

February 18, 2020 Board Meeting Minutes

Board Members Participating: Eric Alberts, Sheri Blanton, Lynne Drawdy (ex-officio), Dave Freeman, Alan Harris, Dr. Vincent Hsu (via proxy to Eric Alberts), Aaron Kissler, Bob McPartlan, Dr. Peter Pappas, Wayne Smith, Clint Sperber, Chris Stabile, Steve Wolfberg

Call to Order, Welcome, Roll Call & Introductions: Eric Alberts welcomed Board members and thanked all for participating. He called the meeting to order at 4:00 pm with a quorum and the two-thirds Board members needed to approve the bylaws changes.

Approval of December Board Minutes: Eric Alberts reminded the Board that the minutes were previously sent out. Sheri Blanton stated that she provided a correction on her name and moved to approve the minutes with that change; Dave Freeman seconded the motion. There was no further discussion or opposition and the motion carried.

Approval of December Treasurer's Reports: Lynne reported that Lynda W. G. Mason reviewed the December Treasurer's Report. We have not yet received the January report. Lynne advised that we have opened a second account at Fairwinds for checking and have left just under \$250,000 in savings at the Orlando Federal Credit Union; now all funds are covered by FDIC. Dave Freeman moved to approve the December Treasurer's Report and Dr. Pappas seconded the motion. There was no further discussion or opposition and the motion carried.

Executive Committee Report: Eric advised that most of the Executive Committee discussions are covered in the agenda. The January Executive Committee minutes were distributed and he noted the Executive Committee discussed the Board elections, the governance updates, coalition positions, and the warehouse lease. He stated that for the second quarter (October through December 2019), all contract deliverables were submitted, approved and the check has been received.

The Executive Committee also reviewed a request from Seminole County Emergency Management to be a sponsor at an event to raise awareness of preparedness for seniors. The Executive Committee recommended approval of this request. Alan Harris stated that a formal request will be sent. The Board approved the request.

Old Business:

Board Elections: Lynne presented the election results to the Board. Dave moved to approve the Board members based on the election results, and Sheri seconded the motion. There was no further discussion or opposition and the motion carried. Lynne will follow-up with a letter and orientation for new Board members and she will notify all nominees.

Governance Policy Update: Lynne previewed the governance policy changes. Steve Wolfberg moved to approve the changes as submitted, and Dave seconded the motion. There was no further discussion or opposition and the motion carried.

Warehouse Update: Lynne reported that Orange County government is looking for new warehouse space and will provide space to the Coalition pro bono. She will keep the Board updated as this progresses.

New Coalition Employees: Lynne reported that Matt Meyers has joined the Coalition as a full-time project manager. Matt has more than 20 years' experience working with the healthcare system in the region. She advised that Carmen Weatherford has joined the Coalition as a part-time administrative specialist.

FY 19-20 Traffic Light Report: Highlights include:

- MCI Exercise: The exercise is planned for April 9 and almost every hospital in the region is participating.
- EID Collaborative: Lynne reported that NETEC provided frontline hospital training in Orlando in January. This was well received by the hospitals and hospitals expressed concern that capabilities have degraded since 2016. An EID meeting was held in January and the group has converged on PPE and donning/doffing protocols and will create an on-line training video. They are working on consensus on screening protocols, and will then look at employee management policies. The state has committed funding for PPE out of Ebola funding. The Coalition hosted a call with hospitals to discuss communications for confirmed coronavirus cases in the region; a draft communication policy has been sent to the hospitals for approval.

New Business:

Trauma Advisory Board Executive Committee Members: Dr. Pappas reported that the Trauma Advisory Board Executive Committee is due to begin its second three-year term. He stated that nominations for the Executive Committee seats were opened and we received a good response. He presented the following for Board Approval:

Trauma Chair: Orlando Health

Level II Trauma Center: Halifax Health & Central Florida Regional Hospital

EMS South: Martin Fire Rescue

Central: Orange County EMS

North: Brevard County EMS

Acute Care: Sebastian Hospital

Long Term Care: Tino Manco

DOH: Clint Sperber

County Government: Dr. Yolanda Martinez

Municipal Government: Commissioner Elise Dennison. Dr. Pappas noted that her term as city commissioner expires in January 2021 and we will seek a new representative at that time.

Dave moved to approve the Executive Committee members as presented; Sheri seconded the motion. There was no further discussion or opposition and the motion carried. Lynne thanked Dr. Pappas for his leadership. She stated that the state wanted a model practice. The Clinical Leadership Committee is standardizing protocols and providing best practice recommendations and this is getting statewide attention. Dr. Pappas thanked Lynne and Dave for their support. He invited the Board to join the Trauma Advisor Board at their April 16 meeting at Arnold Palmer Hospital for Children.

Confirmation of 2019 Leader & Member of the Year: Eric presented the nominations for these awards and stated that the Executive Committee recommends Lynda W. G. Mason as the 2019 Leader of the Year and Sheri Blanton as the 2019 Member of the Year. Dave moved to accept both and Clint seconded the motion. There was no further discussion or opposition and the motion carried. Eric congratulated both. Lynne advised that the awards will be presented at the March Coalition meeting.

March Member Meeting Agenda: A draft agenda was sent out for review. Eric moved to approve the agenda, and Steve seconded the motion. There was no further discussion or opposition and the motion carried.

April Board Retreat Agenda: A draft agenda was sent out for review. Lynne reported that we are awaiting information on the new fiscal year contract and then a final draft will be sent out. Lynne will find space in Orlando. Eric asked Board members to please try to attend.

Eric asked the Board if they have any issues or concerns. It was agreed to add this as a standing agenda item. Chris stated that he feels the Coalition does a good job and suggested sending out a survey to members. Lynne stated that we typically do this once a year and she will add to an upcoming survey. Alan stated that from an emergency management perspective, he feels the Coalition exceeds expectations. He has heard from other emergency managers that there are issues with their coalitions. He stated that he feels we have better relationships with the healthcare system because of the Coalition. Chris stated that much of what the Coalition does is geared toward helping the healthcare system meet their requirements. He stated that he does not feel there is any EMS need that is not being met and we can confirm this with the EMS representatives at the next Trauma Advisory Board meeting.

Adjournment: Eric thanked all for their participation. The meeting adjourned at 4:57 p.m.

Next Meeting: April 21, 10 am to 3 pm (location to be determined)

4-10-20 Special CFDMC Board Call

Board Members Attending: Eric Alberts, Sheri Blanton, Lynne Drawdy, Dave Freeman, Georganna Kirk, Bob McPartlan, Kenneth Peach, Rebecca Poston, Dr. Hezedean Smith, Clint Sperber, Chris Stabile, Debra Wallace, Lynda W. G. Mason

Others Attending: Matt Meyers

Welcome: Eric Alberts welcomed and thanked all for attending. A quorum was reached. The new Board members were welcomed, and we will include time for them to introduce themselves at the next meeting.

2020-2021 Budget and Annual Work Plan, Budget Revision: Lynne advised that the new fiscal year budget and work plan is due May 1. She reported that we expect changes based on the new ASPR funding opportunity announcement, but due to COVID we do not expect to receive these changes or a new contract prior to May 1 or the new fiscal year. Lynne distributed a budget and annual work plan update based on the original five-year plan previously approved by the Board. Changes to the original plan include increasing the hospital equipment project due to the number of new hospitals coming on-line over the coming year. Lynne advised that when the new contract is received, we will update the budget and work plan as needed. Lynne advised that due to COVID19 response, many Coalition activities have been cancelled, including the regional mass casualty exercise and multiple trainings. She explained that with notice to the Executive Committee, all unused funding through June 30 was moved to the hospital equipment project and used to purchase PPE and negative air pressure capacity for COVID19 response. She asked the Board to approve the new budget and annual work plan and this year's budget revision. Dave Freeman moved to approve all three, and Lynda W. G. Mason seconded the motion. There was no further discussion or opposition and the motion carried.

Issues/Communication Needs During COVID19 Response:

Hospitals: Eric stated that the hospitals are receiving multiple data requests, and the requirements for reporting change almost daily, which is very challenging. These include updating ESS twice a day, reporting to CDC, reporting to FEMA, responding to county EOC requests. He stated that supplies are also challenging, particularly PPE. He stated that the hospitals are seeing a lot of patients. There is conflicting information on testing. Lynne stated that the Coalition raises these issues on every state call. Eric stated that the hospitals are not receiving information on each county's plan for the homeless.

EMS: Dr. Dean stated that Orlando Fire Department is receiving needed support, and transport needs have declined. He commended the hospitals for doing a phenomenal job in supporting EMS and providing outcome information on suspect cases. He stated that it is helpful to have EMS liaisons in each hospital. Hospitals also assist with the decontamination of the units. Chris Stabile echoed these statements, and stated they have strong relationships with their hospitals and no unmet needs. He agreed that call volume has decreased in Martin County and he believes this to be true in Indian River and St. Lucie Counties. He stated that county staff are assisting with delivering materials from the state and donations, and he has no major concerns.

County Health Departments: Clint Sperber stated that the county health departments are very busy. In St. Lucie, he feels communications have been phenomenal. He is in constant communication with all hospitals at multiple levels daily. He stated that PPE is still an issue. Public Health is focusing on the most at-risk populations, including nursing homes, assisted living facilities and dialysis centers. He advised that the state has had more than 5,000 mission requests to date, as compared to 700 to 800 during hurricanes. From a medical surge perspective, a lot of information is being asked from hospitals. He will champion this issue with the state. He reported that in St. Lucie, they have a unified command. Clint stated that the homeless population is being addressed at the local level. He stated that partnerships are the key to success, and information sharing is also important. He thanked the Coalition for sharing minutes of daily calls. Eric asked about the role of the county health department planners in this event. Clint stated that he has not spoken to the other county health departments, but in St. Lucie County the planner is serving as the logistics chief.

Medical Examiner: Sheri Blanton stated that the MEs have had to reconfigure and are signing all death certificates. They do not have to see the body or perform an autopsy. She stated that this has become a burden for hospitals, hospice centers, and long-term care facilities with multiple fatalities, and recognized there can be a body storage issue. She stated that Orange County has been in touch with the state mass fatality team, FEMORS, for just in case response. FEMORS has been working on a north, central and south body storage concept. FEMORS and the National Guard have recovery teams who can pick up bodies from healthcare families and provide storage until families can claim them. These resources can be activated within 48 hours of a request. She stated that we have not yet have a huge impact but are preparing. In New York, there are so many fatalities that if a body is not claimed within 14 days, individuals are buried in a central location. She stated that due to limited testing, the Medical Examiners made a decision that testing is done only for deaths that occur at home with symptoms and no other explanation (for example, if there is obvious trauma or an overdose, they do not test). She stated that she held a call with the region's medical examiners and at that time they felt they had sufficient PPE and storage.

Long Term Care: Debra Wallace stated the facilities have been on lockdown for almost five weeks and have stopped allowing visitors; this is occurring across the nation. She stated that she will be reaching out to other counties to get a feel for how they are doing through the Florida Healthcare Association (FHCA). In Brevard County, all nursing homes are large corporations and they are holding daily conference calls. She stated that requirements change frequently, but it appears that it is starting to stabilize. They have put in screening requirements for staff, including temperature checks at the beginning and midpoint of each shift. Employees are bringing their uniforms in plastic bags and changing in the building. She stated that they are seeing shortages in PPE and supplies but are managing. They have been using washable face masks for several weeks and are starting to use washable gowns. She stated that the corporations have supply hubs which help to maximize resources, and supplies are slowly starting to come in. She stated the biggest challenge is that their seniors are used to contact with family members and adapting to no visitors has been a challenge. The facilities have implemented other means of interaction such as Facetime, Skype, visiting through windows, to avoid residents feeling isolated.

Pharmacy: Rebecca Poston stated that the Executive Order 20-52 allows for early refills.

DCF: Bob McPartlan stated that child abuse reports are down, and they are losing foster homes. The need for food stamps and other assistance has gone up, as well as the need for mental health services. He stated that DCF in the south end of the region is managing well.

Coalition: Lynne advised that the Coalition's role in response is resource coordination and providing situational awareness to members. She stated that we monitor the county ESF8 mission requests to the state and if there is a request that the Coalition can support, we contact both. Matt Meyers stated that there have been 14,000 mission requests from Region 5 to date, and trucks are coming out of Tallahassee daily with supplies. Lynne reported that the Coalition publishes a daily situation reports and we have heard from members that these are helpful. She stated that the State requested that members of our regional medical assistance team be deployed as an Incident Management Team in South Florida. She stated that the Trauma Leadership Committee has been meeting weekly to standardize protocols in response to COVID19. Lynne advised that the website has been updated to include a COVID19 repository. Matt advised that Lake, Seminole, Volusia, and Brevard County have received approval for non-congregate living, and Orange and Osceola are pending. Eric asked if any information on reimbursement has come out. Lynne stated that the information received has been posted and she will ask local emergency management to share any guidance.

6-16-20 CFDMC Board Meeting

Board Members Participating: Eric Alberts, Sheri Blanton, Lynne Drawdy, Georganna Kirk, Dr. Peter Pappas, Kenneth Peach, Dr. Hezedeane Smith, Wayne Smith, Clint Sperber, Chris Stabile, Debra Wallace (proxy to Eric Alberts), Lynda W. G. Mason, Steve Wolfberg

Others Present: Matt Meyers

Call to Order & Welcome: Eric Alberts welcomed and thanked Board members for participating. He called the meeting to order at 4:02 p.m. Roll was called and a quorum was reached.

Approval of February & April 2020 Board Minutes: Eric reported that the minutes were previously distributed. Lynda W. G. Mason moved to accept both minutes as submitted; Clint Sperber seconded the motion. There was no further discussion and the motion carried.

Approval of January, February, March, & April 2020 Treasurer's Reports: Lynda advised that she reviewed and approved all reports. Ken Peach moved to approve all four reports as submitted; Sheri Blanton seconded the motion. There was no further discussion and the motion carried.

Old Business:

- Update on COVID19 Response: Eric stated that with the reopening of businesses and large mass gatherings, we are seeing an increase in COVID19 cases. Hospitals are preparing for another surge. Dr. Hezedeane Smith stated that he is interested in seeing what other cities are doing. Clint stated that DOH is working with migrant populations and supporting response to outbreaks in nursing homes. He stated that the virus is hard to manage once it appears in a congregate setting. He stated that the virus will be with us for the foreseeable future, and the challenge is to continuously educate the public and policy makers on how best to protect themselves. We are beginning to receive trend data, and these are concerning. The age distribution has changed, and we are seeing many positive cases who are asymptomatic. Georganna Kirk stated that her organization has tested almost 5,200 patients, many of whom are migrants, with a 21% positive rate. Chris Stabile stated that they have not started staffing any outside events, with exception of supporting a special event during rains and flooding. He stated that there are some hot spots in the southern portion of the region.
- Warehouse Lease: Lynne Drawdy reported that the potential space near the airport that Orange County Government was pursuing did not work out and they are still exploring other options.
- Contract Update: – Lynne reported that the current contract between the State and the Coalition will probably be renewed, with a new contract later in the year or next fiscal year. She asked for approval to sign if a contract extension is received. Dr. Smith made a motion to allow Lynne to sign a contract extension if received; Chris seconded the motion. There was no further discussion and the motion carried.
- Single Federal Audit: Lynne reminded the Board this is a contract requirement. The Region 4 Coalition is the first to complete this requirement and recommended the audit firm they used. The cost is \$25,000 for both years. Lynne asked the Board for approval to move forward with the audit over the summer. Dr. Pappas made a motion to begin the audit process; Ken Peach seconded the motion. There was no further discussion and the motion carried.

New Business:

Cash Reserve Issue: Lynne reminded the Board that the that the Coalition is fielding an IMT (Incident Management Team) members deployed to South Florida. The IMT is comprised of our regional medical assistance team members, and we have a Purchase Order from the state for this expense. Under this purchase order, the Coalition pays the team members and submits an invoice to the state for reimbursement. The payroll for the teams is approximately \$160,000 every two weeks, and it typically takes about a month for the state to reimburse the Coalition. This has caused a temporary cash flow problem. Lynne asked the Board for approval to draw from our cash reserves until the team deployment ends. Clint moved to approve using cash reserves to pay IMT members; Lynda seconded the motion. Ken asked if the state could pay up front and Lynne explained that the state purchase order system does not permit this. Ken asked if the state is aware of the cash flow issues this causes, and Lynne reported that the state is aware and has been expediting these payments so that we receive these typically within a month of submitting an invoice. There is no cost to the Coalition except for increased accounting expenses which are covered by the grant. There was no further discussion, and the motion carried.

Executive Committee Report: Eric advised that the minutes were distributed to the Board. He stated that we did submit an abstract for the annual conference.

June 18 Coalition Meeting: The agenda has been distributed. We are using GoToMeeting for this virtual meeting and will test the system prior to the call.

Approval of FY 19-20 Contract Deliverables: Lynne reported that the following documents are mostly annual updates; those required have been presented to members for review and input, and any input received has been incorporated. The Mass Fatality Plan is new. Sheri reported that this aligns to the state plan, and the Medical Examiners are still exploring signing MOAs.

- Coalition HVA
- Coalition Preparedness Plan
- Coalition Continuity of Operations Plan (COOP)
- High Consequence Infectious Disease (HCID) Plan
- Regional Mass Fatality Plan
- Strategic Plan Update
- Coalition Marketing Plan
- Coalition Training Plan
- Coalition Healthcare Service Delivery Plan

Steve Wolfberg moved to approve all plans as submitted; Sheri seconded the motion. There was no further discussion and the motion carried.

Lynne stated that there are several deliverables that are pending completion, as outlined below:

- Patient Tracking Update (this will be a report on pilots and the presentations from the February 21 meeting)
- Family Assistance Center (FAC)/Disaster Behavioral Health (DBH) Plan Updates (these are pending the June 19 tabletop exercise)
- Hospital Equipment Report (this is pending final equipment deliveries)
- Regional Medical Assistance Team Report (this report is pending information on team events)
- Monetary Contributions (the target was met in the December report; this report is pending contributions from January-June)

- After Action Reports (including FAC/DBH pending the June 19 tabletop) and the Alternate Care Site (we had originally planned a functional exercise with Martin Health but the ACS regional cache was deployed during COVID-19 response and we will use that for the AAR)
- End of Year Report (This is a high level summary of the fiscal year)

Lynne asked for approval in advance of completion of these documents, which will be provided to the Board upon completion and can be amended if needed. Chris made a motion for the Board to approve these documents in advance of completion; Lynda seconded the motion. There was no further discussion and the motion carried.

Board Open Forum: Eric asked Board members to share any issues.

Steve asked if there any hurricane in COVID planning issues that would impact hospitals? Lynne advised the Coalition is working on two issues. The first is planning for medically complex children; a workgroup is meeting in June to address this issue. The second is ensuring that evacuation agreements are confirmed for nursing homes and assisted living facilities. Lynne stated that the region's emergency managers and the Coalition partnered and sent out a survey to validate these and identify gaps. Steve asked if any guidance was provided for hospitals in managing hurricane response during COVID. Lynne stated that both the state and FEMA provided guidance on shelters, but she has not seen anything for hospitals. Eric stated that he has not seen any guidance specific to hospitals. Dr. Smith stated that he has seen FEMA guidance for local governments.

Eric stated that protests continue across the nation and reminded everyone to be vigilant. He stated that most of the protests in our region have been peaceful, but we could see violence. He stated that large gatherings also present opportunities for the spread of COVID-19. Dr. Smith stated that the city is monitoring protests and are doing this virtually.

Lynne will add the open forum as a standing agenda item.

Next Meeting: August 18 at 4 pm

Adjourned: The meeting adjourned at 4:52 pm.

8-18-20 CFDMC Board Call

Board Members Participating: Eric Alberts, Sheri Blanton, Lynne Drawdy, Georganna Kirk, Reginald Kornegay, Bob McPartlan, Kenneth Peach, Rebecca Poston, Dr. Hezedeane Smith, Chris Stabile, Lynda W.G. Mason, Steve Wolfberg

Others Participating: Matt Meyers

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

Approval of June 2020 Board Minutes: Eric Alberts reported that the minutes were previously sent to the Board. Ken Peach moved to approve the minutes as submitted; Bob McPartlan seconded the motion. There was no further discussion and the motion carried.

Approval of May and June 2020 Treasurer's Reports: Lynda W. G. Mason reported that she reviewed the reports for May and June; the reports were previously distributed to the Board. Lynne advised that July has not yet been received. Bob McPartlan moved to approve the May and June Treasurer's Reports as submitted; Chris Stabile seconded the motion. There was no further discussion and the motion carried.

Executive Committee Report: Eric Alberts stated that the Executive Committee met last week and had good discussions, including the potential collaboration with Florida Hospital Association on the new ASPR grant, updates on the warehouse and cash flow, a new staff leave policy, and exploring a half day virtual conference with training.

Old Business:

- Traffic Light Update: Lynne Drawdy stated that the traffic light report has been updated based on the work plan for 2020-2021; monthly updates will be provided.
- Warehouse Lease: Lynne Drawdy advised that the Board of County Commissioners has approved taking over the lease on the Suddath warehouse. We are waiting to hear if the effective date is August 1 or September 1. The Coalition will be a pro bono tenant at the warehouse.
- Contract Update: Lynne Drawdy reported that the contract renewal was automatic, and the 2020-2021 contract will continue as is.
- Single Federal Audit Update: Lynne Drawdy reported that we have begun the process for the audit for 2018 and 2019 at a cost of \$25,000. This is an allowable expense under the ASPR grant.
- Cash Flow Update: Lynne Drawdy stated that the cash flow issue has been resolved. Under the new purchase order, we have let the team members know that payments will be made upon receipt of payment from the state. She reported that ASPR has asked for a write-up on the

RMAT IMT as a best practice. Dr. Dean gave kudos to the team for their work.

- COVID-19 Updates & Use of COVID-19 as Joint Exercise: Lynne Drawdy reported that we have been told that COVID-19 response may be allowable as the required joint exercise. There is a \$37,000 payment from the state upon provision of an after action report. Eric Alberts stated that during the COVID-19 response, there was a lot of collaboration and coordination across region. Steve Wolfberg moved to use COVID-19 as the joint exercise; Lynda W.G. Mason seconded the motion. There was no further discussion and the motion carried.

New Business:

- Personnel Change: Lynne Drawdy reported that Carmen Weatherford resigned as the part-time administrative specialist and the Coalition has hired Beverly Cook in that position. Beverly previously worked at the Department of Health in Orange County.
 - September 2020 Meeting / December 2020 Conference: Lynne Drawdy recommended that we cancel the September quarterly coalition member meeting and instead hold a communications forum, and a trauma virtual tabletop. Eric Alberts stated that the Beirut explosion triggered a discussion about regional trauma capability and the need for the trauma tabletop. He stated that we have also asked hospitals within the region for their mass casualty plans, and for their capabilities in imaging 350+ pound individuals. Eric advised that the Executive Committee also asked that a planning committee be convened to explore a half-day virtual conference. The Board agreed to these changes.
1. FHA Agreement: Eric Alberts stated that Florida Hospital Association received ASPR funding for COVID-19. In the initial funding, FHA worked with hospitals. They have now received a second allocation and want to collaborate with the Coalitions. The purpose of the funding is for projects to identify, isolate, transport and treat COVID-19 patients. There are seven focus areas: 1) Update and train staff on pandemic preparedness plans (COVID activities and broad-based for any highly infectious disease. 2) Supplies/equipment - PPE and other equipment to support surge within CDC guidance. 3) Ramp up infection control and triage training for all healthcare. 4) Soft retrofitting to screen, triage and treat surges of patients with suspected COVID infection (testing areas, initial triage/assessment). Bricks and mortar are not allowed. 5) Planning, training, and implementation of telehealth capabilities. 6) Alternate care sites. 7) Targeted activities re vulnerable populations for high morbidity, mortality for COVID. The funding amount for Region 5 will be \$480,963 and FHA plans to give the Coalition 75% of the funding up front to manage projects. Eric stated that Lynne has agreed the Coalition staff can manage these projects and deliverables and the Executive Committee gave FHA approval for the coalition to participate. Lynne reported that the EID Collaborative will guide the project.
 - CFDMC Scorecard for FY 2019-2020: Lynne Drawdy presented the draft scorecard for FY 2019-2020 for Board discussion. The board set several targets, including an increase in quarterly member engagement & diversity at a 5% increase in participation in meetings, trainings and exercises in FY 20-21 over FY 19-20; an increase in overall membership and additional increases in under-represented entities in FY 20-21 over FY 19-20; and a 5%

increase in local government engaged in the coalition in FY 20-21 over FY 19-20. Lynne will explore addition of an overall satisfaction and engagement score (in addition to the transactional surveys in place), such as the Net Promotor Score. Ken Peach moved to add the target and approve the FY 19-20 scorecard; Reggie Kornegay seconded the motion. There was no further discussion and the motion carried.

Board Open Forum:

Ken Peach reported that he recently attended a series of ECHO workshops; topic included community paramedicine programs, and one on disaster communications. He will share this information. Lynne stated that the Coalition participates in the Project Echo COVID19 clinical rounds three times each week and the notes from those are included in the daily situation reports.

Lynne Drawdy thanked the Board for their expertise and guidance. Eric thanked Lynne and Matt Meyers for their work on behalf of the Coalition.

Next Meeting: October 20 at 4 pm

Adjournment: The call adjourned at 4:55 pm.

10-20-20 CFDMC Board Minutes

Board Members Participating: Eric Alerts (with Dave Freeman, Dr. Hsu, and Georganna Kirk's proxy), Sheri Blanton, Lynne Drawdy, Jim Judge, Aaron Kissler, Reginald Kornegay, Bob McPartlan, Dr. Peter Pappas, Kenneth Peach, Rebecca Poston, Debra Wallace, Lynda W. G. Mason

Others Participating: Matt Meyers

Call to Order, Welcome, Roll Call & Introductions: Eric Alberts welcomed all and called meeting to order at 4:05 pm. A quorum was reached.

Approval of August 2020 Board Minutes: Eric reported that the August minutes were previously distributed to the Board. Dr. Pappas moved to approve the minutes as submitted; Lynda W.G. Mason seconded. There was no further discussion and the motion carried.

Approval of July, August, September Treasurer's Reports: Lynda advised that she has reviewed and approved the reports submitted by the accountant. The July and August Treasurer's Reports were previously distributed to the Board and the September report was just received and distributed. Lynda asked if there were any questions and there were none. Jim Judge moved to approve all three reports as submitted; Sheri Blanton seconded the motion. There was no further discussion and the motion carried. Lynne reported that we are financially in very good shape. We expect to open a third bank account next month with \$250,000 to ensure that all funds are under FDIC protection.

Executive Committee Report: Eric reported on the September 14 Executive Committee meeting. The regional medical assistance team's IMT deployment in South Florida was very successful and the team members have been recognized by the state for doing a great job; a news article about the team was shared with the Board. The Executive Committee also approved today's agenda and the Board Engagement report that we will review later in the agenda.

Old Business:

- Traffic Light Update: Lynne Drawdy previously distributed the traffic light report; we are on track with all projects.
- Warehouse Lease: Lynne advised that Orange County Government took over the lease as of September 1 and we will remain as pro bono tenants. Orange County is searching for a new location and we will plan to move with them.
- Single Federal Audit Update: Lynne reminded the Board that we were required to complete a single federal audit for 2018 and 2019 to be compliant with our contract. Both years have been completed with a single finding (we were late in completing the 2018 audit, as we did not know this was a requirement in time). There were two recommended best practices for consideration. The first is for real vs. stamped signatures; this has already been implemented. The second is to have the Treasurer approve any credit card charges made by the Executive Director. A process to include those with the Treasurer's Report for Lynda's approval has been implemented. Lynne stated that our accountant has done an outstanding job in keeping us audit ready.
- COVID19 Interim AAR: Lynne reported that the state has informed us that we can use the COVID19 after action report as our joint exercise as required by contract. She recommended that we set the date of September 30 as the end of the interim response which gives us 90

days to complete the after action report. Reggie Kornegay moved to submit the COVID19 interim response after action report as our joint exercise by December 30; Kenneth Peach seconded the motion. There was no further discussion and the motion carried.

- FHA Agreement: Lynne advised that we have signed the agreement with FHA and will receive over \$480,000 for COVID response/planning. The Emerging Infectious Disease (EID) Collaborative will oversee the planning efforts; they met last week and provided priorities for the funding, most centered around long-term care facilities. Lynne stated that we will draft the workplan and budget and send to the EID Collaborative for approval before submitting it to the Board for approval by email.
- December Conference: An announcement with the conference including the agenda and registration link was sent to members today. Eric previewed the agenda and the second day training sessions available. Lynne advised that we already have 35 registered.
- Member Diversity Analysis: Lynne stated that we are working on classifying members using the new federal criteria. This will give us a baseline for increasing member diversity.

New Business:

- COVID Vaccination Planning: Lynne reported that Clint Sperber is on the statewide task force. Aaron Kissler advised that there are several vaccines that are in clinical trials with three in level 3. One would require cold storage. One would require two doses which creates logistical challenges. The federal strategy is to use hospitals and retail pharmacies to distribute the vaccines. It is anticipated that at least one will be ready for distribution by the end of November. Clint will provide additional information as it is received.
- Sanford Air Show: Lynne advised that the regional medical assistance team is providing support at the Sanford Air Show the first weekend in November. She stated that ASPR asked that we submit a one-page summary about the IMT as a best practice. She stated that we are advertising the team commander position.
- Member/Leader of the Year Nominations: Lynne asked the Board for approval to send the request for member and leader of the year nominations out early this year so that we can announce these at the December conference. The Board agreed. The request for nominations will go out now and Lynne will set up voting by email. The Executive Committee votes on the Leader of the Year and the Board votes on the Member of the Year.
- Coalition Engagement Survey: Eric advised that we sent out a survey to members in early October to see engagement in Coalition committees and workgroups. We have received 55 responses and will reach out to those individuals to add them to these groups. He stated that the survey will go out again the week of the Conference.
- Board Vacancy: Eric announced that Dr. Hezedeon Smith has accepted a position as the Charlottesville, VA Fire Chief. Eric stated that while we are excited to Dean, this is a loss for the Coalition. Lynda asked about recognition. Lynne stated that retiring Board members receive a letter and certificate of appreciation. Lynne stated that the process for filling a vacancy during a non-election year is to try to seek a candidate from the same or a similar organization to fill the remainder of the term. She will reach out to secure a candidate for the Board's approval.

Board Open Forum: Board Members: Reggie reported that the VA is holding a COVID19 vaccination tabletop this Friday in conjunction with Operation Warp Speed folks and the regional VA office. He'll let board know how it goes. Reggie stated that he expects to be a pilot for vaccine administration.

Next Meeting: December 15 at 4 pm

12-15-20 CFDMC Board Minutes

Participating Board Members: Eric Alberts, Sheri Blanton, Dr. Vincent Hsu (via proxy), Georganna Kirk, Aaron Kissler, Reginald Kornegay, Bob McPartlan, Dr. Peter Pappas, Kenneth Peach, Clint Sperber, Chris Stabile, Lynda W.G. Mason, Steve Wolfberg

Call to Order, Welcome, Roll Call & Introductions: Eric Alberts welcomed participants and thanked all for joining the last Board meeting for 2020. A quorum was reached.

Approval of October 2020 Board Minutes: Eric Alberts reminded Board members that the October minutes were previously distributed. Ken Peach 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 October 2020 Treasurer's Report: Lynda W. G. Mason reminded Board members that the October Treasurer's Report was previously distributed. The November report is not yet ready. Lynda stated that she approved the October report. She stated that we received the check for more than \$480,000 from Florida Hospital Association and opened a new bank account at Center State Bank for additional FDIC protection. Dr. Pappas moved to accept the October 2020 Treasurer's Report as submitted; Clint Sperber seconded the motion. There was no discussion or opposition and the motion carried.

Executive Committee Report: Eric Alberts advised that the Executive Committee met on November 9 and discussed board engagement and reviewed status of the December conference. He stated that the transition of the warehouse to Orange County Government is complete; Orange County is looking for a new warehouse and we hope to move with them. Eric stated that a major topic of discussion was the 10% in-kind match requirement. The volunteer hours from the Electric Daisy Carnival typically meet this requirement and without that event we needed to count every hour to make sure we will meet the requirement.

Old Business:

- Traffic Light Update: The updated traffic light report was previously distributed. Lynne Drawdy reported that all projects are on schedule.
- Approval of Draft COVID19 Interim AAR: Lynne advised that the state will allow the Coalition to submit the interim COVID19 AAR in lieu of the required joint exercise.- The draft AAR is a preliminary report covering March through September, and a final AAR will be completed when the response ends. Lynne asked the Board for approval to send the draft to members for review and comment, and for final approval upon incorporating any comments received. Ken Peach moved to approve as stated; Dr. Pappas seconded the motion. There was no discussion or opposition and the motion carried.
- Approval of Draft Trauma Tabletop AAR. Lynne asked the Board for approval to send the draft to trauma stakeholders for review and comment, and for final approval upon incorporating any comments received. Dr. Pappas moved to approve as stated; and Lynda W. G. Mason seconded the motion. There was no discussion or opposition and the motion carried.
- Update on FHA Workplan: Lynne advised that Florida Hospital Association has approved the workplan as submitted with one exception. FHA will provide the repository for free, and we will

shift the dollars allocated for that to other projects. Dr. Hsu and the EID Collaborative will oversee these projects and we will provide regular updates to the Board.

- Debrief on December Conference: Eric stated that the second annual coalition conference was a success, with 97 participants. The feedback received has been positive and we will share survey results with the Board.
- Member Organizational Diversity Analysis: Lynne reported that we are preparing an analysis which will provide baseline data and improve reporting to the state and federal partners. This will be ready by the next meeting.
- COVID Vaccination Planning: Clint stated that there are still many unknowns. Five hospitals in the state are getting the vaccine, based on the original survey on who could manage the ultra-cold storage. There are 180,000 to 200,000 doses from Pfizer available and Moderna should get EUA in the next day or so and we may get that vaccine as early as next week. We anticipate Florida will receive up to one million doses over next several weeks. The priority will be essential hospital personnel and emergency response. Hospitals will distribute those. The other priority is nursing homes and ALFs. There are teams overseeing these and our regional medical assistance team is in South Florida overseeing Region 6 and 7 vaccinations in these facilities. We have raised issues to the state regarding other priority groups, including the medical examiners and funeral homes. There is a plan for CVS and Walgreens to help administer vaccines. The federal government is registering those pharmacies now and will push out vaccines to them.

New Business:

- Approval of New Board Members: Lynne reported that several Board members are leaving the area or retiring and recommended that the Board appoint individuals from the same discipline and county to fulfil the remainder of the terms, until the 2021 elections, as follows:

Todd Stalbaum (filling remainder of Dr. Hezedeane Smith's term) Ken Peach moved to approve; Chris Stabile seconded the motion. There was no discussion or opposition and the motion carried.

Christina Proulx (filling the remainder of Steve Wolfberg's term). Steve advised that Christina is taking his place at Cleveland Clinic. Lynda moved to approve, and Steve seconded the motion. There was no discussion or opposition and the motion carried.

Tom Cisco (filling remainder of Jim Judge's term): Steve moved to approve, and Reggie Kornegay seconded the motion. There was no discussion or opposition and the motion carried.

Pharmacy Rep TBD (filling remainder of Rebecca Poston's term). Lynne will reach out to ESF8 to see if they have a strong partner; maybe one of the CVS or Walgreens participating in

vaccine distribution. Please let Lynne know if you have any recommendations.

- Approval of Team Commander: Eri advised that Todd Stalbaum retired as team commander of the regional medical assistance team due to his role at ESF8 during COVID. Dan Niederman has been serving as the interim commander. The Coalition formalized a process to recruit, vet and recommend a team commander, including developing a position description and requirements. This went out to all team members to solicit volunteers. Two individuals applied -- Dan Niederman and Nick Pachota. We solicited feedback on these two from all team members. On December 2, Eric and Alan Harris interviewed both candidates, using standard questions and a rating sheet. Eric stated that both were great candidates and Nick Pachota was rated the highest by both, based on his experience in leading medical teams, including the IMT over the summer and the current vaccination IMT in South Florida. Eric reminded the Board that Nick was also chosen as the 2020 Member of the Year. He asked the Board to appoint Nick Pachota as team commander. Lynda stated that she was delighted to move to appoint Nick Pachota; Chris Stabile seconded the motion. There was no discussion or opposition, and the motion carried.
- Approval of In-Kind Contributions: Lynne previously distributed a draft and reported that thanks to our many volunteers, we have almost met the match requirement for this fiscal year in this mid-year report. Lynne asked for Board approval for the report. Eric moved to approve the report and Clint seconded the motion. There was no discussion or opposition and the motion carried.
- Holiday E-Card: Lynne distributed a draft holiday card and asked Board approval to send to all members. Ken stated that it was a nice card and moved to approve. Sheri and Chris seconded. There was no discussion or opposition and the motion carried.
- 2021 Member Meeting & Board Schedule: Lynne asked if all are comfortable with same schedule for 2021 and all agreed. Lynne will publish the schedule and send calendar invitations.

Board Open Forum:

- Trauma Advisory Board Executive Director Stipend: Lynne advised that Dr. Pappas has volunteered many hours over the past few years in guiding the development of the regional trauma advisory board and its committees. She stated that for sustainability, Dr. Pappas is recommending a \$500 per month stipend for this position. The Board discussed and asked if this could be paid as a medical consultant vs. an employee, and Lynne stated that it could. We pay a \$400 per month stipend to the regional medical assistance team administrative officer. Lynne stated that this position is unique in the state. There are other trauma agencies with paid staff members, but we piloted this for the state with no dedicated funding and as a collaborative vs. an agency. She stated that this is not within Dr. Pappas' full-time position, but he is passionate about this cause. Several Board members had concerns regarding setting a precedent in paying volunteers. It was agreed that this would be tabled until the April meeting, where next fiscal year's budget is approved. The Executive Committee will do some research

and bring options to the Board.

- Steve Wolfberg complimented the Board on their focus, professionalism, and progressiveness. He stated that it has been a pleasure to serve with the group.

Next Meeting: The next call will be in February and Lynne will send out a calendar invitation.