



## **Board Meeting Minutes Tuesday, September 15, 2015**

Board Members Participating: Eric Alberts, Sheri Blanton, Dave Freeman, Dr. Michael Gervasi, Randy Hartley, Douglas Healy, Dr. Peter Pappas, Davian Santana, Clint Sperber, Lynda W.G. Mason

Others Participating: Lynne Drawdy, Matt Meyers

Call to Order, Welcome, and Roll Call: Randy Hartley called the meeting to order at 4:04 p.m. A quorum was reached.

Approval of August 2015 Minutes: Eric Alberts moved to approve the August minutes as submitted; Lynda W.G. Mason seconded the motion. There was no discussion and the minutes were approved.

Approval of July and August 2015 Treasurer's Report: Dave Freeman reported that he and Bob Sorenson met with the accountant and Bob will review bank reconciliation each month. Lynne used the P&L statement provided by the accountant to prepare the July and August Treasurer's reports by funding category; Bob Sorenson has approved these reports. Dr. Gervasi moved to approve the July and August Treasurer's Reports and Dave Freeman seconded the motion. Both reports were approved.

### Old Business:

- 2015-2016 Contract Deliverables Updates: Lynne provided an update on contract deliverables. A member survey was distributed in August to seek input from members in meeting deliverables. Based on member input, quarterly meetings have been scheduled in Vieira and the annual meeting calendar deliverable has been submitted. The top two training needs identified were fatality management and alternate care sites; these will be planned and delivered over the next few months. The attestation for the qualifying exercise deliverable has also been submitted. Members stated that for deliverables that require their direct input, they wanted short, specific surveys. A survey has been sent out to members to seek their input on the member organization summary due 9/30/15. Other deliverables due 9/30/15 include documentation of the coalition's communication methods, and the first quarterly Everbridge drill.
- Warehouse Update: Dave advised that he has had no contact from the landlord regarding the lease. He stated that he held a preliminary discussion with the Orlando International Airport; there is space available there but only for five years. He will continue to search for appropriate warehouse space.
- Infection Control Assessment and Response (ICAR): Lynne advised that the four workgroups have begun work. The assessment hospital process will begin with a CDC site visit at one of the participating hospitals; the coalition will mimic the CDC process for the other hospitals. The frontline hospital workgroup has created a flyer and is recruiting hospitals to participate. Lynne advised that the site visit process will be similar to the assessment hospitals but will use the frontline hospital criteria. Eric advised that for healthcare systems, such as Orlando Health and Florida hospital, the policies and

plans are the same. Lynne reported that the EMS workgroup will meet on September 24. Dave stated that he and Steve Wolfberg have not connected but will begin recruiting individuals to serve on this workgroup. Lynne advised that the workgroups are submitting budget requests and she will prepare and present the budget to the Board at the next meeting. Randy Hartley advised that he and other Orlando hospital CEOs have been presented with a concept regarding creating a stand-alone facility to treat highly infectious patients. Eric advised that he and Lynne attended the initial meeting with this group and will continue to stay connected.

- Regional Trauma Agency Pilot Update: Dave advised that this is to look at the continuum of care, from injury prevention to pre-hospital, to trauma center, to rehabilitation with the ultimate goal of reintegration into the community. He stated that he and Dr. Pappas will identify committee members, including public health, EMS, hospitals, trauma clinicians and program managers, rehabilitation facilities and others, and then schedule an initial meeting to begin planning. Dave reminded the Board that there is no funding associated with the pilot at this point. Clint advised that county health officers will participate in this effort. Lynne reported that there are no deliverables associated with the pilot and that DOH has asked that the focus be on building relationships.
- ASPR Coalition Assessment Update: Lynne advised that we are still awaiting confirmation on the date for Captain Link's visit and will notify the board as soon as the date is confirmed.
- Bioshield Update: Dave advised that planning is underway for Bioshield, which is the Coalition's required qualifying exercise for the five year funding period. He stated that each county within the region will participate in the exercise and the primary focus will be on receiving and distributing the strategic national stockpile. Hospitals will also participate, reporting bed availability. Sheri advised that the Medical Examiners and FEMORS had planned a session during the Bioshield Exercise but the Medical Examiner Commission has scheduled a meeting during that time so they may need to reschedule this. The Coalition will hold a tabletop on the morning of Friday, November 6; a flyer with a registration link has gone out the Coalition board, and the county emergency managers and ESf8 leads.
- 2016 Hospital Full Scale Exercise: Eric advised that the Concept of Operations meeting was held to begin planning for the 2016 regional hospital exercise, scheduled for March 10, with 14 hospitals and the VA, and 500 student volunteers participating. The scenario is an active shooter at a middle school with 1,800 students, and the coalition will again support volunteer management.

#### New Business:

- Approval of Annual Budget: The Board reviewed the draft annual budget. As a reminder, last year the Coalition received \$100,000 for operating costs and was scheduled to receive \$142,000 in project funding. For fiscal year 2015-2016 the Coalition is eligible to receive \$200,000; this is a fixed cost contract; as the Coalition submits each quarter's deliverables, we can invoice for a quarter of the funding. The draft budget identified \$80,000 in operating costs, including two part-time positions for Lynne Drawdy and Dave Freeman beginning in February 2016. Lynne advised that a portion of salary costs has been shifted to ICAR. The budget also includes other operational costs such as the accountant, website, member travel, meeting and exercise expenses, etc. The remainder of the funding, \$120,000.00, has been identified for projects. Lynne advised that these figures are just a projection and the Board has the ability to shift funds as needed. Dr. Pappas moved to approve the budget, and Doug Healey seconded the motion, which passed.

- September 24 Coalition Meeting Agenda: The Board reviewed and approved the coalition agenda. Lynne will send out the agenda, prepare each presenter.
- Board Nominations/Election Process: Many board members' terms expire December 31. The bylaws allow for Board members to serve another two-year term. The Board asked Lynne to canvass these members to seek their concurrence in serving another term. There are several vacant board slots and the nominations/election process will be kicked-off at the September meeting. If a current Board member declines to serve a second term, the vacancy will be included in that process.
- Funding Process: Lynne requested Board approval to kick-off the funding process at the at the September 24 meeting. The process was approved and announced last year, but the Coalitions lost their special project funding. Eric Alberts moved to approve and Dave Freeman seconded the motion, which passed.

Announcements & Upcoming Events: trainings and other events are included in the Coalition calendar on the website and in the newsletter. Lynne advised that a summer newsletter will soon be published.

Next Meeting: The next Board call is scheduled for October 20 at 4 p.m. The meeting adjourned at 4:54 p.m.