

6-21-22 CFDMC Board Minutes

Board Members Participating: Michael Adams, Eric Alberts, Sheri Blanton, Lynne Drawdy, Alan Harris, Dr. Vincent Hsu, Jim Judge, Georganna Kirk, Chris Kammel, Aaron Kissler, Reggie Kornegay, Dr. Peter Pappas, Ken Peach (proxy to Eric Alberts), Aaron Rhodes, Wayne Smith, Clint Sperber (proxy to Eric Alberts), Lynda D.W.G. Mason

Others Participating: Beverly Cook, Matt Meyers, Michelle Rud

Call to Order, Welcome, Roll Call & Introductions: Eric Alberts welcomed all and called meeting to order at 4 pm. Roll was called and a quorum was reached. Eric welcomed Jim Judge back to Board. Eric welcomed Michael Adams, a new Board member representing long-term care. Michael stated that he has been a licensed nursing home administrator in Florida since 1998 and has had experience in evacuating facilities five times. He stated that he is happy to bring long-term care expertise to the Board and is exciting about serving on the Board.

Approval of May 24, 2022 Board Minutes: Eric advised the minutes were previously distributed. Sheri Blanton moved to approve the minutes as submitted; Jim Judge seconded the motion. There was no discussion or opposition and the motion carried.

Approval of May 2022 Treasurer's Report: Lynda W. G. Mason stated that the May treasurer's report was previously distributed. She reviewed and approved this and stated that the Coalition is in good financial standing. She reported that the Coalition passed the 2021 Single Federal Audit with no deficiencies. She stated that we have resolved the issues of a monthly charge for no transactions with two banks for the time being. Lynda stated that Ken Peach provided an introduction to PNC Bank, and they will make a proposal to the Coalition. Any changes to the banks will be brought to the Board for approval. Sheri moved to approve the May treasurer's report and Georganna Kirk seconded the motion. There was no further discussion or opposition and the motion carried.

Old Business:

Final FY 21-22 Traffic Light Update: Reggie advised that the updated report was sent to the Board, and we are on track with all items, and most will be discussed during today's meeting.

2021-2022 Scorecard: Eric advised that this is not a requirement, but helps us monitor the coalition overall. We are green in almost all performance indicators. We need to continue to work on engaging leaders.

2022-2024 Strategic Plan: Eric reminded the Board that during the May retreat, the Board reviewed the SWOT analysis and identified strategic priorities. He stated that a small workgroup, including himself, Dr. Hsu and Ken Peach, met to draft strategic objectives, strategies and leads. This draft was sent out to the Board for review. Reggie moved to approve the strategic plan, and Dr. Hsu seconded the motion. Reggie suggested that all Board members identify actions they can support. There was no further discussion or opposition and the motion carried.

Lynne stated that there were two actions remaining from the previous strategic plan: an elevator speech that Board members can use in promoting the Coalition (this was just sent to the Board), and we are working with county emergency management offices on a proclamation for National Preparedness Month in September.

Board Engagement: Eric advised that an update was distributed to the Board. He stated that it is critical that Board members are engaged, and most are but there are some who have not been participating. Following discussion at the May retreat, Lynne reached out to these Board members and left messages but has not had a response. Eric stated that the Governance policies state that Board members who miss a certain number of meetings can be dismissed from the Board and he recommended that these members be removed. Dr. Pappas agreed but stated that we need a policy. He suggested that an email be sent with a response deadline. Eric will send an email and Reggie stated that he will also reach out. A two week response deadline will be given. Aaron Rhodes made a motion to send the email and if there is no response by the deadline, to thank them for their service and then recruit new representatives. Lynda seconded the motion. There was no opposition and the motion carried.

2022-2024 Contract Update: Lynne apologized for the large number of documents sent to the Board for approval; these are the end of the year deliverables based on the current contract with 44 tasks. The coalitions received the draft contract deliverables for the new contract in June and the number of tasks were cut in half, but the tasks contain a lot of detailed requirements. She stated that the coalitions were only given six days to review the draft contract and create a detailed two-year budget. She wrote to the state expressing concerns with the deadline and the level of detail required in the tasks. We expect to sign the new contract by July 1. Lynne advised that the Coalition received a \$109,000 annual increase in the new contract, and last week the amount was adjusted to include an additional \$110.

New Business:

Approval of Deliverables. These were previously distributed to the Board and were quickly reviewed, including:

- **2022-2023 Work Plan and Budget:** The Board approved the draft work plan and budget in May. These have been updated to align to the new contract requirements, and will be translated into the format required by DOH. The budget has been submitted to and approved by the state and was distributed to Board members. The budget categories have changed this year and the hospital equipment project is broken out between equipment costing \$5,000 or more, and supplies (less than \$5,000). Eric asked if the budget included the pay increase approved in May and Lynne stated that it includes a 3% increase for herself, Matt Meyers, Beverly Cook and Dr. Pappas. Dan Niederman will no longer receive a stipend but will be paid as a W9 contractor. Chief Kammel asked if this has been approved by the state and Lynne advised that it has. Chief Kammel moved to approve these, and Chief Rhodes seconded the motion. There was no further discussion or opposition and the motion carried.

- **Governance Policies.** Lynne advised that changes are highlighted in red font on the document distributed. There were no changes to the bylaws, just updates to employment policies. Georganna Kirk moved to approve as submitted and Lynda seconded the motion. There was no discussion or opposition and the motion carried.
- **After Action Reports:** Lynne previewed the after action reports for the alternate care site at the Sanford-Orlando Air show, the 2021-22 COVID AAR, the family assistance center and disaster behavioral health strike team participation in the Daytona Airport exercise, the FIDTN exercise, and the full-scale regional medical surge exercise AAR. Reggie moved to approve all AARs as submitted; and Aaron Rhodes seconded the motion. There was no further discussion or opposition and the motion carried.
- **New Plans:** The Crisis Standards of Care guidance document was created by a diverse member workgroup and sent out for a 30-day review period by all members, with comments incorporated into the final document. Reggie moved to approve the plan as submitted and Jim seconded the motion. There was no further discussion or opposition and the motion carried.
- **Plan/Report Updates:** The following plans had minor updates and were sent out for a 30-day review period: COOP, HVA/JRA, Preparedness Plan, Operations Plan, Infectious Disease Annex, Supply Chain Mitigation Strategy, Family Assistance Center Plan, Alternate Care Site Logistics Plan, Fatality Management Plan, Continuity of Healthcare Service Delivery Plan, Pediatric Annex, Disaster Behavioral Health Plan. Additional plans were updated as required by contract, including the Training Plan, Marketing Plan, End of Year Report, Hospital Equipment Report, and RMAT Report. Dr. Pappas moved to approve all as submitted; Reggie seconded the motion. There was no further discussion or opposition and the motion carried.

Exception to Hospital Minimum Equipment List: Lynne reminded the Board that there is a minimum hospital equipment list, containing decontamination and infectious disease response equipment and supplies, approved by the Board. The hospital equipment project is based on the approved list, and funding priorities are new hospitals and replacing expired equipment. Because of the number of new hospitals coming online, this project has been under-funded for several years and the Board has moved all unused funding to this project at the end of each fiscal year for the past five years. She stated that we have had a request from a hospital to purchase a piece of equipment that is not on the approved list. The request is for a trailer to store decon equipment. The hospital purchased a trailer many years ago using HPP funding directly to the hospital, but the hospital has grown from 150 beds to more than 350 beds and the trailer no longer accommodates all the decon equipment. Lynne expressed concern over looking at special project requests without a process and suggested that we create a special projects list under hospital equipment, and if funding is available, the hospital committee can prioritize and recommending funding to the Board. Sheri suggested a regional cache of body storage equipment be considered, similar to what was purchased for specific hospitals last year. Lynne explained that although the portable morgues and ventilators that were purchased last year are located at hospitals, all equipment purchased by the coalition is covered under the equipment policy which states that unless the equipment is in use, it is deployable as needed in an emergency. Alan Harris made a motion to place this item on a special projects list to be considered as funding becomes available; Jim Judge seconded the motion. Michelle Rud stated that she understands the priorities and just wanted to ensure this request was not lost. Lynne explained

that every May, we look at unused funding in each category and prioritize where these funds should go, and this would be when we review the special projects listing. There was no further discussion or opposition and the motion carried.

Board Report-outs by Discipline: There were no new reports.

Open Forum: No issues were raised.

Next Meeting: August 16, 2022