



Board Meeting Minutes Tuesday, August 18, 2015

Board Members Participating: Eric Alberts, Sheri Blanton, Dave Freeman, Dr. Michael Gervasi, Douglas Healy, Mike Hilliard, Jim Judge, Dr. Peter Pappas, Bob Sorenson, Clint Sperber, Lynda W.G. Mason

Others Participating: Lynne Drawdy, Matt Meyers

Call to Order, Welcome, and Roll Call: Dave Freeman called the meeting to order at 4:02 p.m. A roll call was taken and a quorum was present.

Approval of July 2015 Minutes: Eric Alberts moved to approve the July minutes as submitted; Dr. Gervasi seconded the motion. There was no discussion and the minutes were approved.

Approval of July 2015 Treasurer's Report: Bob Sorenson reviewed the balance sheet which was distributed to the Board. He stated that he and Dave Freeman will meet with the accountant next week to develop a format for the Board Treasurer's Report. As of July 31, the Coalition had \$60,736 in checking and \$62,494 in savings. Dave provided a current balance, which includes receipt of the final Coalition payment for fiscal year 2014-2015 in the amount of \$33,334. Dr. Pappas moved to accept the Treasurer's Report and Lynda W.G. Mason seconded the motion. There was no further discussion and the motion passed.

Old Business:

- Infection Control Assessment and Response (ICAR): Lynne reported that the Coalition has entered into a Purchase Order with the DOH for \$174,999.99 for the ICAR pilot. An initial meeting has been held, and workgroups have been formed and an action plan developed to meet the four deliverables: The first workgroup will manage the deliverable regarding hospitals undergoing preparation for and a site visit against the CDC assessment hospital criteria (managing a highly infectious patient for up to five days). This workgroup is being led by a hospital representative and Sarah Matthews, the region's EPI strike team leader. We must have a minimum of six hospitals undergo a site visit and we currently have seven hospitals participating. Each hospital has been assigned a code and hospital names will be not used in reporting. The Coalition will pay for one representative from each of these hospitals to attend the Emory or Nebraska assessment hospital training. The second workgroup will manage the deliverable regarding preparing for and site visits for 20 hospitals against frontline hospital criteria (the ability to identify, isolate and prepare for transport a highly infectious patient). Eric Alberts is leading this workgroup. The third workgroup is to identify EMS units within the region with the capability to transport highly infectious patients. Dave Crowe is leading this workgroup. The final workgroup is responsible for developing a concept of operations for a regional hospital area command. Dave Freeman and Steve Wolfberg are leading this workgroup.

Eric Alberts provided information on a collaborative effort among hospitals in the Orlando area, including Florida Hospital, Orlando Health and Nemours, to develop a plan for managing highly infectious patients. Dr. Hsu from Florida Hospital is chairing this effort. A meeting was held last week

and Dr. Hsu is drafting a letter with recommendations from the group to the hospital CEOs. One concept is partnering with University of Central Florida on a site. Eric asked if funding from ICAR could be used to assist with this effort. Lynne advised that the funding can be used to help prepare for an assessment.

- Bioshield Update: Lynne reported that the Coalition Executive Committee met with the DOH Bureau of Preparedness and Response Training and Exercise Unit to discuss how best to ensure that the Coalition's requirements are incorporated into the Bioshield Exercise. The Executive Committee has recommended adding a tabletop on Friday, November 6, including Board members, county emergency managers and county ESF8 leads. Lynne will send out a Save the Date notice. Sheri Blanton advised that she has been working on how best to include the Medical Examiners in the exercise; she has learned that all Medical Examiners within the region are participating at the county level, so she will not pursue a mass fatality tabletop with the Medical Examiners during Bioshield, but asked that the Coalition assist in a follow-up training for the Medical Examiners with FEMORS. Eric advised that the hospitals will have limited play in this exercise, centering mainly on hospitals picking up receiving and distributing medications for workforce protection.
- 2015-2016 Contract Deliverables & Member Survey: Lynne advised that the Coalition's contract with DOH for 2015-2016 was executed today. The Coalition will receive \$200,000 this fiscal year, which includes project dollars. Dave and Lynne will prepare and submit a budget to the Board for approval. Lynne advised that the tasks and deliverables for this year were included in a draft Attachment I that was distributed and discussed with the Board at the last meeting; there were no substantial changes in the final contract although a few August 30 deadlines have been extended. A survey to seek member input on tasks and deliverables was distributed to members and will close later this week. Lynne will then update an action plan to achieve these deliverables. The first deliverable is due 8/30/15 and is an annual meeting calendar; the member survey input will be used to develop this and it will be sent to the Board, to members, and posted on the website. Lynne pointed out that there are significant financial penalties for not meeting a deliverable and these will be carefully monitored and reported monthly to the Board. Once the budget is approved, we can begin the project funding process.
- Warehouse Contract: Dave Freeman reminded the Board that the warehouse owner has notified the Coalition that they are in negotiations to sell the property. The owner submitted a lease addendum to the Coalition. The Board approved and we sought input from an attorney and have submitted a revised lease addendum to the warehouse owner but have received no response as yet. Dave reported that the air conditioned space required for medical supplies has been completed and the owner has reimbursed the Coalition for these expenses. No other renovations will be made. We currently have agreements with both the Red Cross and Orange County Government for warehouse space and funding. Dave stated that we are in a holding pattern until further notice from the warehouse owner. He asked the Board to notify him if they know of any potential warehouse space that might meet our needs (25,000 to 30,000 square feet with air conditioned space, truck bays, and classroom/office space).
- Regional Trauma Agency Pilot: Dave Freeman provided an update on the regional trauma agency pilot. Region 2 and Region 5 were selected by the Florida Department of Health to pilot implementation of the statutorily-mandated regional trauma agencies. The regional trauma agencies are responsible

for improving the trauma continuum of care, from injury prevention to pre-hospital to hospital to rehabilitation, with the ultimate goal of reintegrating the patient back in to the community, and reducing trauma morbidity and mortality. Dave advised that he will lead this effort and will send out formal invitations to join a workgroup to representatives from public health, pre-hospital, acute care hospitals, trauma clinicians, trauma program managers, rehabilitation facilities and other community partners. He thanked Dr. Pappas for agreeing to participate in this workgroup. Dr. Pappas stated the region has several trauma centers and he believes this will move the trauma system forward. Lynne advised that this pilot does not currently have funds but the state is looking for ways to provide funding. Dave and Dr. Pappas will keep the Board updated on the pilot.

- ASPR Coalition Assessment: Lynne reminded the Board that the Florida Coalitions have invited Captain Paul Link, the regional ASPR project officer, to meet individually with each Coalition to complete an assessment against Coalition requirements. Dates have been proposed in late October and we are awaiting word. Lynne will notify the Board as soon as our date is confirmed.
- Governance Policies: Board members' input into the governance policies was incorporated and a new draft was distributed prior to the Board meeting. Lynne walked through the proposed changes. Bob Sorenson moved to approve the governance policies; Dr. Gervasi seconded the motion. There was no further discussion and the motion was approved. Lynne will send out a clean copy to the Board and it will be posted to the website.

New Business:

Eric Alberts advised that planning has begun for the annual full-scale hospital exercise, scheduled March 10, 2016 from 8 am to noon. Currently 14 hospitals and the Veteran's Administration from Orange, Seminole and Lake Counties have agreed to participate; the exercise will include 450 to 500 volunteer victims. Eric advised that the group is considering two scenarios: either an active shooter at a middle school or a train collision with a semi-truck loaded with chlorine. Lynne will follow-up with BPR to ensure that we can use the medical surge component of this exercise to supplement the Bioshield exercise to meet the Coalition's exercise requirements.

Announcements & Upcoming Events:

- Eric Alberts advised that Orlando Health will set up an alternate medical treatment site on October 30 between 7 am and noon.
- Eric reminded the Board that we are entering the height of hurricane season.
- Other trainings and events are listed on the Coalition website. Dave encouraged the Board to submit items of interest to members for posting.

Next Meeting: The next Board call is scheduled for September 15 at 4 p.m. The meeting adjourned at 6:08 p.m.