

## CFDMC Board Meeting Minutes

Tuesday, January 20, 2015

Board Members Attending: Eric Alberts, Dr. Jan Garavaglia, Dr. Michael Gervasi, Randy Hartley, Jim Judge, Bill McDeavitt, Bob Sorenson, Jeff Sparks, Clint Sperber, Karen van Caulil, Lynda W.G. Mason

Other Attending: Lynne Drawdy, Matt Meyers

Welcome: Randy Hartley called the meeting to order at 4:05 pm; roll was called and a quorum was reached.

Board Appointments: Lynne reported that Rich Morrison has resigned. Bill McDeavitt will speak to his replacement about the Board. Lynne advised that Mike Hilliard has been contacted and is considering joining the Board. Randy stated that he appreciated the open discussion on Board engagement.

Review & Approval of December 2014 Minutes: Jim moved to approve the minutes as submitted; Karen seconded the motion. There were no questions or discussion, and the minutes were approved.

Approval of Treasurer's Report (November & December): Lynne advised that Carmen Weatherford has agreed to stay on as Treasurer and is working on preparing the Treasurer's reports.

### Old Business:

- CFDMC Letter of Concern: Randy Hartley stated that he sent the letter approved by the Board last month expressing concerns. He and Dave Freeman had a very beneficial meeting with Cindy Dick, the DOH Division Director. He stated that she was interested, understood the Board's concerns, and took accountability. Randy stated that Cindy asked for patience as she organized staff and improved the communication flow but added that her door is open for any issues or concerns. Lynne reported that Dave Freeman was also pleased with the outcome. She advised that Mike McHargue has been appointed as the Chief of the DOH Bureau of Preparedness and Response. Clint advised he and Dave Freeman were members of the interview panel that recommended Cindy for the director position and he believes she understands the coalition's concerns.
- SPOT Update: Clint advised that this was his first time attending the Strategic Planning Oversight Team (SPOT) meeting. He stated that there was \$41 to \$42 million between the two grants for the HPP (Hospital Preparedness Grant) which funds medical surge and the coalitions, and the PHEP (Public Health Emergency Preparedness) which funds the health departments. \$32 million from the grant funding was held harmless to fund priorities from the State Surgeon General and projects that must be funded or it would be detrimental to the infrastructure, such as positions, system-wide communications, laboratory, etc. That left approximately \$8.5 million in grant funding available and \$11.7 million in project funding requests. Approximately 100 projects were presented in alignment with the 15 capabilities. Then the group voted on project priorities. Each region had two votes – one for the RDSTF (Clint was that representative and his vote counted 40%) and one for the coalition (Dave

Freeman was that representative and his vote counted 60%). The initial results of the voting revealed the #1 statewide priority was the coalition funding, and #2 was the State Medical Response Team and #3 was the Medical Reserve Corp. The final rankings will be distributed and when the grant funding is received the priorities will receive funding until funds are depleted.

- Update on 2014-2015 Deliverables: Lynne reported that the Coalition met its first of three deliverables, including the healthcare coalition information sheet, updated bylaws, a communications test, updating the multi-year training and experience plan, and the first or two coalition meetings. We anticipate receiving payment of \$33,333.34 within the next two weeks.
- Update on Toxic Knight Exercise: – Lynne reported that the Coalition is responsible for volunteer management for the regional full-scale exercise. Area students are being recruited as victims, and we will be asking Coalition members to volunteer to assist with volunteer management. Matt advised that the exercise will be held March 12 from 8 am to noon. Eric reported that 15 coalition hospitals are participating, and UCF is directing the exercise. Matt advised that one of the region's hospital declined the hospital allocation for this year, and those funds are being used to fund exercise expenses, including triage tags, moulage, and t-shirts for players that will include the coalition logo.
- EVD Seminar: Matt Meyers advised the Coalition will host an Ebola Virus Disease training sponsored by the Florida Department of Health on February 12. Eric has arranged for the training to be held at Winnie Palmer Hospital. The training is open to all members and will be used as one of the coalition's contract deliverables. Matt advised that the information to be presented will be similar to that provided in the tabletop. A flyer is being developed and will be sent out soon.
- Draft Strategic Plan: Lynne reminded the Board that the strategic planning began at the Board retreat in October 2014. During that meeting, the Board reviewed and updated the mission, vision and bylaws, and reviewed the state contract deliverables. The Board also reviewed the federal funding partner ASPR (Assistant Secretary for Preparedness and Response) requirements for health care coalitions. The draft strategic plan distributed to the Board includes the state contract deliverables and the ASPR requirements. Lynne raised two concerns regarding the ASPR requirements. We've been told that the coalitions are not response entities, but many of the ASPR requirements are response-related. The other concern is that the state requirements do align to the ASPR requirements. We have raised these issues to Mike McHargue. The Board agreed to hold further discussion on the strategic plan until these issues are addressed. Once the strategic plan is finalized, the Board will decide on an organizational structure to meet the objectives.

New Business: Lynne advised that Carmen has agreed to stay on as Treasurer and handle paying bills but asked that the Coalition hire an accountant to handle accounting, preparation of the Treasurer's Reports, and preparation of taxes. We have obtained three quotes and Dave Freeman will present a recommendation to the Board.

Announcements & Upcoming Events:

- Lynne reported that all upcoming events have been posted to the Coalition calendar on the website.
- Randy advised that he has asked that the Executive Committee calls be moved to another day. A poll will go out to the Executive Committee members.

Next Meeting: The next Board meeting is scheduled for February 17, 2015. Clint moved to adjourn, and the meeting adjourned at 4:38 p.m.