



Board Meeting Minutes
Tuesday, July 21, 2015

Board Members Participating: Eric Alberts, Sheri Blanton, Dave Freeman, Dr. Michael Gervasi, Doug Healey, Mike Hilliard, Jim Judge, Davian Santana, Bob Sorenson, Jeff Sparks, Clint Sperber, Karen Van Caulil

Others Participating: Lynne Drawdy, Matt Meyers

Call to Order, Welcome, Roll Call & Introductions: Dr. Gervasi welcomed attendees and called the meeting to order at 4:03 p.m. A quorum was present.

Review & Approval of June 2015 Minutes: Clint Sperber moved to approve the minutes; Karen van Caulil seconded the motion. There was no discussion and the minutes were approved as submitted.

Approval of June 2015 Treasurer's Report. Bob advised that he met with Dave Freeman to discuss the Treasurer's Report. He is reviewing the QuickBooks format and will meet with the accountant to stabilize the reports. Dave quickly reviewed the June Treasurer's report and advised this will be distributed to the Board with the minutes. Lynne previously distributed a fiscal year spending plan for Coalition funds to the Board and she will work with the SMRT to produce a similar fiscal year report for the SMRT. Dave Freeman moved to approve the June Treasurer's Report and Clint Sperber seconded the motion. There was no discussion and the report was approved.

Old Business:

- ICAR Pilot Update: Lynne reported that the purchase order for the pilot has been approved by the state and work can begin on August 1. Deliverables are: two types of on-site hospital assessments (at least six hospitals assessed for their capability to identify and manage a patient with a highly infectious disease for a minimum of five days, and at least 20 hospitals assessed for capability to isolate, inform and prepare to transport patients with a highly infectious disease); maintain an inventory of EMS agencies including point of contact with capability to transport patients with or suspected of having a highly infectious disease; and develop a concept of operations plan for a regional area command process for managing healthcare resources across the region. Lynne advised that a workgroup is being established to develop, implement and monitor an action plan to meet these deliverables.
- Bioshield Update: Lynne and Matt provided an update on the planning for the November Bioshield exercise. Each county health department is leading an effort within their county on

www.centralfladisaster.org

Contact Us At: info@centralfladisaster.org

receipt and/or distribution of the Strategic National Stockpile. The DOH Bureau of Preparedness and Response Training and Exercise Unit will work with any coalition partner interested in participating in the exercise, and they can customize participation to meet the partner's needs. They asked the Board members to reach out to their disciplines to share this information.

- 2014-2015 Contract & Deliverables: Lynne reported that the Coalition met all deliverables for the fiscal year and we are expecting the final payment.
- 2015-2016 Contract & Deliverables: Lynne advised that the new contract is expected soon. The draft of deliverables was shared with the Board. Lynne suggested that a survey be developed and sent to members to seek member input on meeting these expectations; the Board agreed. Lynne advised that we do expect funding for projects but do not yet know what the funding level will be. Matt advised that on this week's healthcare coalition task force call, they stated the new contracts are close to final and the state is hoping to make the deliverables easier by providing templates. Lynne stated that the coalitions are also hoping to share best practices across coalitions.
- Warehouse Contract: Dave Freeman stated that with recommendations from the attorney, the Coalition sent a rebuttal to the proposed lease addendum to the owner and we are waiting for them to respond. He stated that we submitted invoices and the owner has reimbursed for strengthening the flooring in the attic and for installation an HVAC to create air-conditioned space for medical equipment and supplies.

New Business:

- Regional Trauma Agency Pilot. Lynne advised that regional trauma agencies are now mandated in Florida Statutes and DOH asked for volunteers from among the Coalitions to pilot implementation of this. Regions 2 and 5 volunteers. Documented related to this were shared with the Board members, and Lynne advised that a call is scheduled to provide additional information and guidance on the pilot. Dave Freeman and Jim Judge stated that there have been discussions on this over the past few years and Jim stated that regionalization is a positive move. Dave advised that this does not impact any current trauma centers but that part of the pilot group's responsibility may be to coordinate planning for new centers. He stated that the regional trauma agencies will focus on the continuum of care, from trauma through the healthcare system to rehab and back to the community. Clint Sperber advised that he will share the Florida Trauma System Report and the trauma plan; these show why it is important and how we will develop a trauma system that is inclusive, sustainable and integrated for safe, effective and efficient care of injured patients.
- ASPR Coalition Assessment: Lynne advised that Captain Paul Link, the ASPR project officer for Northeastern states, attended the June Healthcare Coalition Task Force meeting and previewed a new self-assessment for coalitions. The assessment consists of a half-day meeting with the Board facilitated by Captain Link and provides the Coalition a roadmap to achieve ASPR requirements for coalitions. Lynne advised that CFDMC along with the other Florida coalitions have asked to be put on the schedule for an assessment. We are told that this will probably be in October and Lynne will send out the date as soon as it is received.

www.centralfladisaster.org

Contact Us At: info@centralfladisaster.org

Board Book (Governance Policies): Lynne advised that ASPR requires that coalitions develop policies for governance and operations. She advised that she researched several Florida non-profits to develop the draft which was previously distributed to Board members. She stated that Board members may know of other non-profits from whom we can learn. She asked that Board members carefully review these proposed policies. Mike Hilliard suggested that using Robert's Rules of Order can be confining and there may be an easier method the Board could use. He asked about the Sunshine law requirement; Lynne advised that the Coalition is not subject to Sunshine law requirements. Eric stated that he suspects the hospital contracts will not be continued and that the current hospital contracts do not allow for equipment. He asked if the coalition can fund equipment. Lynne explained that the governance policies include the process for funding requests; the only restrictions are items prohibited by ASPR. Eric expressed concerns about potential contentiousness around the funding process. Matt and Lynne advised that this process has been used by the State Working Group for many years and they both feel the key is to be transparent with members.

The Board members agreed to review the governance policies and provide input to Lynne; she will capture and document input and send out a revised copy to the Board for review, discussion and decision at the August meeting.

Announcements & Upcoming Events:

- RDSTF Meeting: Dave Freeman advised that he presented an update on the Coalition at today's Regional Domestic Security Task Force meeting. He advised that he will share the minutes when distributed. Dave stated the Coalition was recognized for their support of the Toxic Knight exercise. He stated there are two other issues of note:
 - 1) The state is in process of implementing a radio communication network as part of the federal initiative called FirstNet. A survey is being conducted and he encouraged all response oriented entities to respond (hospitals, EMS, EM, etc.). The survey is intended to highlight needs in the region. The survey is accessible at: www.floridanet.gov/surveys.
 - 2) The Infrastructure Protection (IP) survey process is changing from ACAMS and other assessments to the new Infrastructure Protection Gateway, with the ability to do surveys to look at IP status within an organization and provide feedback on both opportunities for improvement and look at system interdependencies, e.g., relationships between different entities in region. The survey looks at both cyber and physical information on facilities and will also look at security aspects as well. More information on this process will be coming soon.
- Matt advised that the Department of Homeland Security has several classes they are seeking hosts for. Orlando Health is hosting a class in IED Search Procedures on November 12; he will send out a flyer on this class
- Other upcoming trainings are posted on the Coalition Website Calendar

Next Meeting/Adjournment: The next Board meeting is scheduled for Tuesday August 18, 2015. The meeting adjourned at 4:57 p.m.

www.centralfladisaster.org

Contact Us At: info@centralfladisaster.org

www.centralfladisaster.org

Contact Us At: info@centralfladisaster.org