

April 18, 2017 Board Meeting Minutes

Board Members Participating: Sheri Blanton, Dr. Michael Gervasi, Alan Harris, Dr. Vincent Hsu, Aaron Kissler, Jim Judge, Millie Sorger, Wayne Smith, Clint Sperber, Karen van Caulil, Lynda W.G. Mason

Others Participating: Lynne Drawdy, Matt Meyers

Call to Order, Welcome, Roll Call & Introductions: Dr. Gervasi called the meeting to order at 4:03 pm; a quorum was reached.

Review & Approval of February 2017 Minutes: Dr. Gervasi advised the minutes were sent out in advance and asked for a motion to approve. Karen van Caulil moved to approve the February minutes as submitted; Clint Sperber seconded the motion. There was no discussion and the motion passed.

Approval of February 2017 Treasurer's Reports: Lynne reported that Bob Sorenson reported that he reconciled the bank statement and approved the February report. She stated that the March report has not yet been received. Karen moved to approve the February Treasurer's Report; Clint seconded the motion. There was no discussion and the motion passed.

Old Business:

- April Traffic Light Report: Lynne Drawdy advised that a comprehensive update on all projects was presented at the March meeting.
- March Coalition Meeting Results: Lynne reported that the March meeting package has been posted to the website. There were sound issues for those attending via webinar, and in the future we will use GoToMeeting for visuals but use the conference call line for sound.
- Regional Trauma Advisory Board Update: Clint reported that a call was held on April 4 and the executive voted to adopt bylaws. Clint asked the Board for approval to work with a vendor to develop a marketing brochure to educate stakeholders; he anticipates this will only cost a few hundred dollars. Clint made a motion to approval development and printing of a brochure, and Lynda W.G. Mason seconded the motion. There was no discussion and the motion passed.
- April 6 Exercise Debrief: Lynne reported that the Coalition noted and many partners reported that there were significant coordination and communication issues with the exercise planning. She stated that the Coalition sent a survey to all partners to capture feedback. Alan Harris thanked the Coalition for their support of the exercise. Several board members expressed concerns over the coordination/communication by the planning council; planning began late and there were significant challenges throughout the process. It was suggested that the coalition also reach out to Lake County EM as concerns were expressed to a Board member.

The Board discussed contacting the East Central Florida Regional Planning Council to express concerns over exercise coordination and communication and asking for a meeting. Lynne will pull together a concise report of feedback from all partners to share during that meeting. Alan stated that the Coalition could also make a public records request asking for an accounting of expenditures. Lynda made a motion for Lynne to draft the letter asking for a meeting; Karen seconded the motion. There was no further discussion and the motion passed.

- April 12 Exercise Update: Clint stated that he participated at the St. Lucie and Martin EOCs during this exercise and listened to the hotwash. He felt it went well and saw value in the exercise. He stated he has not heard from the local planning council how they felt it went. He stated that they also started planning late, and had some challenges with moulage. Alan Harris stated that he heard from the three emergency managers that they felt the exercise went well. Lynne will reach out to Steve Wolfberg for information on the exercise for the newsletter.
- Logo Contest: Lynne reported the results from the Board vote; there were two leaders with three votes each (#1 and #9). The Board agreed to check with the graphic artist. If there is a higher cost for one over the other, the one which costs less has Board approval. If the cost is the same for both, Lynne will send these two out for a final vote.
- ICAR Lab Request: Matt Meyers advised that all of the hospitals that underwent the CDC assessment hospital process did not meet requirements in at least one domain; the most common issue was with the laboratory domain. A laboratory workshop has been meeting and surveyed all hospitals to determine laboratory capacity and needs. It was determined that one piece of equipment, a Piccolo Xpress costing \$15,000 each, would enable the hospitals to meet the CDC laboratory requirements. Agreements have been sent to all participating hospitals asking if the hospital will accept and maintain the equipment if purchased by the Coalition. Five hospitals have agreed; one declined. There is funding from the ICAR project dedicated to closing these gaps. Dr. Hsu stated that his hospital will participate and they are working to operationalize this into their workflow. Matt asked the Board for approval to purchase this equipment. Alan moved to purchase the equipment; Lynda seconded the motion. There was no further discussion and the motion passed. Matt advised that any remaining ICAR funding will be used for training or a tabletop. Lynne reported that these hospitals achieving CDC assessment hospital criteria may bring additional CDC funding into Florida.
- 2016-2017 Contracts: Lynne reported that we are waiting for the Request for Proposal (RFP) from the State on the Coalition contract. We have also been told that there will be an RFP for one SMRT contract statewide.
- SMRT Warehouse Renovations: Lynne reported that Dave Freeman noted the renovations are underway. Karen van Caulil asked how the Coalition will sustain the warehouse if we do not have a contract with the state. Lynne reported that there is some rental revenue from Orange County and the Red Cross but these will not cover all warehouse expenses. The Board agreed to suggest delaying any remaining renovations until the contract status is known.

Lynda W.G. Mason will attend the healthcare coalition conference in Tampa in May and that may provide ideas on alternate funding sources. Lynne stated that we are also trying to benchmark with more mature coalitions to identify alternate funding sources and we hope to learn marketing and fund-raising in the partnership with Channel 6 for the CPR event.

New Business:

- Region 6 Exercise Evaluation: Lynne reminded the Board that the State reached out to the Coalition to take this on and the Board approved this project via email in March. The Coalition will provide a 15-member exercise evaluation team for the Region 6 exercise in May. The state will reimburse the Coalition \$37,500 and they are amending the contract to add these funds. A request to the original team members from the Region 1 exercise was sent first, and then a request went out to all coalition members.

Announcements & Upcoming Events:

- The Governor's Hurricane Exercise will begin April 28; most counties have some level of play during this event.
- Lynne reported that the Coalition is sponsoring several training sessions during May and June:
 - >COOP workshops for nursing homes and federally qualified healthcare centers on May 2 in Viera and May 4 in Orlando
 - >HICS training on May 12 in Viera
 - >Nursing home emergency operations planning workshop on May 24 in Winter Garden
 - >The Coalition is also sponsoring training provided by NOVA at UCF in June, and by FHA for CHEP training in June.
- These and other trainings are posted on the coalition calendar on the website.

Next Board Call: The next Board call is scheduled for May 16 at 4 pm.

Adjournment: Karen moved to adjourn and Clint seconded the motion. The Board call adjourned at 4:58 pm.