

## 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.