typically submits an abstract for a presentation. Last year, we submitted an abstract on the use of our regional medical assistance team as an incident management team; the abstract was accepted but the conference was cancelled due to the pandemic. Lynne advised that she had a call with the conference planning team; because we are the host coalition, they want to highlight what is going on in our area. She asked for approval to submit several abstracts, including our regional medical assistance team, the EID Collaborative and the infectious disease plan, the regional trauma advisory board's trauma coordination plan, and the use healthcare drills as a means of engaging members. Lynne stated that she is also submitting an abstract on behalf of the entire state on the Florida Healthcare Task Force. Dave Freeman moved to approve submission of these abstracts and Lynda W. G. Mason seconded the motion. There was no further discussion and no opposition, and the motion carried. Lynne will let the Board know when conference registration opens. Susan said as a new member she would love to attend. Lynne indicated we have budget for Board members and others to participate in the conference so that we can learn what others are doing.

#### **New Business:**

**Miami-Dade Healthcare Symposium:** Matt Meyers attended the virtual Miami-Dade Healthcare Symposium and he said they used a new event platform that we may wish to consider for future events. He stated that a lot of the content was good but there were some that were redundant. Speakers included Dr. Patricia Cantwell, Holtz Children's Hospital, JHS, UM Miller School of Medicine (Pediatric Disaster Planning); Dr. Louis Pizano, Professor of Surgery and Anesthesiology, Division of Burns, University of Miami Miller School of Medicine, Jackson Health System (Burn Care and Disaster Planning); Kim Smoak, Agency for Health Care Administration (AHCA) re Advanced Surveys and Visits, Mock Survey, and Basics of Surveys and Visits), and Corina Sole Brito, Rachel Kaul, and Dr. Victor Welzant from ASPR TRACIE (Promoting Healthcare Provider Performance and Well-being in the Age of COVID-19). The conference included a group session where they talked about managing disasters. He noticed they did a lot of AHCA breakouts that were very group specific and stated that we might want to avoid doing these as they were not relevant to others.

**Recognition of Chief Chris Stabile:** Eric advised that Chief Chris Stabile has retired from his position at Martin EMS and so will be vacating his Board seat. Eric stated that Chris joined the Board in August 2018 and has served as Board Vice-Chair for 2020 and 2021. Eric stated that Chris has been an extremely engaged Board member, rarely missing a Board, Executive Committee or Member meeting. In 2019, he served on the planning team for the regional mass casualty exercise, helping to engage EMS in that exercise. He also served on the communications workgroup. Chris has been a stellar champion for EMS on the Board, and we cannot thank him enough for his commitment to the Coalition. He will be missed. Chris said it has been a pleasure to serve as a member, Board member and Executive Committee member and this has given him a different perspective on the regional healthcare continuum. Chris stated he plans to remain as a member of the coalition. He wished everyone the best. A photo of the plaque honoring Chris was displayed and will be shipped to his home.

## **Appointment of Chief Chris Kammel: Eric Alberts & Board**

Eric Alberts presented the nomination of Chief Chris Kammel to serve the remainder of Chris Stabile's term on the Board, representing EMS and Martin County. Eric reminded the Board that Chief Kammel's bio was previously distributed. Chris Stabile stated that he has worked with Chief Kammel for many years; he is innovative and engaged and Chris highly recommends his appointment. Reggie Kornegay moved to appoint Chief Kammel for the remainder of Chris Stabile's term; and Christina Proulx seconded the motion. There was no further discussion or opposition and the motion carried. Chief Kammel thanked Chief Stabile for his mentorship. He said that he is excited for this opportunity and looks forward to learning more about the Coalition and being a contributing Board member.

**Impact on Executive Committee:** Lynne Drawdy reminded the Board that the Board succession plan includes appointment of a vice chair for a two-year term, participating in Executive Committee, to prepare them to take over as Board Chair. She advised that the Board roles are at a strategic level and require a lesser time commitment than the Executive Committee, which has operational responsibilities. We have struggled in the past to fill the vice chair role. She recommended that the Board elect a new vice chair now and extend Eric Alberts as chair for an additional year to allow the new vice chair time to learn and take over as chair beginning January 2023. Eric agreed to serve an additional year if needed. Lynda W. G. Mason agreed that the role of the Executive Committee does require a larger time commitment. Lynda said she is proud of what Eric has done. Eric asked if the Board was agreeable to this solution and all agreed. Eric said it is a huge honor to be in this role and thanked everyone for their support. Eric said he is fully committed to help the new vice chair in their role. Eric asked if there were any volunteers. Dr. Pappas suggested that the Coalition provide information on the duties and time commitment for the vice chair and then ask for volunteers. Lynne indicated we don't have to have an appointment today but recommended that we appoint someone at the June meeting. Lynda moved to appoint a new vice chair at the June meeting, who will take over as chair in January 2023. Dave Freeman seconded the motion. Lynne will send out information on the duties and time commitment for the vice chair and ask for volunteers.

**Annual Review/Update of Bylaws and Governance Policies:** Lynne advised that the bylaws and governance policies (Version 17) were sent out in advance and Eric stated all proposed changes are highlighted in red. The group reviewed the proposed changes. The most significant change is to formalize the policy that Board seats are representative of discipline/geography and if a Board member has a change in position that impacts their representation, they must vacate the Board seat. She reported that the other changes are mostly clean-up based on changes in the federal language regarding membership groups. Eric asked if there were any questions or concerns and there were none. Dr. Pappas moved to accept the revisions as presented and Ken Peach seconded the motion. There was no further discussion and no opposition, and the motion carried.

**Approval of 20-21 Budget Revision:** Eric mentioned there were several documents shared regarding this year and next year's budget. Lynne reviewed the 20-21 proposed budget revision (one document is just the category figures and the other is narrative to support the revision). She reminded the Board that we must expend the budget allocation by June 30th in order to receive the funds from the state. She tracks expenditures by category and project and the state tracks by category only. She stated that any changes to the approved budget approved require Board and state approval. Due to the pandemic, some events such as exercises and trainings, have been postponed and funding remains in these projects. She highlighted proposed changes. A small amount has been added to the fringe (payroll taxes) category as there was a small shortfall in that category. An additional \$20,000 to cover mental health training identified as a high priority due to the pandemic was added to the training category. All other unspent funding was moved to the medical surge equipment category. She stated that there is a constant shortfall in this category due to new hospitals coming online and replacing expiring equipment. She advised that this is not equipment that hospitals use every day, but specific response cache equipment, such as decontamination equipment. Dave asked if the hospitals are willing to

accept this equipment. Lynne stated that the equipment is part of a minimum readiness list that was approved by the region's hospitals and funding comes from ASPR as part of hospital preparedness program. There is also an equipment management policy which governs equipment purchased by the coalition and when hospital equipment is delivered, the receivers must sign a statement agreeing to abide by that policy. With the movement of funds to the medical surge equipment category, we will still have an approximate \$110,000 shortfall in expiring equipment that we will need to carry over to next fiscal year's project. Eric stated that this equipment is critical for hospitals to be prepared. Dave Freeman moved to accept the budget revisions as presented, and Lynda W. G. Mason seconded the motion. There was no further discussion or opposition and the motion carried.

**Review and Approval of FY 21-22 Work Plan and Budget:** Lynne reminded the Board they developed a five-year work plan in 2017. This is year five of that plan. She reminded the Board that the state accepted the initial five-year work plan and budget but moved close to \$175,000 from years 1-4 to year 5; we will receive those funds this year. There are minor tweaks to the workplan based on what has already been accomplished and what we plan to finalize in the coming year. There are minor changes to the budget, such as shifting some traditionally unused funding such as project travel to other categories. Eric asked if funding for the federal audit is included; Lynne said it is included in the end of the year annual report project, which includes audit and tax preparation. We will begin the 2020 federal audit in May.

Lynne advised that the most significant change to the new budget is the addition of a \$500 per month/\$6,000 annual stipend for the Regional Trauma Advisory Board Executive Director position. Eric asked the Regional Trauma Advisory Board Executive Director to step off the call while the Board discussed this issue. Questions included: Do other coalitions do this? Lynne stated that some do but there is no consistency. Does this create a precedence for others? Lynne presented the rationale to support this addition and said the federal FOA (funding opportunity announcement) allows for payment to clinical champions. She stated that the region was asked by the state to pilot development of a regional trauma advisory board in 2015 and the current RTAB Executive Director has championed this project from the beginning, committing numerous hours to this project. Although we did not create a formal trauma agency, we have a robust trauma advisory board and four committees that are producing real value for the trauma system. Lynne reported that there is a precedence for this as we currently pay a \$400 a month stipend to the regional medical assistance team's administrative officer. Eric asked if Lynne felt this was a needed expense, and Lynne stated that she did. Eric asked if funding was available on an ongoing basis for this, and Lynne stated that it is. Eric suggested that this expense be reviewed annually. Dave moved to approve the budget item with Eric's addition, and Wayne Smith seconded the motion. Ken Peach asked if this will be paid through a contract. Lynne reported that the accountant advised for tax purposes this must be paid as though an employee. She advised that we will develop a position description with deliverables for the position. Eric stated that this gives accountability for the funding. There was no further discussion and no opposition, and the motion carried.

Dave moved to approve both the budget and annual workplan, and Sheri seconded the motion. There was no additional discussion and the motion carried.

Eric stated he had one more issue regarding the budget and asked the Coalition staff to step off the call so that the Board could discuss pay issues. He presented a request for a pay incentive plan for Coalition employees. This would be a long-term plan and coaching-based so that we can retain valued staff. The Board agreed on the following next steps:

- Conduct salary assessment with other coalitions to identify what they do for initial and subsequent year pay increases.
- Ken Peach will provide documents he uses for performance-based reviews and we will adapt these for our coalition.
- Once all of this is complete, an incentive plan will be submitted to the Executive Committee for approval.

- Once the Executive Committee approves the plan it will be shared with the Board.

Ken Peach moved to approve the actions as outlined above and Lynda W.G. Mason seconded the motion. There was no further discussion and no opposition, and the motion carried.

**Annual Review and Update of CFDMC Strategic Plan:** Lynne referred to the Strategic Plan update which was previously distributed and reported that we are closing out year two of a three-year Strategic Plan. She reviewed the current status of each objective:

**Sustainability:** We continue to look for grant opportunities and other leveraging other funding streams. This year, we received a \$480,000 grant from FHA, and we received funding for an ambu-bus through UASI.

**Succession Plan:** At least two of three coalition positions have been crossed trained on every deliverable and for most deliverables all three coalition staff have been trained. The final piece of the succession plan is to create shared files on OneDrive which will be accomplished by June 30.

**Board Engagement:** Targets have been established and this is tracked through the Board engagement updates.

**Increasing Diversity:** Lynne advised that Beverly has classified our membership data base according to the new federal guidelines. We have two targets. One is to increase nursing home and ALF membership. The second is to engage EMS. She advised that Matt has drafted a marketing strategy and Beverly has a marketing background and will assist with finalizing the draft for presentation to the Board at the June meeting.

**Building and Sustaining Capabilities:** Lynne advised that this is an area where we are considered a leader. We share everything we do with other coalitions as well as open our training to others. We have not yet had any luck in connecting with Team Rubicon but will focus on this when our team commander returns from deployment. We complete annual assessments of our progress in building capabilities (this will be reviewed later in the meeting). We are the only coalition in Florida to have a balanced scorecard (this will be reviewed at during the August meeting).

**Increase Engagement.** A member benefits and expectation document has been sent out to all members. A survey was sent to all members with opportunities to engage in coalition workgroups. Both of these are provided to new members during orientation. Engaging local governmental leaders has been a struggle. Lynne will develop an elevator speech for the Board and the Board agree to target at least two local government leaders during the coming year. Lynne will draft a National Preparedness Month proclamation to get governmental leaders engaged. Lynne asked Ken Peach for suggestions. Ken stated that he has a risk reduction tool he will share. The regional planning councils have local government on their boards, and we might want to think about connecting with them to reach these members.

A new Strategic Plan will be developed during the annual retreat in April 2022, including a SWOT, a 360 review, and identifying strategic priorities. The plan will be drafted for member input in May. ASPR recognized our first Strategic Plan as a best practice.

**Capabilities Assessment:** Lynne reminded the Board that the funding that comes from ASPR and is based on the four (4) hospital preparedness program capabilities. All are addressed in original five-year workplan and are embedded in our contract. We do a self-assessment and once a year bring this to the Board to validate. We are entering the final year of a five-year workplan and should be well along in achieving these. The Board reviewed the status of each objective in the spreadsheet. The remaining gaps were reclassified to high priority.



**Review of FOA and Discussion on Future Strategies:** Lynne advised that the state will put out an Invitation to Negotiate (ITN) in the next few months for a new contract to begin July 1, 2022. This will be based on the revised ASPR Funding Opportunity Announcement FOA which came out two years ago. Some big changes are the national stockpile moving to ASPR, an emphasis on response annexes and how coalitions support response. Our primary response duties are to provide situational awareness and coordination of resources. Other highlights from the FOA include an increased emphasis on ensuring clinicians are engaged in planning, engaging local governmental leaders and building out annexes to the response plan in specific areas such as burn, chemical and radiological events. She stated that we have clinical champions and have a strategic objective to engage governmental leaders. The federal funding partner has provided guidance on the annexes, and we will work collaboratively with other coalitions in developing these. She asked for the Board's thoughts on future direction over the next five years and what should be our focus in terms of building our response capabilities. Eric stated that we need to continue a focus on preparing hospitals as the frontline in mass casualty events, and we need to continue to prepare for the events that are unfolding across the nation and the world. He stated that we also saw some preparedness gaps during the pandemic and other events, such as long-term care. Ken Peach stated that the number of elderly going into long-term care has decreased due to COVID and we may need to expand our focus on home care. He stated that we also need to address the unique needs of those 85+. Dave agreed. Susan Saleeb also agreed and stated that CVS pharmacies are moving more to home-deliveries. We need to continue to focus on including other healthcare organizations and facilities into these efforts. Board members can assist with this. We need to look at cyber threats, mass casualties and how they impact all healthcare organizations. We also need to engage with the EMS community for planning, training and exercising. Lynne thanked the Board for this input and asked that they send any other thoughts on future direction. Once the ITN is received, Lynne will have a call with the Executive Committee and prepare a draft response for Board approval. She is not expecting any serious competitor challenge in response to the ITN.

**Other Board Issues/Announcements:** Dr. Pappas thanked Eric for a great meeting. Eric thanked the Coalition staff for their preparation. The Board congratulated Chris Stabile on his retirement. Lynne thanked Eric for agreeing to stay on as Board Chair for an additional year.

The meeting adjourned at 12:48 pm.

**Next Meeting:** Eric advised that the next Board call is scheduled for June 15 at 4 p.m.

## 6/15/21 CFDMC Board Minutes

Board Members Participating: Eric Alberts, Sheri Blanton (proxy), Tom Cisco, Lynne Drawdy, Dave Freeman, Alan Harris, Dr. Vincent Hsu (proxy), Chris Kammel,, Dr. Peter Pappas, Ken Peach, Christina Proulx, Wayne Smith, Lynda W.G. Mason

Others Participating: Beverly Cook, Matt Meyers

Call to Order, Welcome, Roll Call & Introductions: Eric Alberts welcomed the group and welcomed Tom Cisco to the Board. Roll was called and a quorum was present.

Approval of April 2021 Board Minutes: Eric stated that the April minutes were sent out with the calendar invitation. Dr. Pappas moved to approve the minutes as submitted and Lynda W.G. Mason seconded the motion. There was no discussion or opposition and the motion carried.

Approval of Treasurer's Reports (April and May 2021): :Lynda reported that she reviewed the treasurer's reports and bank statements, and the Coalition is in solid financial shape. The state has caught up on its Incident Management Team (IMT) payments. Dave Freeman moved to approve the April and May Treasurer's Reports and Tom Cisco seconded the motion. There was no discussion or opposition and the motion carried.

Executive Committee Update: Eric reported on the May 17 Executive Committee meeting, which included an update on the regional medical assistance team deployment and an event the team will support this weekend, Forbidden Kingdom, an update on the warehouse, approval of the coalition scope of work, and other topics that are on today's agenda.

### Old Business:

- Traffic Light Update: Lynne Drawdy advised that we are on track to meet all deliverables by the end of the month. Details are included in the updated traffic light report distributed to the Board.
- Board Engagement: An updated Board Engagement report was distributed to the Board. Eric thanked the Board and stated their engagement benefits Region 5 preparedness and response capabilities. He stated that some Board members have been unable to participate due to COVID-19 response and he asked that as the response winds down that Board members continue to strive to meet Board expectations.
- Regional 5 Trauma Advisory Board (RTAB) Executive Director Position Description: Lynne reminded the Board that they approved a \$500 monthly stipend for the RTAB Executive Director and asked for a position description and deliverables to be developed. This was presented to the RTAB last week and approved, and then distributed to the Board. Dave moved to approve the position description and Wayne Smith seconded the motion. There was no discussion or opposition and the motion carried.

- Update on Performance-Based Pay Plan: Eric advised that he and Lynne are working on this for next fiscal year and will present the plan to the Board for approval before next year's budget is approved.
- Appointment of Vice Chair: Eric asked Board members to consider stepping up into the Vice Chair role. A document was distributed that explains the duties and time commitment. Eric advised that he would mentor the Vice Chair who will take over as Chair in January 2023. Lynda stated that she has done this in the past, and it provides a great learning opportunity. The group discussed options, including keeping the Vice open if needed to allow new members to feel more comfortable, and changing the bylaws to have the health and medical co-chairs serve as the Chair and Vice Chair. The group agreed to extend the deadline for volunteering to June 30. Eric encouraged Board members to consider volunteering and suggested that anyone with questions contact him or Lynne.
- Final Report on IMT: Lynne advised that the IMT will demobilize on June 26. She stated that we have heard repeatedly from the state that the team did an outstanding job. There will be a recognition event next weekend for the team.
- Single Federal Audit: Lynne advised that the Coalition is required to undergo a single federal audit annually by September 30. We have begun this year's process and did not expect to have any findings.

#### New Business:

- Board Replacements: Eric advised that Dave Freeman is retiring from the Board and as health and medical co-chair. We will begin search for a replacement. The Board recognized Dave for his visionary leadership in the Coalition.
- SHSGP/UASI Projects: Eric stated that the instructions for project submissions were sent to the Board. He asked the Board to consider any projects for their disciplines. We cannot submit anything that can be funded under the ASPR grant. Eric stated that because we cannot purchase vehicles under the ASPR grant, we submitted a UASI project for an ambulance which was approved last year. Eric asked the Board to contact Lynne with any project ideas.
- Board Approval of New Plans:

Lynne advised that all new plans and plan updates were distributed to members for review and comment. Comments received were either incorporated or discussed with the submitter.

Region 5 MCI Trauma Coordination Plan: Lynne advised that the plan has been approved by the RTAB Executive Committee and we are planning a functional drill in August and will integrate the plan into the regional full scale exercise in October. Dr. Pappas moved to approve the plan, and Ken Peach seconded the motion. There was no further discussion or opposition, and the plan was approved. Lynne reported that the plan was accepted for presentation at the National Preparedness Conference in November.

Supply Chain Mitigation Strategy: Lynne advised that the Healthcare Coalition Task Force drafted a template for the supply chain mitigation strategy and the draft was previously sent to the Board. Dave moved to approve the strategy and Ken seconded the motion. There was no discussion or opposition, and the strategy was approved.

- Board Approval of Plan Updates: Lynne advised that each update includes a summary of changes made. The final drafts of the following plans were sent to the Board: HVA/JRA, Preparedness Plan, Operations Plan, Continuity of Healthcare Service Delivery Plan, Family Assistance Center Plan, Disaster Behavioral Health Plan, ACS Regional Logistics Plan, Coalition COOP, Marketing Plan. Several plans are drafted but cannot be finalized until the end of the month when all actions are completed, including the training plan, the hospital equipment report, the regional medical assistance team report, and the in-kind contributions. Lynne asked for approval of these drafts in advance of completion. Eric asked that Lynne notify the Board when the final plans are posted. Lynda moved to approve all plan updates, and Tom seconded the motion. There was no further discussion or opposition and the motion carried.
- June Coalition Meeting: Eric reminded the Board that the next Coalition meeting is scheduled for June 17 from 9 am to noon, at Orlando EOC or virtual. The agenda has been sent out to members and includes recognition of Dave Freeman.
- December Conference Planning: Eric advised that we plan to hold the annual conference in December and are looking for volunteers for the planning team. Christine Proulx and Ken Peach volunteered.

#### Board Open Forum:

Chris Kammel stated that he read the draft plans but still feels he has much to learn. Chris stated that there has been a leadership change in Martin with a new chief and deputy chief. Lynne will reach out to schedule his Board orientation. She stated that Clint Sperber is his assigned Board mentor. Dr. Pappas stated that he will reach out to share more about the RTAB.

Dave Freeman stated it was his honor to serve and be part of this group. He stated that he regrets that he is now at a point where he must retire, but knows that he is leaving the Coalition in good hands, and it continue to do great things for the region and state. He thanked everyone for being willing to participate and knows this is a huge commitment.

Lynne thanked the Board members for their service to the region.

Next Meeting: August 17 at 4 p.m.

## 10-19-21 CFDMC Board Meeting

**Board Members Participating:** Eric Alberts, Sheri Blanton, Lynne Drawdy, Alan Harris, Dr. Vincent Hsu, Aaron Kissler, Reggie Kornegay, Bob McPartlan, Dr. Peter Pappas, Ken Peach, Christina Proulx, Wayne Smith, Clint Sperber, Helen Wetherington, Lynda W. G. Mason

**Others Participating:** Matt Meyers

**Call to Order:** Eric Alberts called the meeting to order at 4:01 pm and thanked all for joining the call. A quorum was reached.

**Approval of June 2021 Board Minutes:** Clint Sperber moved to approve the minutes as submitted; Lynda W.G. Mason seconded the motion. There was no discussion or opposition and the motion carried.

**Approval of Treasurer's Reports (June, July, August 2021):** Lynda stated that she reviewed and approved the Treasurer's Reports and stated that she hoped all Board members were able to review these. The Coalition continues to be in good financial standing. She asked if there were any questions and there were none. Ken Peach moved to approve all three reports; Sheri Blanton seconded the motion. There was no discussion or opposition and the motion carried.

**Executive Committee Update:** Eric reported on the September Executive Committee meeting and stated that all items discussed will be discussed in today's agenda.

### Old Business:

- **COVID Update:** Lynne Drawdy thanked the Board for allowing funds to be shifted to COVID response. The Coalition purchased 14 portable morgues and a just-in-time ventilator cache for hospitals. She stated that the morgue units were immediately put into use and some hospitals did have to use the ventilators. These will also be long-term assets for the Coalition. Helene Wetherington stated that the portable morgue units met a critical need, and she thanked the Coalition for these assets.
- **Traffic Light Update:** This was shared prior to the meeting and Lynne advised that the traffic light outlines actions over the past three months. This will also be posted to the website.
- **Board Engagement:** Eric stated that the update as of September 30 was sent to the Board. He stated that many Board members have been consumed with COVID-19 response but hopes that with the decrease in cases, Board members will be able to engage in Coalition activities.
- **Appointment of Vice Chair:** Eric advised that Reggie Kornegay has volunteered to serve as Vice Chair, becoming Board Chair in 2023. Reggie is currently the Emergency Manager for the Orlando VA but will be moving into a new position as the Area Manager for all emergency management for all Florida VAs. Eric stated that Reggie has been very engaged as a Board member and also in Coalition activities such as the annual full scale exercise. Lynda moved to

elect Reggie as Vice Chair; Clint seconded the motion. There was no discussion or opposition and the motion carried. Reggie stated he is honored to serve and looking forward to bringing new ideas in which the Coalition can engage.

- **Potential Projects:** Lynne stated that a request for project ideas was sent out to members. These ideas will be ready as we identify additional funding streams and may be included in the new five year work plan. We received twenty responses, and these were reviewed by the Executive Committee with further action identified. Lynne will send out the list.
- **September Coalition Meeting:** Eric stated that this was a great meeting, and we received a lot of positive feedback on Craig Fugate's presentation.. Clint stated that we need to continue to find presenters of this caliber. Lynne thanked Clint for securing Craig Fugate. She stated that the survey results showed 100% satisfaction and engagement rates.

### **New Business:**

**Member/Leader of the Year:** Lynne reported that this is the third year for these awards. A request for nominations has been sent out to all members. The Board will vote on the Member of the Year award and the Executive Committee will vote on the Leader of the Year award. These will be presented at the December conference.

**Slogan Contest:** Matt Meyers stated that our marketing plan calls for development of a slogan, which will be used in all marketing materials and in labeling any equipment purchased by the hospitals. He stated that we want to hold a contest to allow members to suggest the slogan. The nominations will be brought to the Board to select the slogan. Lynne advised that we will provide a gift card prize for the winner and would like to announce this at the December conference. Reggie moved to approve the contest; Alan Harris seconded the motion. There was no discussion or opposition and the motion carried.

**Board Terms, Nominations & Election:** Lynne thanked all Board members who agreed to serve an additional term. For those previously elected, no further action is needed. She stated that we have several Board members who are serving out the remainder of an elected board member's term; these individuals will appear on the ballot with a vote to retain the board member. We have requested nominations for three vacant board positions (representing EMS, nursing homes, and home health). We have received several nominations so far. Lynne stated that some nominees are not eligible to serve. For example, one nominee's organization is already represented on the Board. Once the nomination period closes, a ballot will be developed and sent out to members for voting. The new Board members will be announced at the December conference. Reggie asked for clarification regarding not allowing multiple Board members from the same organization. Lynne advised this is part of the bylaws and is because the Board votes on funding and this will help ensure that one organization does not have undue influence.

**December Conference:** Eric thanked Board members serving on the conference planning team; they met September 13, reviewed the survey results from the last conference, and drafted the agenda, including three pre-conference trainings on December 16 (Hospital Incident Command System, Nursing Home/Small Facility Incident Command System, and COOP). The agenda includes presentations, panel discussions, exhibitors, and prizes. The committee made the decision to hold this conference virtually but hope to have the 2022 conference in person. The next planning team

meeting is October 25. Lynne advised that a save the date has gone out and the final agenda and registration will go out next week.

**Burn Annex/Tabletop:** Matt thanked the Warden Burn Center at Orlando Health for their input into the draft burn annex. This has been sent out to members for review. Lynne advised this is a federal requirement for this year, and will be integrated with the regional trauma coordination plan. A tabletop to vet the plan has been scheduled for December 10; the Board has been invited. Helene asked if the tabletop will provide opportunities for other ESF8 partners to participate, and Lynne stated that the invitation was sent to emergency management, hospitals, EMS, public health and other key stakeholders.

**Florida Infectious Disease Transportation Network (FDITN) Exercise:** Lynne reminded the Board that we are in the last year of a five year work plan. Over the past five years, with Dr. Hsu's leadership, we have developed a regional infectious disease plan which includes both pandemics and highly infectious diseases such as Ebola. Our contract this year requires that we exercise the plan with the FIDTN. Dr. Hsu stated that he is seeking approval for one of the AdventHealth hospitals to act in the exercise as a frontline hospital (receiving an Ebola patient). Lynne stated that the hospital will demonstrate the ability to identify, isolate, inform key stakeholders, stabilize and prepare the patient for transport. We will work with the Orlando Fire Department FIDTN team to hand-off the patient for transport to Emory. There are five FIDTN teams in Florida and Region 5 has two - one in Orlando and one in St. Lucie. The exercise will be held in February or early March, and we are waiting for a date from the State.

#### **Board Report-outs by Discipline:**

- **Hospitals:** Eric stated that Orlando Health is still responding to the COVID-19 pandemic, but the cases have decreased dramatically over the past month. He stated they are now trying to take care of staff, get them rested and ready should another surge or event occur. He stated that they are also working on both COVID and flu vaccinations and he encouraged all to get both. Eric stated that Orlando Health has added a new emergency management team member, Paul Johnson and another new team member, Alice Peterson, will start next month.

Dr. Hsu concurred with Eric. He stated that hopefully we will not see another wave comparable to this summer. He stated that AdventHealth is following federal guidance, and is looking forward to managing COVID and moving back to normal.

Christina Proulx stated that Cleveland Clinic is similar to the other hospitals. They are seeing the strain of COVID continue to lessen and this has freed up time for other planning, preparedness and response actions. They are pushing for additional drills and trainings and are planning an active shooter exercise at the end of this year with a great response from all agencies, including law enforcement and emergency management. Their hospital response team is preparing for a FEMA-evaluated drill as part of being in the nuclear power plant zone. She stated they are moving away from only being a decontamination response team and being more of an all hazards team. She thanked Board members for sharing information on their plans. Christina stated they are also working on oxygen plans.

- **VA:** Reggie stated that they are completing a lot of the surge activities, including closing of the unit caring for those in the community. He stated that they are working on the federal mandate for staff vaccinations, and for those that request exemptions, how to meet the testing requirements. He stated that the VA is adding two additional mobile units and there has been discussion of one of those coming to Orlando for testing. Reggie will let the Board know when he has a date.
- **Public Health:** Clint announced that there is a new State Surgeon General - Dr. Joseph Ladapo. He stated that he had not yet met him or heard any direction. Clint stated that the county health departments were hit hard by the third wave, and although cases are going down, fatalities lag and these are still high. He stated that the vaccination rates have increased. He reported that DOH and DEM will be downsizing monoclonal sites and DOH will be looking at where these are being provided in the community. Clint stated that school cases have also gone down tremendously. We are expecting announcements soon regarding boosters. Clint stated that CHDs are working to transition after 20 months of COVID response to core public health activities. Aaron Kissler concurred with Clint's report and stated that it is the same in Lake County.
- **Faith-based:** Lynda stated that Northland continues to maintain a disaster response team; they have not been meeting physically but keep in touch virtually. She stated that safety protocols are in place at the church.
- **Business:** Ken stated that he represents the business community and has read a lot of publications on the impact of disasters on insurance. They are looking at how they can help employers reduce the impact on insurance and cost. He stated that the Health Council operates a home paramedicine? program in seven counties. They are supplementing vaccination support to two FQHCs and doing storm preparation with home bound patients with chronic conditions.
- **Medical Examiners:** Sheri stated that the medical examiners are trying to reduce the number of bodies in storage at facilities. Many were over capacity during the surge. For example, before COVID, her office typically had 30 to 40 and now they are at 70 to 80 bodies per day. Funeral homes and hospital morgues also were over capacity.
- **Emergency Management:** Helene stated that on a positive note, emergency management is cautiously optimistic that the last few cold fronts may keep the Caribbean quiet! Eric welcomed Helene to the Board.

**RDSTF Briefing 2021:** Lynne sent out to the Board a listing of the Coalition's accomplishments during 2021, developed for the RDSTF annual report. She stated that these accomplishments are due to the Board's leadership and the engagement of our members.



**Amazon SMILE Program:** Lynne advised that we have listed the regional medical assistance team as an Amazon SMILE charity and an announcement was sent out to members. When an individual selects the team as their designated charity, a half penny of each purchase is donated to the team.

**Open Forum:** There were no other announcements or issues raised.

**Next Meeting:** Eric advised that the final Board meeting of the year will be held on December 14 at 4 p.m.

## 12-14-21 CFDMC Board Minutes

Board Members Participating: Eric Alberts, Sheri Blanton, Lynne Drawdy, Alan Harris, Dr. Vincent Hsu (proxy to Eric Alberts), Georganna Kirk, Reginald Kornegay, Bob McPartlan, Dr. Peter Pappas, Ken Peach, Christina Proulx (proxy to Eric Alberts), Wayne Smith, Clint Sperber, Helene Wetherington, Lynda W. G. Mason

Call to Order, Welcome, Roll Call & Introductions: Eric Alberts called the meeting to order at 4:01 pm and thanked all for participating. A quorum was reached.

Approval of October 2021 Board Minutes: Helene Wetherington moved to approve the minutes as submitted; Clint Sperber seconded the motion. There was no discussion or opposition and the motion carried.

Approval of September and October 2021 Treasurer's Reports: Lynda W. G. Mason reviewed the reports and bank statements and approved these. Sheri Blanton moved to approve the reports as submitted and Wayne Smith seconded the motion. There was no discussion or opposition and the motion carried.

Executive Committee Update: Eric Alberts provided an overview of the November 15 Executive Committee meeting, including discussion of regional medical assistance team issues, discussion regarding an employee pay increase plan which will be presented to the Board next year, finalizing the December conference and today's board agenda, approval of the 2021 holiday card, and approval of the 2022 Executive Committee schedule.

### Old Business:

- Traffic Light Update: Lynne Drawdy advised that the traffic light update was distributed to the Board. Highlights include the draft burn annex and tabletop.
- Board Engagement: Eric Alberts reported that an updated list was sent out. He advised that 2021 was a challenging year for many Board members and he hopes that 2022 will allow for more engagement.
- December Conference: Eric Alberts encouraged all Board members to attend Friday's conference. There are pre-conference trainings available on Thursday. Eric thanked Board members who participated on planning team, Lynda W.G. Mason, Sheri Blanton, Christina Proulx, and Ken Peach. He also thanked Alan Harris and Ken Peach who are presenting at the conference.
- Board Election: Lynne Drawdy presented the Board election results. The four Board members serving out retiring Board member terms were elected to a new term. Jose Valcourt was elected as the nursing home representative and Aaron Rhodes was elected as the EMS representative. Ken Peach moved to accept the election results and Reggie Kornegay and Clint Sperber both seconded the motion. There was no discussion or opposition and the motion carried. Lynne will notify all.
- Member & Leader of the Year Awards: Eric advised these are annual awards. Any member may nominate individuals. The Executive Committee selects the Leader of the Year and this year's winner is Dr. Tracy Bilski. The Board votes on the Member of the Year and this year's winner is Robin Ritola. The awards will be announced during Friday's conference.

- Slogan Contest: Lynne Drawdy advised that we received 21 submissions; these were sent out for a Board vote. There was a tie for first place: 1) Preparing Central Florida's Best for the Worst...Together! And 2) We're Better Together. The Board discussed and the consensus was that the first was best, removing the dots. Reggie Kornegay moved to adopt "Preparing Central Florida's Best for the Worse, Together!" Wayne Smith seconded the motion. There was no further discussion or opposition and the motion carried. The slogan and the contest winner will be announced at Friday's conference.
- Region 5 Communications Pilot: Lynne Drawdy thanked the emergency managers for hosting the two-hour user trainings. The final trainings are scheduled this week and the champions are meeting in January to plan practice sessions.
- National Healthcare Coalition Conference: Eric Alberts, Lynda W.G. Mason, Lynne Drawdy, Matt Meyers, Dr. Tracy Bilski, and Robin Ritola attended the conference held November 30 through December 2 at the Championsgate Omni. There were great presentations and networking opportunities. Eric Alberts, Dr. Bilski and Lynne Drawdy presented on the regional trauma coordination plan. Lynne also participated in an FHA presentation, and in a presentation on Florida healthcare coalitions.
- Warehouse/Team Update: Eric Alberts advised that the Suddath lease expires December 31 and Orange County has moved to a new location near Quorum Center. Orange County will continue to host the coalition equipment, but recommended that we begin to look for our own warehouse space. Lynne Drawdy advised that the Coalition and Orange County equipment and supplies have been co-mingled, and we are working now to identify and produce an inventory of all equipment owned by the Coalition. Eric suggested that we consider leasing our own space. Clint stated that this has been an ongoing issue. Alan agreed and suggested that we look now. He asked about the team's footprint. Lynne advised that Nick Pachota, the new team commander, is reviewing the team missions and once we have the final team inventory, he will be able to give us an idea of space needs. It was agreed that Nick will make a presentation to the Board in February, including team missions, current equipment, gaps and suggested warehouse needs/costs. Lynda asked if there will be any equipment costs. Lynne stated that there will be some. The team received M&A payments during 2021 from the state deployment and have approximately \$120,000 they can use for equipment.

#### New Business:

- 2021 COVID AAR (Vaccinations, Delta Surge): Lynne Drawdy advised that the EID Collaborative has suggested that we send out a new survey and schedule a listening session to capture lessons learned from the 2021 COVID response. The Board approved.
- Proposed 2022 Board Calendar: Eric Alberts stated that a proposed calendar was sent out to the Board, continuing the 2021 schedule for 2022. He asked if there were any concerns; none were expressed. Lynne will send out calendar invitations.

#### Board Report-outs by Discipline:

- Hospitals: Eric Alberts stated that hospitals are still responding. Although they are concerned about the Omicron variant, there has not been a huge increase as of yet. He stated they continue to advocate for vaccinations.

- Emergency Management: Alan Harris stated that state and county emergency management met at a workshop in Ocala last week. He stated that they learned that the State Logistics Receiving Center in Orlando will be closing and will move to a smaller warehouse in Osceola or Polk County. There will also be another state warehouse in the panhandle. The State is rolling out a recovery plan to help expedite public assistance for non-profit medical facilities and local government. He stated that during the first of February, Seminole County Emergency Management and other emergency management offices will partner with the Coalition on the Great Tornado Drill to allow organizations to practice their severe weather plans. He stated these drills are great partnerships.
- Public Health: Clint Sperber stated that the number of COVID cases is down across the state, and they are attempting to get back to normal. He stated that St. Lucie County had the first case of Omicron in the state last week.
- FQHCs: Georganna stated that all are busy providing vaccines, including children and boosters.

Open Forum:

- Lynne Drawdy announced that the healthcare coalitions have been granted the healthcare exemption. This alleviates the need for the coalitions to bid on contracts and makes the contract process easier overall.

Next Meeting/Adjournment: The next Board meeting will be in February. Lynne will send out calendar invitations.

Eric thanked all Board members for their efforts over the past year. The call adjourned at 4:54 pm.