

1-15-19 Board Meeting Minutes

Board Members Participating: Eric Alberts, Sheri Blanton, Randall Blue, Dave Freeman, Alan Harris, Georganna Kirk, Aaron Kissler, Bob McPartlan, Dr. Peter Pappas, Clint Sperber, Chris Stabile, Karen van Caulil, Lynda W.G. Mason, Steve Wolfberg

Other Participating: Lynne Drawdy

Welcome & Call to Order: Lynda W.G. Mason welcomed everyone to the first Board call of 2019, and thanked for participating. She called the meeting to order at 4:02 pm with a quorum present.

Approval of December 2018 Board Minutes: Lynda reminded the Board that the minutes were previously distributed and asked if there were any questions or discussion. Bob McPartlan moved to approve the minutes as submitted and Karen van Caulil seconded the motion. There was no further discussion and the motion carried with no opposition.

Approval of December 2018 Treasurer's Report: The report has not yet been received and will be pended until February.

Old Business:

- Second Quarter Deliverables/Traffic Light Report: Lynne Drawdy reported that all second quarter deliverables have been posted. Traffic report highlights for December include completing Hospital Incident Command System and Nursing Home/Healthcare Incident Command System training, two COOP workshops, and the mass fatality and emerging infectious disease tabletops. The after action reports are under development and will be presented to the Board in February.
- ESS / FLHealthSTAT: Eric Alberts stated that AHCA requires hospitals to provide bed updates during drills and events and hospitals and coalitions can be fined for non-compliance. When the state transitioned from FLHealthSTAT to ESS, many hospitals had problems in accessing the system, which requires a specific Internet provider (Chrome). Last week there was a drill and some hospitals were unable to enter data. The Coalition has no access to this system and so cannot monitor compliance, assist hospitals, or use this during drills. The Board wrote a letter in December expressing concerns and we have received no response yet. Lynne reported that she discussed this with the Florida Hospital Association and asked that this be put on the agenda for the statewide Healthcare Coalition Task Force meeting in Tallahassee next week. If this cannot be resolved, the coalitions will raise this issue to ASPR. Randall Blue stated that he will raise this issue at the Florida Healthcare Association meeting this week. Eric Alberts moved approval to raise the issue to ASPR and Bob McPartlan seconded the motion. The motion carried with no opposition. Lynne will raise this issue to the ASPR project manager during next week's meeting.
- Update on Drug Shortages: This will be pended until the February call.

- Coalition Leader and Member Awards: Lynda reported that no nominations were received and a reminder will be sent out giving a two week extension.
- Doodle for Board Retreat: Lynne advised that there has been a delay in the ASPR funding opportunity announcement, it is now expected late February/early March. She sent out a Doodle poll to schedule a Board retreat in March to begin planning.

New Business:

- Part-Time Position: Lynda reported that the Executive Committee has discussed the need for a part-time project specialist position, similar to last year, which will be funded from unused salary dollars. Eric Alberts moved to approve a part-time position, and Karen van Caulil seconded the motion. There was no discussion and the motion carried without opposition. Karen agreed to reach out to UCF and Rollins to seek fellows and interns. Lynne will reach out to Alan Harris to see how they recruit interns.
- 2019 Orlando Health Emergency Management Conference: Eric Alberts reported that Orlando Health is hosting a one day conference on May 31. He stated that he's been traveling around the country presenting on Pulse to other coalitions. He suggested that the Coalition explore holding a conference, present on Pulse, and invite other speakers from other events, such as the Las Vegas mass shooting. He stated this is a good way to engage partners. Lynne advised that Region 1 and Region 4 coalitions have sponsored conferences over the past two years. Lynda stated that she attended the Region 4 conference it was good and agreed this would be good for Central Florida. Alan agreed. Lynne stated that we do have to be careful to ensure that no time paid by ASPR is charged to an event for which we charge a fee. Dave Freeman moved to begin planning a coalition-sponsored conference, and Alan seconded the motion. The group agreed to either a half-day or full-day. Lynne stated that we will need a board member to lead a planning group, and Eric and Dave volunteered. There was no further discussion and the motion passed with no opposition. Lynne will send out Doodle to the Board to seek volunteers and set a planning date.

Announcements & Upcoming Events:

Dave stated that the regional medical assistance team supported the Disney Marathons this past weekend with more than 20 team members participating each day. He stated this is a good team and helps to recruit new team members.

Steve asked if there is an exercise plan for the April 11 full-scale exercise. Lynne stated that the planning team is meeting and we are currently finalizing hospitals and victim numbers. We expect to have the exercise plan ready by late February.

Lynda reminded Board members to let Lynne know of trainings and exercises that should be posted to the calendar on the Coalition website.

Next Meeting: February 19 at 4 pm

Adjournment: Lynda thanked the Board for their service. The meeting adjourned at 4:31 pm.

4/24/19 CFDMC Board Meeting & Retreat Minutes

Board Members Present: Eric Alberts, Sheri Blanton, Dave Freeman, Aaron Kissler, Rebecca Poston, Bob Sorenson, Clint Sperber, Chris Stabile, Karen van Caulil, Lynda W.G. Mason, Steve Wolfberg

Note: Georganna Kirk attempted to call in but was unable to access the call.

Proxies: Randall Blue, Alan Harris, Dr. Vincent Hsu, Jim Judge, Wayne Smith provided a written proxy to Lynda W. G. Mason. Dr. Peter Pappas provided a written proxy to Clint Sperber

Others Present: Lynne Drawdy, Matt Meyers, Todd Stalbaum

Board Meeting

Welcome: Lynda W. G. Mason welcomed all and thanked those present for giving their day to the Coalition. A quorum was reached.

Approval of February 2019 Board Minutes: Lynda advised that the February minutes were previously distributed; there was no Board meeting in March as there was a quarterly Coalition meeting. Karen van Caulil moved to accept the February minutes as submitted; Bob Sorenson seconded the motion. There was no further discussion and the motion carried.

Approval of January, February, March 2019 Treasurer's Reports: Bob reported that as of March 31, there was \$101,225.43 in checking and \$667,120.38 in savings. He stated that he has reconciled the accounts with the CPA. Bob moved to approve to January, February and March 2019 Treasurer's Reports as submitted; Becky Poston seconded the motion. There was no further discussion and the motion carried.

Old Business:

Approval of Great Tornado Drill AAR: Lynne reported that the drill was a great success with more than 160 healthcare organizations participating. The after action report (AAR) was previously submitted to the Board for approval. Karen moved to approve the AAR as submitted; Sheri Blanton seconded the motion. There was no further discussion and the motion carried.

Approval of Coalition Surge Tool Exercise AAR: Lynne advised that this is a national ASPR requirement each year. This year, nine hospitals played as evacuating hospitals to reach the required 20% surge number of 2,200 beds; all other hospitals played as receiving facilities. Eric Alberts stated that this is a good learning opportunity for the hospitals and he felt it worked well. A regional communication platform was identified as a gap. The AAR was previously distributed to the Board. Becky moved to approve the AAR as submitted; Sheri seconded the motion. There was no further discussion and the motion carried. This year, the exercise will be moved to the fall to avoid conflicts with the spring mass casualty exercise.

Approval of 10% Match Requirement/Board Attestations: Lynne reminded the Board that the Coalition has a 10% match requirement, including in-kind. She stated that typically volunteer hours by the regional medical assistance team and exercise planning teams are used for meet this requirement. At last month's Board meeting, the Board agreed to submit their hours as in-kind. Lynne thanked Clint Sperber for providing a tool used by another Board to capture this. The Board reviewed the tool and asked that a column be added to capture other hours, such as Coalition meetings and special projects. Becky moved to accept the tool as amended, and Clint seconded the motion. Lynne will populate the tool and send to the Board for review.

Part-time Coalition Employee: Lynne reported that following the Board's recent approval of a part-time project specialist position, a position description was developed and sent to Valencia and UCF emergency management professors for distribution. We received one applicant, Catherine Billen, who works at a local hospital and is also on the regional medical assistance team. Catherine has just begun and will be working on projects such as member updates and IRMS (the state inventory management system).

The Board asked staff to retire for a discussion among the Board.

Approval of FY 19-20 Annual Work Plan and Budget: The Board reviewed the proposed 2019-2010 annual work plan and budget by project and category. The annual work plan is a continuation of the work outlined in the five-year work plan with no substantial changes. The proposed budget revisions include addition of an ACS cache in the southern part of the region, and the addition of a second project manager position. These additions were offset by removing all consultant dollars with the exception of EID, reducing the ED salary to just over the amount used for the past eighteen months, and reducing travel costs across all projects. Lynne reported on other coalition staffing models and this is in line with those. The Board asked that the project plan and budget be amended to include the part-time specialist position through September. This will be accomplished by removing legal costs; these can be covered out of the surplus if needed. Eric moved to approve the work plan and budget with the proposed amendment, and Steve seconded the motion. Clint abstained from voting. There was no further discussion and the motion carried. Lynne will submit the deliverable as revised.

New Business:

Bob Sorenson's Retirement / Election of Treasurer: Lynda recognized Bob Sorenson, who has served as a Board Member and Treasurer since the Coalition's inception. Bob will be retiring in June and moving out of state. Lynda presented Bob with a plaque in recognition of his leadership in the Coalition.

Becky moved to appoint Karen as Treasurer and Sheri Blanton seconded the motion. There was no further discussion and the motion carried.

Recognition of Karen van Caulil: Lynda presented Karen van Caulil with a plaque recognizing her service as the 2018 Coalition Board Chair

Hospital Equipment Project Request: Lynne provided an update on the hospital equipment project expenditures (see hospital equipment project spreadsheet). She recommended overspending the

project by approximately \$98,000. This would purchase equipment for two new freestanding emergency departments opening in the early summer, and would protect the Coalition from penalties if any expenditures are not allowed or we underspend in other projects. Eric Albert highly recommended that the Board approve this expenditure. Steve Wolfberg asked if this includes the evacuation equipment. Matt stated that the evacuation assessment is underway and the gaps will be identified. Lynne stated that the gaps will be reviewed by the hospital equipment committee but any purchases would be in next year's project. The group discussed the number of freestanding emergency departments coming on line. Aaron suggested that we obtain a schedule of these and Todd has an estimated list. This will be given to the hospital equipment committee for review in prioritizing expenditures. Lynne advised that the new ASPR guidance also requires that we equipment meet OSHA requirements. Karen moved to overspend in this project to purchase the equipment for the two freestanding EDs; Steve seconded the motion. Eric abstained as his facility owns one of these. There was no further discussion and the motion carried.

EID PPE: Lynne advised that the Emerging Infectious Disease (EID) workgroup met recently to review and identify needed PPE. The group proposed purchasing equipment for all hospitals; the proposal is within their project allocation. Matt stated that this PPE is for highly infectious diseases such as Ebola. Karen moved to accept the proposal and Bob Sorenson seconded the motion. There was no further discussion and the motion carried.

Draft Operations Plan: Lynne reminded the Board that this is a contract deliverable; a draft with current state and desired future state based on ASPR guidance was drafted and sent to the Board for review. The draft must be provided to all coalition members for input. Steve Wolfberg moved to send the draft out to coalition members for input; Clint seconded the motion. There was no further discussion and the motion carried.

GMAC Presentation: Lynne advised that she and Steven Lerner from Seminole Emergency Management presented at the conference on the use of the functional drills in engaging healthcare members in the Coalition. She stated that the presentation was very well received and we have received many requests to share information on how we do this. Lynne provided updates from other sessions at the conference. An observation from the keynote speaker is the need to engage more young people in planning. There was a multi-disciplinary mass casualty game, and a key takeaway from that is the need to exercise during night shifts. There were several motivational speakers. This conference is sponsored by the Georgia Department of Emergency Management but is used by ASPR as the US Region IV healthcare coalition conference.

Next Meeting: There is no critical Board business in May. Eric moved to cancel the May 21 Board call and Clint seconded the motion. There was no further discussion and the motion carried.

Board Retreat

Sustainability/Succession Planning: Karen van Caulil presented on not-for-profit Board and Executive Director roles and responsibilities, sustainability, and facilitated a discussion on succession planning.

She offered to work with Dave and Lynne to create the succession plan by July 1, including identifying all critical responsibilities/function, identifying a lead and back-up, and ensuring that appropriate training is available. A question was raised if the Coalition is under the Sunshine law. Lynne stated that this issue was raised when the coalition were first formed and they are not. It was suggested that this be added to the governance policy.

Karen suggested that a Board orientation be added. Lynne sends an onboarding letter with reading materials and assigning an executive committee member as a mentor, but the burden is on the incoming Board member to read and learn. Karen stated that the mentor needs to be more hands-on in this process.

Other discussions included the need to add an Executive Committee update to each Board agenda, the need to develop an elevator speech about the Coalition for Board members, and the need for position descriptions, performance measures and evaluations of the Board, Executive Director and staff.

Karen stated that we may need to look at adding a Governance Committee and a Finance Committee at a future date. These could be chaired by a Board member and we could engage other coalition members on these as succession planning for the Board.

Review of Strategic Plan: The Board reviewed the Strategic Plan, including the addition of the actions in succession planning. Becky volunteered to work on social media. Eric moved to approve the updated strategic plan and Becky seconded the motion. There was no further discussion and the motion carried.

Review/Update of Governance Policies: Lynda stated that she served as Board Vice Chair last year and Board Chair this year. She has served on many boards and she is concerned over the Chair being a one-year position. She recommended that beginning with Eric's term next year, the Chair be a two-year term. There was discussion regarding the Board chair being an emeritus on the Executive Committee; the Board Chair is also the Chair of the Executive Committee. Sheri moved to make the Board Chair a two-year term and Bob seconded the motion. After discussion, Sheri amended her motion to make both the Board Chair and Vice Chair two-year terms and Bob seconded the amended motion. There was no further discussion and the motion carried. This will be added to the bylaws. Eric moved to accept the governance policies with this amendment and Becky seconded the motion. There was no further discussion and the motion carried.

Review of FY 19-20 Contract Revisions: Lynne reported that the changes to the Attachment I (contract deliverables) are minimal (include a change in definition of core members, removal of the FLHealthSTAT task, revising language regarding IRMS, and requiring an approved format for the match requirement. There are two new requirements and we are awaiting clarification on these, including forms for travel authorization and reimbursement (we believe that these are just to standardize these forms) and a statement regarding an external audit requirement for data security (we do not believe this applies to the coalition). The Board approved Dave signing the contract amendment once clarification is received.

Review of ASPR Funding Opportunity Announcement/Requirements: Lynne advised that the state is applying for under the new five-year ASPR guidance. There is discussion about the states contracting with a third party to work with coalitions. For example, in Georgia, the Georgia Hospital Association contracts with the coalitions. We expect this will take the next year to develop and we may then have a new contract. In the meantime, we have reviewed the new funding guidance. It

appears that Florida funding will remain level. The focus is still on building the four HPP capabilities that our work plan is founded on. The new requirements include at least one FTE, and coalitions are being encouraged to hire staff. There is also a requirement for clinical advisors to sign-off on plans and our Coalition already has engaged physicians, such as Dr. Pappas for trauma as well as the trauma/EMS clinical leaders in each county, Dr. Hsu and Dr. Jani for emerging infectious diseases. There is an increased focus on at-risk populations, and we need to look at this regionally. There is also a requirement for a pandemic plan which we will ask the EID Collaborative to lead.

::

Board Engagement: Eric stated that we need to emphasize Board engagement; he said there are some who are always present and some Board members he has never met. The Board agreed that there are times when it is not possible to be in attendance, we need to ensure active engagement. Chris Stabile pointed out that the bylaws state that if a board member is absent for more than one-quarter of the meetings or are absent for three consecutive meetings, they may be replaced upon a majority vote of the Executive Committee members. The Board agreed to amend this to allow for delegation of a proxy in writing. Lynne stated that we have lost contact with two Board members; they are not responding to emails or calls. The Board directed that a letter be drafted for these individuals, stating that the Board will be replacing their positions due to their inability to participate. The Board discussed whether to replace these positions now or wait until elections in December. Lynne suggested that she provide an overview of Board representation needs by discipline and county for the Board to consider. Eric moved to amend by bylaws as discussed, to send a letter to the two Board members, and to review Board representation needs at the next meeting. Aaron seconded the motion. There was no further discussion and the motion carried.

May 13, 2019 Emergency Board Meeting Minutes

Board Members Participating: Eric Alberts, Sheri Blanton, Randall Blue, Dave Freeman, Dr, Vincent Hsu (via proxy to Eric Alberts), Jim Judge, Aaron Kissler, Dr. Peter Pappas, Rebecca Poston, Wayne Smith, Clint Sperber, Chris Stabile, Karen van Caulil, Lynda W.G. Mason, Steve Wolfberg

Others Participating: Lynne Drawdy

Call to Order, Welcome, & Roll Call: Lynda W.G. Mason the group and thanked all for participating in this emergency board call. Roll was called and a quorum was reached.

Appointment of Interim Executive Director: Lynda advised that Dave Freeman announced his retirement as Executive Director. Dave has agreed to stay on as an RDSTF Co-Chair and as a Board and Executive Committee Member. Lynda thanked Dave for his leadership and service to the Coalition over the past five years.

The Board asked Dave and Lynne to leave the call for a Board-only discussion.

The Board discussed and agreed to ask Lynne Drawdy to serve as Interim Executive Director. The Board agreed that the Executive Committee would meet to finalize and confirm this appointment as part of the succession planning effort.

The Board asked Dave and Lynne to rejoin the call and announced their decision.

6-18-19 CFDMC Board Meeting Minutes

Board Members Participating: Eric Alberts, Sheri Blanton, Randy Blue (proxy to Eric Alberts), Lynne Drawdy, Dave Freeman, Alan Harris, Aaron Kissler, Bob McPartlan, Rebecca Poston, Wayne Smith, Clint Sperber, Chris Stabile, Karen van Caulil, Lynda W. G. Mason

Call to Order, Welcome, Roll Call & Announcements: Lynda W. G. Mason welcomed all and reminded the Board that materials for discussion were previously emailed. Roll was called and a quorum was reached. Karen van Caulil reported that she broke her shin and will be having surgery.

Approval of April & May 2019 Board Minutes: Karen moved to approve the April and May minutes; Dave Freeman seconded the motion. There were no questions and the motion carried.

Approval of April & May 2019 Treasurer's Reports: Bob Sorenson has retired and Karen has taken over as Treasurer. She stated that Bob matched the financial statement provided by the accountant and to the bank statement. Karen reported that she has done that for these two reports. She stated that there are other reports the Board might find helpful, such as actual expenditures to budget, actual revenues to budget. Lynne stated that she tracks that quarterly and can share those reports. Karen recommended the board convene a finance committee to meet a couple of times each year. Lynda appointed Karen to chair a finance committee. Dave Freeman moved to approve the April and May 2019 treasurer's reports and Chris Stabile seconded the motion. There was no further discussion and the motion carried.

Old Business:

- Quarterly Member Meeting: the agenda for the June 20 Coalition Member Meeting in Viera has gone out.
- Board Vacancies/Analysis. Lynne provided an analysis of board slots by county and discipline. There are three current vacancies. The board is underserved in Orange, Volusia and Osceola Counties, and in representation from EMS, home health and outpatient. The Board may appoint individuals to complete the term or may wait until the December election. After discussion, the Board agreed to solicit nominations of leaders in these areas for election in December.
- Succession Planning Update: Karen reported on progress since the retreat. Dave has retired as Executive Director but will remain on the Board. Lynne was appointed as the new Executive Director. The Board approved a full-time response coordinator position. Lynne stated that an advertisement went out to all members and she, Eric Alberts and Todd Stalbaum interviewed six candidates and offered the position to Collins Walker. Collins has a Masters in Disaster Management from FIU and 10 years of military experience. He will begin in July. Eric stated that the selection process focused on knowledge, skills and abilities, and all agreed that Collins was the best choice. Lynne stated that a next step will be to present a balanced scorecard and performance expectations to the Board in July. Karen stated that the executive committee will have input on the performance expectations for the executive director position.
- Traffic Light Report/Board Approval of Deliverables: The following items were sent to the Board for review, discussion and approval:

- >April 11 Mass Casualty Exercise AAR (the opportunities will be added to the traffic light report)
- >HVA & Preparedness Plan Update
- >Operations/Response Plan. Lynne advised that this is still very preliminary and we await resolution of the issue between ASPR and the state on the coalition's response role. Alan Harris stated that he agrees with the federal direction and he has written the Coalition into the Seminole CEMP. He stated there is a new leader in Division of Emergency Management.
- >Coalition Assessment Tool (this shows progress in meeting capabilities)
- >Supply Chain Integrity Assessment/Phase I (Lynne reported that we did not get a great response from nursing homes but have a plan to reach these in Phase II. The results were not as actionable as we had hoped).
- >EID Plan/Best Practices (we have purchased the PPE identified in the plan)
- >Hospital Equipment Report (we found several new EDs that were open and have met their needs)
- >Regional Medical Assistance Team Annual Report (the team continues to grow)
- >FAC Response Team Update (we will begin developing job aids and providing training during the summer)
- >Disaster Behavioral Health Plan Update (one additional team member was added recently)
- >Federal Contribution (In-Kind) Report (we exceeded the target)
- >End of Year Report (we met all project deliverables for the year)
- >Annual Work Plan (approved at April retreat)
- >Strategic Plan Update (approved at April retreat)
- >Marketing Plan (presentations at county emergency management workshops and the exercises continue to bring in new members)
- >Training Plan (additional training may be added based on the 2020 & Beyond results)

Lynne advised that some of the final numbers in these documents will be updated on the last day of the month. Becki Poston asked if the Board could approve all of these in one motion and Lynne confirmed that they can. Eric moved to approve all documents as presented, and Dave seconded the motion; the motion carried. Lynne will finalize and upload these documents by the June 30 deadline. There are several additional deliverables due by July 15 but these do not require board approval.

New Business:

- Conference Team Update: Eric Alberts reported that a team has convened to plan the coalition's first conference. The team is looking at December and the location is being explored. The conference will be free to members and we are looking for sponsors for lunch and an exhibit hall. We are inviting responders from the Ft. Lauderdale airport and Stoneman Douglas incidents as the keynote speakers. There will be breakout sessions with trainings and tangible takeaways, and a series of tabletops for participants to choose from, along with a briefing from the FBI/FDLE. The next planning meeting is on June 20. Clint stated this is a great agenda.

Next Meeting: July 16 at 4 pm

Motion to Adjourn: Clint moved to adjourn; Eric seconded the motion. The meeting adjourned at 4:54 p.m.

Board Members Participating: Sheri Blanton, Lynne Drawdy, Dr. Vincent Hsu, Georganna Kirk, Bob McPartlan, Dr. Peter Pappas, Clint Sperber, Karen van Caulil, Lynda W.G. Mason, Steve Wolfberg

Proxies: Eric Alberts and Wayne Smith provided proxies to Lynda W.G. Mason

Call to Order, Welcome, & Roll Call: Lynda W.G. Mason called the meeting to order at 4:04 p.m. Roll was called and a quorum was reached. Lynne reported that Randall Blue has resigned effective August 2019. The Board agree to add this vacancy to the priorities for nomination and election. Lynne will reach out to the long-term care association district presidents to solicit nominations.

Approval of June Board Minutes: Lynda reported that the June minutes were previously distributed to the Board and asked if there were any questions or discussion. Karen moved to approve the minutes as submitted and Dr. Pappas seconded the motion. There was no discussion and the motion carried.

Approval of June 2019 Treasurer's Reports: Karen van Caulil reported that the accountant is working on closing out the fiscal year and this report will be available at the next meeting. Karen stated that it is very ambitious to expect a treasurer's report within two weeks after the month ends and she suggested that we move these to the following month (for example, the June report will be presented at the August meeting). Sheri made a motion to delay the treasurer's reports for an additional month and Georganna seconded the motion. There was no further discussion and the motion carried. Karen stated that she will meet with Lynne and the account to talk about additional financial reports.

Executive Committee Report: Lynda thanked those who attended the Board celebration for Dave Freeman. Karen stated that there will be public recognition of Dave's retirement at the September member meeting.

Old Business:

- Succession Planning Update: Lynne reported that Collins Walker, the new response coordinator, will begin on July 22. Karen stated that the next step in succession planning is developing performance measures and executive director expectations. She stated that Lynne has drafted these and the Executive Committee will review and present to the Board next month. She stated that typically the Chair and Vice Chair conduct the executive director appraisal and present this to the Board.
- Traffic Light Report: Lynne reported that the close out for FY 2018-2019 has been distributed to the Board and posted to the website and she is working on the FY 2019-2020 traffic light report, including contract updates and the work plan for the year.
- Conference Team Update: A save the date for the December 3 conference has been sent to members. Lynne asked for Board approval to increase the exhibit fee of \$250 for a quarterly meeting to \$500 for the conference. The Board agreed that this type of decision can be left to the Executive Director. Lynne advised the fees will be used to pay for food and door prizes. She stated that she researched other conference exhibitor fees and this is still good value. Lynne advised that the keynote presentation will be on the Parkland / Ft. Lauderdale Airport shootings. We will also have an FBI security briefing, and there will be a variety of trainings with takeaways, and tabletops to choose from.

New Business:

- BPR Letter of Support: Lynne advised that the Florida Department of Health Bureau of Preparedness and Response (BPR) has asked for a letter of support from all coalitions for their application for state funding. A letter regarding concerns has been sent to BPR and shared with the Board. Lynne recommended that the Board provide the requested letter of support, and the Board agreed.
- HCC Leadership Course: Lynne reported that the Coalition was offered a last minute spot at the Anniston HCC Leadership Course. We have a team of five attending.

Announcements:

Dr. Pappas reported on the June Trauma Advisory Board meeting at DOH-St. Lucie. He stated that the meeting included a stakeholder spotlight on the St. Lucie Fire District, a presentation by Matt Meyers on communications mechanisms, and updates from each Trauma committee. He advised the next general meeting will be held December 17 at Halifax. Dr. Pappas stated that we are recruiting for two vacancies on the Executive Committee – for extended care and county government. He asked that any nominations be forwarded to Lynne.

Next Meeting: August 20 at 4 pm

Adjournment: Sheri moved to adjourn and Dr. Hsu seconded the motion. The meeting adjourned at 4:36 p.m.

8-20-19 CFDMC Board Meeting Agenda

Board Members Participating: Eric Alberts, Sheri Blanton, Lynne Drawdy, Dave Freeman, Alan Harris, Aaron Kissler, Dr. Peter Pappas, Rebecca Poston, Clint Sperber, Karen van Caulil, Lynda W.G. Mason, Steve Wolfberg

Others Participating: Collins Walker

Call to Order, Welcome, Roll Call & Introductions: Lynda W. G. Mason welcomed all and thanked board members for participating. Roll was taken and a quorum was reached. Lynda introduced Collins Walker, the new coalition response coordinator. Collins advised that he has a Masters in disaster management from FIU and his background is mostly in aviation military operations. He is excited to join the coalition.

Approval of July Board Minutes: Lynda reminded Board members that the minutes were previously sent out. There were no questions or concerns raised and the minutes were unanimously approved.

Approval of June & July 2019 Treasurer's Reports: Karen reported that the June and July Treasurer's Reports were previously sent out to Board members. She stated that she reviewed these and the bank statements and approved these. Karen stated that she will be meeting with Lynne and the accountant to look at more programmatic budget accounting and other financial controls. For example, she stated that FDIC only ensures up to \$250,000 so we may need to have more than one bank account. Lynne advised we have not yet received the check for the June 30 deliverables. Other coalitions have expressed concern over a potential of having to lay off staff until the checks are received but we have a surplus and should not have any issue in meeting operational needs until the check is received. The Board voted unanimously to approve the June and July Treasurers Reports.

Executive Committee Report: Lynda advised the Executive Committee met last week and reviewed the September Board agenda. She stated that the Executive Committee will look at performance expectations for the executive director and the draft balanced scorecard which will then be presented to the Board.

Old Business:

FY 19-20 Traffic Light Report: Lynne reported on highlights from July and August, including:

- Completion of the July 2019 Operation Generate Confidence after action report
- Sending out a flyer for the September 2019 Operation Protect & Secure drill; we received 19 registrations in the first five minutes and over 100 in the first week. This is one of our most successful member recruitment strategies.
- A SAVE (swift victim extraction) train-the-trainer course for fire/law enforcement is being held August 19-21 in Palm Bay
- A two-day Americanes Healthcare Resiliency bootcamp has been scheduled for October 1-2
- A survey was sent out to identify hospital roles and potential dates for the annual Coalition Surge Tool exercise
- We have begun planning for the November 2019 Electric Daisy Carnival, the regional medical assistance team's annual alternate care site exercise
- A team of five coalition members attended the HCC Leadership training course in Anniston, Alabama in August

- We are working with AdventHealth and Orlando Health to submit a \$3 million pediatric response grant application

Conference Team Update: Eric Alberts reported that a save the date for the December 3 conference has gone out to member. This will be held at the Valencia College School of Public Safety and will be free for members. We will use EventBright for registration and are finalizing an agenda. We have sent out invitations to sponsors and hope to have four to six sponsors. We are working with vendors for discounted or donated meals. The planning committee will meet again in early September.

HCC Leadership Course Debriefing: Collins stated that there were three coalitions at the training, including one from California and one from Minnesota. The coalitions learned how each operated and there was a focus on the coalition as a response arm, including sharing situational awareness, and monitoring healthcare system performance and capacity to ensure adequate medial surge. There were discussions on triggers and tactics, how to establish indicators for crisis standards of care, and emerging threats to first responders, such as street drugs.

New Business:

- Pediatric Grant: Eric advised that Orlando Health, AdventHealth and the Coalition are partnering to apply for a \$3 million federal grant for pediatric response; there will be two grants given in the nation and only one within a FEMA region. He stated that through this process we have identified gaps in pediatric disaster response. Lynne stated that even if we do not receive the grant, the work being done will help us build the required pediatric response plan this year.
- September Member Meeting Agenda: The Board reviewed the agenda and approved sending this out to members. Lynne will emphasize that the meeting has been moved to Osceola EOC.
- Board Meeting Frequency: Lynda stated that Executive Committee recognizes how busy Board members are, and are recommending that the Board and Executive Committee rotate meetings. For example, in September, the Executive Committee would meet and in October the Board would meet. If an urgent issue comes up requiring Board approval, an emergency call would be scheduled. Karen stated that it is a lot of work for staff to prepare for monthly meetings, and this would free up time to work on deliverables related to the mission. The Executive Committee would need a motion from the Board that it is authorized to make routine decisions on alternating months and Executive Committee minutes would be provided to the Board. Karen moved to alternate Executive and Board calls, beginning in September, giving the Executive Committee the authority to make decisions, and providing Executive Committee minutes to the Board. Dave Freeman seconded the motion. There was no further discussion and the motion carried unanimously.
- Special Projects: The Coalition was given an opportunity to apply for special projects under Ebola funding and submitted three projects totaling \$450,000 (for emerging infectious disease PPE and an Aeroclave for EMS in each county). These have been included in the state funding request and we are awaiting approval by ASPR.

Next Meeting: The Executive Committee call will be held on September 9. The next Board call will be October 15 at 4 p.m.

Motion to Adjourn: Alan Harris moved to adjourn; Becki Poston seconded the motion and the motion carried unanimously. The call adjusted at 4:33 p.m.

10-15-19 CFDMC Board Minutes

Board Member Participants: Eric Alberts, Sheri Blanton, Lynne Drawdy, Alan Harris, Aaron Kissler, Bob McPartlan, Rebecca Poston, Wayne Smith, Clint Sperber, Chris Stabile

Others Participating: Matt Meyers, Collins Walker

Welcome and Call to Order: Eric Alberts called the meeting to order and thanked all for participating. Lynne reported that Lynda W.G. Mason is recovering from surgery and Karen van Caulil is traveling. A quorum was reached.

Approval of August Board Minutes: Becky Poston moved to approve the August Board minutes as submitted; Sheri Blanton seconded the motion. There was no discussion and the motion carried.

Approval of August 2019 Treasurer's Reports: Lynne Drawdy advised Karen reconciled the bank statement and approved the treasurer's report. She reported that we have since received the end of the fiscal year payment from the state. Sheri moved to approve the August Treasurer's Report and Bo Bob McPartland seconded the motion. There was no discussion and the motion carried.

Executive Committee Report:

Eric advised that the September Executive Committee Minutes were sent to the Board. We are working to improve the financial controls. Sheri asked about follow-up on the recommendations. Eric stated that we are working on these and they are almost complete.

Old Business:

- FY 19-20 Traffic Light Report: Lynne stated that the new traffic light report aligns to the new contract. Highlights from the past month include provision of swift assisted victim extraction train-the-train program to 32 fire/law enforcement personnel. We also sponsored Americares Bootcamp training for healthcare providers. The Coalition Surge Test evacuation exercise will be held on October 18 and all hospitals are participating. Sheri advised that FEMORS held mass fatality training yesterday and today. She stated that she is working on connections with other medical examiner offices throughout the region. She stated that although all are funded through county government, they all operate differently. She is continuing to work on mutual aid agreements with the MEs. Clint Sperber advised that FEMORS is holding the mass fatality training in the Treasure Coast area next week and asked if Sheri could share any highlights from the Orlando training.
- Conference Team Update: Eric Alberts advised that the conference is scheduled for Tuesday, December 3 from 8:30 am to 4:30 pm at the Valencia School of Public Safety. The agenda has been finalized and all presenters, trainers and tabletop facilitators have been confirmed. We currently have 103 registrations and will promote this again. There are four confirmed exhibitors and we are working with the accountant to set up a PayPal account for easy payment. We believe the exhibitor fees will cover all costs. Eric advised that the planning team

will wear Coalition shirts to be visible to participants needing assistance. He asked that Board members attending also wear a Coalition shirt to be visible and be ambassadors. Lynne asked that Board member who need a Coalition shirt contact her. We are also planning to sell shirts to raise funds. A continental breakfast and lunch will be served. Participants will receive logoed conference materials and there will be giveaways during the day. The event is free to members, and Eric stated that he thinks this will be a great event. Lynne asked Board members to register in EventBrite, and let her know if you have any issues registering. Alan Harris advised that this is the same time as the FEPA conference so emergency managers will not be able to attend. Alan stated that this was not the usual time for the FEPA conference and so there was no way to project the conflict. Clint asked if we could move the agenda to the website home page. Lynne advised that the website set-up doesn't allow that. Clint suggested that we lighten the Hot Topics background; Lynne will do that.

- Board Nominations: Lynne Drawdy reported that she is confirming Board members willing to serve another term. We have several vacancies for election in December. We will seek nominations for leaders in specific disciplines and specific counties. The Executive Committee serves as the Nominations Committee and they will prepare a ballot that will be sent out to all members to vote in December.
- Vice Chair: Eric reminded the Board that he will become the Chair at the end of the December meeting, and we need to elect a new Vice-Chair, who will serve a two-year term and become the Chair in 2022. He asked for nominations. Chris Stabile asked if there was a job description, and Lynne advised this is included in the bylaws. Eric asked Lynne to send the description to the Board asking for nominations.

New Business:

- DOH Audit for FY 18-19: Lynne reported on the DOH audit. We have quarterly audits by the Bureau of Preparedness and Response, but this is an audit for the entire fiscal year by the DOH contract management unit, and includes an audit of both the coalition and BPR's management of the contract. Lynne stated that we do not expect to have any significant issues. Alan asked if we have Board insurance, and Lynne reported that we have had Directors and Officers insurance since 2016 to protect the Board. She stated that Karen has also suggested that we purchase an employee dishonesty policy and we are currently researching that.

Next Meeting: The next Board call will be on December 17 at 4 pm. The call adjourned at 4:38 pm.

December 17, 2019 Board Meeting Minutes

Board Members Participating: Eric Alberts, Sharon Blanton (via proxy to Eric Alberts), Dave Freeman, Alan Harris, Dr. Vincent Hsu, Jim Judge, Georganna Kirk, Aaron Kissler, Dr. Peter Pappas, Rebecca Poston, Clint Sperber, Chris Stabile, Karen van Caulil, Lynda W. G. Mason, Steve Wolfberg (via proxy to Eric Alberts)

Call to Order & Welcome: Lynda W.G. Mason welcomed Board members and called the meeting to order at 4:02 p.m. A quorum was reached.

Approval of October Board Minutes: Lynda advised that the minutes were previously distributed and asked if there were questions or discussion. Dave Freeman moved to approve the minutes as submitted; Dr. Pappas seconded the motion. There was no discussion or opposition and the motion carried.

Approval of September, October & November 2019 Treasurer's Reports: Karen advised that the September and October treasurer's reports were distributed earlier and the November report was received and distributed today. She stated that she approved these reports and asked if there were any questions. Lynne reported that we have opened a new checking account at Fairwinds; this was previously approved by the Board to ensure FDIC protection of all funds. She stated that we will be closing the Orlando Federal Credit Union account and are exploring options for a better interest rate for the savings account. Dave made a motion to approve all three reports; Chris Stabile seconded the motion. There was no further discussion or opposition and the motion carried.

Executive Committee Report: Lynda stated that the November executive committee meeting minutes were shared with the Board. The coalition has hired a part-time administrative position and is revising the response coordinator position and this will be filled next year. Lynne thanked Alan Harris and Eric Alberts for sharing position descriptions.

2020-2021 Vice Chair: Lynda advised that Eric will take over as Board Chair for 2020 and 2021. Eric previously asked the Board for nominations for Vice Chair and the position description was shared, and one individual agreed to serve. Eric moved that Chris Stabile be appointed as Vice Chair for 2020 and 2021; Dave Freeman seconded the motion. There was no discussion or opposition and the motion carried. Eric thanked Chris for his willingness to serve.

Old Business:

- FY 19-20 Traffic Light Report: Lynne distributed an updated traffic light report. She reported highlights from the past two months, including HICS training, COOP training, planning for the January great tornado drill, planning for the Family Assistance Center team and the April 2020 regional mass casualty exercise, and planning for a regional communications forum.

Regional Trauma Advisory Board. Dr. Pappas provided an update and stated there was an Trauma Advisory Board Executive Committee and general meeting at Halifax Hospital today with a good turnout and two great presentations (one on Halifax Hospital and one on an extended care provider network). The Executive Committee approved the 2020 meeting schedule and also approved participation in meetings with other Florida trauma agencies. Dr. Pappas stated that Lynne attended the first call and the group seemed impressed with our progress. A new ad hoc committee on extended care was also approved. The Executive Committee approved a plan for recruiting and election new Executive Committee members for

a three-year term. Three new members will stay on and there are nine seats open for nominations. This will be sent out to trauma stakeholders with a due date of January 31 and then on-line voting to elect the new members. The new members will be presented to the CFDMC Board at their February call for approve and the new members will be seated at the April Executive Committee meeting. Dr. Pappas moved that the Board approve this plan to elect new Executive Committee members; Dave Freeman seconded the plan. Dr. Pappas thanked the Coalition Board for its support and Lynda recognized Dr. Pappas for his leadership in the Trauma Advisory Board.

- Conference Report: Eric stated that the first annual coalition conference was held on December 3 at the Valencia School of Public Safety; more than 100 members attended. There were great presenters including Kelly Keyes presenting on the Ft. Lauderdale airport and Stoneman Douglas shootings, and a presentation by the Orange County Sheriff on workplace violence and active assailants. There were several choices for breakout training and tabletops. The survey results showed a 100% satisfaction and engagement rate. The exhibit fees and shirt sales more than covered all costs. The conference team held a debriefing and used survey feedback and their notes to identify improvements for next year's conference. We will plan for two days to allow for additional trainings.
- Board Elections: Lynne presented the nominations received. The board confirmed that only one representative from an organization may serve on the board at any time and consultants are not eligible for serve on the board. Lynne recommended that a ballot be sent with the opportunity to cast four votes (one for long-term care, one for EMS, one for business, and one for other) and that the final seat be held to try to continue to recruit for a blood bank representative. Dave Freeman moved to approve the ballot; Alan Harris seconded the motion. There was no further discussion and no opposition and the motion carried.
- FY 18-19 DOH Audit: Lynne advised that we are still waiting for the report but she does not expect any issues. She stated that we did pass the first quarter audit.
- Governance Policy Update: Lynne stated that she is working on governance policy updates, including employment policies and financial controls. She will add the notes regarding board eligibility from above and will present a draft update to the Executive Committee in January and to the Board for approval in February.

New Business:

- Warehouse Issues: Lynne reported that there are several issues pending with the warehouse. The coalition signed a lease with the new owner in January 2017. In July 2017, we lost state funding for the warehouse, and entered into an agreement with Orange County Government to house the Orange County special needs shelter equipment; this allowed us to maintain the warehouse without state funding. We signed a sub-lease with Orange County Government in December 2017 and renewed this in December 2018. During this year's review, Orange County asked for a copy of the original lease and noted that this requires landlord approval for any sub-lease. The landlord was aware of the arrangement and we asked the landlord for written approval but have not yet received that. It appears that he may be using this as a bargaining chip to increase the rent. The County also noted that they have been paying for utilities which is not in the sub-lease. They submitted a bill to the Coalition to recoup these expenses. The County is responsible for the phone and alarm which the Coalition has been paying. We have deducted that

amount and will pay the County the difference of just over \$27,000. This will be paid using leftover warehouse funding. In working through these issues, we also discovered that we have been reimbursing the landlord for half of the utilities and will need to recoup these dollars. We have signed an extension of the sublease with Orange County Government while we are working through these issues. Our attorney is involved. Our hope is that Orange County Government will either take over the lease or find a new location, and they have agreed to host the coalition equipment pro bono. Lynne will keep the Board updated on these issues.

- 2019 Holiday Card: Lynne presented a draft holiday card and asked for approval to send this to member. Dave moved to approve and Chris seconded the motion. There was no opposition and the motion carried.

Approval of 2020 Schedules: Lynne presented a draft Board schedule. Eric moved to approve and Chris seconded the motion. There was no opposition and the motion carried. Lynne will send out calendar invitations. Lynne presented a draft schedule for three quarterly member meetings and a two-day conference in 2020. Dave moved to approve and Chris seconded the motion. There was no opposition and the motion carried. Lynne will send this out to member and send calendar invitation to the Board.

Next Meeting: The next Board call is February 18. Lynda wished all Board members Merry Christmas, Happy Holidays and Happy New Year!