

5/24/22 Board Meeting & Retreat Minutes

Participants: Eric Alberts, Sheri Blanton, Lynne Drawdy, Dr. Vincent Hsu, Jim Judge, Reginald Kornegay, Ken Peach, Wayne Smith, Clint Sperber, Lynda W. G. Mason

Alan Harris Christina Proulx and Susan Saleeb gave their proxy to Eric Alberts

Chief Chris Kammel and Chief Aaron Rhodes attempted to log in but were unable to access the webinar.

Call to Order, Welcome, Roll Call & Introductions: Eric Alberts called the meeting to order at 8:48 am and welcomed Jim Judge back as a Board member. A quorum was reached.

Approval of February Minutes: Eric advised that the February minutes were previously sent to the Board. Ken Peach moved to approve as submitted; Lynda W. G. Mason seconded the motion. There was no discussion or opposition and the motion carried.

Approval of Treasurer's Reports (January, February, March & April 2022): Lynda W. G. Mason advised that these were previously sent to the Board; she approved these reports and asked if there were any questions. Sheri Blanton moved to approve the reports as submitted and Reggie Kornegay seconded the motion. There was no discussion or opposition and the motion carried.

Lynne Drawdy advised that we have savings accounts at two banks for FDIC protection. We have been notified that because we make no transactions in these accounts, the banks will begin charging a monthly fee. We may need to move these accounts to another bank. Ken suggested PNC and will provide information to Lynne. Lynne will explore options and bring these to the Executive Committee.

The group discussed possibilities for using funding. Clint suggested that each discipline identify a priority project or two for discussion. The group also discussed regional capabilities vs. individual projects. Reggie suggested leadership training, and Lynda suggested disaster behavioral health training. Lynne stated that we will close out the fiscal year on June 30 and she can provide an exact figure of our reserves at that time.

Executive Committee Update: Eric provided a summary of the May Executive Committee meeting, including approval of the minutes. Updates were provided on three recent exercises. The regional Family Assistance Center team played in the March Daytona International Airport exercise. Lynda W. G. Mason stated that the team did an excellent job. The team completed a hotwash and will use that to update the regional plan. The airport is holding its after action meeting on June 3. The Florida Infectious Disease Transportation Network exercise was held in March. AdventHealth East played as a hospital receiving an Ebola patient, and demonstrated the frontline hospital capability to identify, isolate, inform, treat and prepare to transfer a patient. The FIDTN team from Orlando Fire Department transported the patient to the Orlando Executive Airport. This was a state exercise, and we are awaiting the after action report from the state. Dr. Hsu stated that the hospital learned many lessons during the exercise. The exercise was videotaped, and this was shared with all employees, with other hospitals and has been posted to the Coalition website. Eric advised that on April 21, the regional full-scale medical surge exercise was held; the first in three years. He stated that preparing for the exercise was extremely valuable, and we gathered massive learnings from the exercise. He stated that threats continue to grow, and these exercises are critical in maintaining our capability to

respond. Eric stated that under new business, the Executive Committee reviewed and approved the agendas for the May Board retreat, the June Board meeting and the June Coalition member meeting.

Eric advised that the Executive Committee also dealt with an issue regarding a vendor with whom we have had some ethical issues. Lynne will contact our attorney regarding sending a letter to the vendor.

Reggie gave an update on the NDMS agreements. There is movement to increase the reimbursement to up to 125% of the Medicaid reimbursement rate and they are exploring the concept of regional agreements. Reggie will keep the hospitals and Board updated on this issue.

Old Business:

- Communications Pilot Update: Clint Sperber reported that Florida Hospital Association has granted a one year extension to the region's Juvare pilot, through April 2023. Clint provided the background on the pilot, which allows us to capture and share essential elements of information during a response, and provided an overview of the Juvare products we are piloting, including e-ICS (a hospital event management software), EMResource (provides bed availability and alerts), EMTrack (patient tracking) and Juvare Exchange (a GIS system). Clint advised that there were originally 153 users on the system as Orange County EMS uses EMResource; we are currently at over 900 users across the region. He stated that the Coalition and FHA have worked with hospitals and county emergency management to roll out trainings. Since the initial county level training and two hospital super user trainings, we have provided 40 additional training sessions to groups and individual users. The system capabilities include providing BOLOs and alerts, and an assessment of facility capacity and status; these are all useful to emergency management, EMS and hospitals in managing an event. We exercise all of the platforms except EMTrack during the April full scale exercise, sending out event notices and BOLOS to hospitals and for hospitals to update their bed availability status. The extension of the pilot will allow us to fully implement and demonstrate the results of all of these products.
- Traffic Light Update: The updated traffic light report was previously distributed to the Board. Lynne advised that we are on track to successfully complete all deliverables this year. Details for each project are included in the traffic light report.
- 2018-2022 Strategic Plan: Reggie provided a status report on each objective in the current strategic plan; this was previously distributed to the board. Sustainability continues to be a key issue. Lynne will provide a draft of a Board elevator speech and a draft proclamation for National Preparedness Month in September at the June Board meeting. The Board agreed that we need to leverage social media in branding the Coalition. Ken Peach will provide a contact for a company that may assist. We also need to recruit Coalition members to assist.
- Board Engagement: Eric Alberts advised that the Board Engagement update was sent out; he stated that some Board members are not participating. The group reviewed the bylaws

regarding Board requirements. Clint suggested that Lynne reach out to those who have not been participating by phone to see if they are still interested in serving. If they continue to be inactive, the Executive Committee will take action.

- Pay Raise Proposal: Staff were excused for the Board discussion on a pay increase proposal previously sent out to the Board; this included research of other coalitions and a proposed 2% annual increase based on satisfactory performance for full-time employees. The Board reviewed the proposal and recommended a change to an annual increase range between 2% and 5% based on satisfactory performance. Lynda moved to approve the recommendation and Sheri seconded the motion. There was no further discussion or opposition and the motion carried. Eric advised that the Board recommended a 3% increase for the two full-time employees effective July 1, 2022. Reggie moved to approve the 3% increase and Ken seconded the motion. There was no further discussion or opposition and the motion carried. Eric stated that the Board agreed that Lynne should research not-for-profit executive director salaries for future consideration. He stated that the Board also wants a pay incentive plan for part-time and stipend employees and asked that the plan be reviewed by the accountant to ensure it meets legal requirements and brought to the Executive Committee for approval.

New Business:

- Change to FY 21-22 Budget: A proposal to revise the FY 21-22 budget was previously distributed to the Board. Lynne suggested that unused funding in all categories be moved to the medical surge equipment category, which is chronically underfunded as new hospitals come online. This will still leave a deficit in the equipment category, but we hope to catch up next year as we do not expect any new hospitals to open during the coming fiscal year. Board Discussion - Ken moved to approve the revisions as proposed; Dr. Hsu seconded the motion. There was no further discussion or opposition and the motion carried.
- Capabilities Review: The self-assessment was previously distributed to the Board. The Board reviewed the rating for each capability and objective. After discussion, the Board identified actions needed for developing strategies to protect healthcare information systems and networks. These include sending out a survey to members asking what mitigating factors they have put into place, and using the data to develop recommendations, and checking with FHA to see if there are any workshops or tabletops in which members can participate. Sheri moved to approve the self-assessment and Reggie seconded the motion. There was no further motion or opposition and the motion carried.
- 2022-2024 Strategic Plan: The Board reviewed the themes from the Board SWOT Analysis and member input from the HVA/JRA/Gap Analysis which had previously been distributed. Dr. Hsu and Clint advocated for including climate change and the group agreed. There was consensus on the SWOT themes, including climate change, and on the strategic priorities. Eric Alberts, Dr. Hsu and Ken Peach volunteered to serve on a group to draft strategic objectives, for presentation to the Board on June 21.
- Approval of FY 2022-2023 & 2023-2024 Annual Work Plan and Budget: The draft was previously sent out for Board review. Lynne advised that this is a draft, and we may need to make changes based on the contract deliverables when received. The Board reviewed each

project and made recommendations (see updated draft work plan and budget). Sheri asked about PPE fit-testing. This project was offered under the FHA grant, and we did not get a good response during the pandemic but will offer again. Dr. Hsu moved to approve the revised work plan and budget; Lynda seconded the motion. There was no further discussion or opposition and the motion carried.

- June Coalition Meeting: The agenda for the June meeting was reviewed and approved.
- Approval of New Board Member: Lynne advised that she asked the Florida Healthcare Association for recommendations for a new long-term care board member. She stated that Michael Jett Adams is a nursing home administrator in Brevard County. He has agreed to serve. Ken moved to approve Mr. Adams as a Board member, and Sheri seconded the motion. Lynne will obtain and send the Board his bio.

Next Meeting: June 15 at 4 p.m.

Adjourn: The meeting adjourned at 12:40 pm