



# **Governance Policies**

## **Version 20**

**Approved by CFDMC Board on April 25, 2023**

## Table of Contents

<b>CFDMC Bylaws</b>	<b>3</b>
<b>Charter/ Code of Ethics</b>	<b>9</b>
<b>Board Nominations/Elections Process</b>	<b>14</b>
<b>Board Onboarding Process</b>	<b>14</b>
<b>Member Recruitment &amp; Onboarding</b>	<b>15</b>
<b>Communication</b>	<b>16</b>
<b>Financial Policies &amp; Processes</b>	<b>17</b>
<b>Special Projects Funding Process</b>	<b>19</b>
<b>Conflict Resolution</b>	<b>20</b>
<b>Vendor Selection Process</b>	<b>21</b>
<b>Independent Capacity of Contractor Attestation</b>	<b>22</b>
<b>Vendor Exhibit Policy</b>	<b>23</b>
<b>Public Access to Records Policy</b>	<b>25</b>
<b>Document Retention &amp; Destruction Policy</b>	<b>26</b>
<b>HIPPA &amp; Attestation</b>	<b>28</b>
<b>Social Media Policy</b>	<b>30</b>
<b>Travel Process</b>	<b>32</b>
<b>Employment Policies</b>	<b>33</b>

# **Central Florida Disaster Medical Coalition (CFDMC) Bylaws**

**Adopted: 2-17-14**  
**Amended: 12-16-14**  
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**Amended 4-25-23**

## **ARTICLE 1 – NAME**

These are the bylaws of the “Central Florida Disaster Medical Coalition,” which is also known as and/or referred to as the CFDMC or the Coalition. CFDMC is a not-for-profit corporation operating under the laws of the State of Florida. CFDMC is recognized as the ASPR-designated healthcare coalition in Region 5.

## **ARTICLE 2 – MISSION**

The mission of the CFDMC is to develop and promote healthcare emergency preparedness and response capabilities in the East Central Florida Domestic Security Task Force Region 5 (RDSTF Region 5), including the following nine counties: Brevard, Indian River, Lake, Martin, Orange, Osceola, Seminole, St. Lucie, and Volusia Counties. The CFDMC will facilitate healthcare organizations and other partners in working together collaboratively to build, strengthen, and sustain a healthcare preparedness and response system within Central Florida and to assist Emergency Management and Emergency Support Function (ESF)-8 (Health and Medical) with the National Preparedness Goal identified five mission areas: Prevention, Protection, Mitigation, Response, and Recovery as related to healthcare disaster operations. The major goals of the CFDMC are:

- 1) Facilitate information sharing among participating CFDMC Members and jurisdictional authorities to promote common situational awareness;
- 2) facilitate resource support by expediting the mutual aid process or other resource sharing arrangements among CFDMC Members and support the request and receipt of assistance from local, state, and federal authorities;
- 3) facilitate the interface between the CFDMC and appropriate jurisdictional authorities to establish effective support for healthcare system resiliency and medical surge; and
- 4) build and/or strengthen local health capacity and capabilities prior to, during, and after a disaster or emergency.

## **ARTICLE 3 – VISION**

To create and sustain a resilient community with a common purpose and voice, subsequently protecting and saving lives during disasters of all types and sizes.

## **ARTICLE 4 – FUNCTIONS**

The functions of CFDMC are:

- To develop, refine and sustain a healthcare coalition governance infrastructure capable of receiving, prioritizing, distributing, and monitoring local, state and federal grant funding for healthcare emergency preparedness, and evaluation of capabilities and capacities achieved
- To determine risks and threats related to the healthcare system and participate with other response partners in identifying all risks and threats within Central Florida
- To perform and maintain resource assessments, including identifying and prioritizing healthcare assets and essential services
- To determine gaps in healthcare preparedness and identify resources for mitigation of the gaps
- To facilitate coordination of emergency preparedness activities for the healthcare system, including:
  - planning to prepare the healthcare system for a disaster
  - planning for at-risk individuals and those with special medical/behavioral health needs
  - acquiring and maintaining adequate equipment/supplies for response
  - provision of training to assist healthcare responders to develop necessary response skills
  - improving healthcare response capabilities through coordinated exercises and evaluation
  - ensuring overall readiness through coordination of emergency preparedness activities
- To seek new funding sources and integrate and leverage all funding streams to create and sustain capabilities
- To provide a forum for the healthcare community to interact with one another and other response entities at a community, county, regional, state and national level and to promote preparedness throughout the healthcare community through standardized practices and integration with other response partners
- To lead and champion interagency and interdisciplinary collaboration, coordination, and cooperation across all coalition partners
- To assist Emergency Management and ESF-8 with multi-agency communication and coordination during a response and recovery
- To assist healthcare organizations in understanding and complying with new emergency preparedness requirements.

## **ARTICLE 5 – MEMBERSHIP COMPOSITION & ROLES / RESPONSIBILITIES**

The CFDMC Membership shall be comprised of individuals and organizations that represent the healthcare preparedness and response disciplines in all communities in the nine counties included within the boundaries of the CFDMC: Brevard, Indian River, Lake, Martin, Orange, Osceola, Seminole, St. Lucie, and Volusia Counties. Membership will be representative of both the geographic diversity of Central Florida, and representative of the diverse healthcare and other essential partners.

**Composition:** The composition of the CFDMC, including Membership groups and the roles and responsibilities of each group, are outlined below:

**CFDMC Executive Committee:** General management of the CFDMC shall be vested in the CFDMC Executive Committee, comprised of the two appointed Regional Domestic Security Task Force (RDSTF) Health and Medical Co-Chairs, who serve as permanent members of the Executive Committee and the Board of Directors, the Board Chair, the Board Vice-Chair, the Board Treasurer, and the Executive Director. In the event of a Health and Medical Co-Chair vacancy, the Board will vote to recommend to the RDSTF a member of the Board as a replacement. At least one of the two health and medical co-chairs must be a senior leader with the Florida Department of Health. In the event of an officer vacancy, a health and medical co-chair will fill the vacancy until the position is filled with a Board member. The Executive Committee is responsible for recruitment of and orientation for Board of Director Members, for scheduling and preparing for Board of Director and Member meetings, for evaluation of the Board of Directors and the Executive Director, and for communication with local, state and federal governance, including funding partners, the Domestic Security Oversight Team, the Bureau of Preparedness and Response, the RDSTF, and county and local officials. The Executive Committee will appoint an Executive Director. The Executive Director will serve as an ex-officio, non-voting member of the Board of Directors. All other Executive Committee Members will also serve as voting members of the Board of Directors. The Executive Director is responsible for daily activities necessary to carry out the Board's direction. The Executive Committee may delegate tasks as deemed appropriate.

**CFDMC Board of Directors:** The CFDMC Board of Directors will serve as voting members of the CFDMC and are responsible for the governance of the CFDMC, for representing the geographic and discipline diversity of the CFDMC Members and communities, and for accepting the ultimate legal authority for the CFDMC. The CFDMC Board of Directors are also responsible for implementation and oversight of all CFDMC functions, including setting strategic direction, establishing plans for funding strategies, reviewing and approving the CFDMC budget, and developing, approving and implementing CFDMC plans, policies and procedures. The Board of Directors shall consist of not less than fifteen (15) members and not more than twenty-one (21) members, and shall be comprised of:

- A representative from each of the nine (9) counties within the CFDMC boundaries
- Representation from the following membership groups: (updated by ASPR).
  - Hospitals and health systems (core member)
  - Local Emergency Management / Public Safety (core member)
  - Local Public Health (core member)
  - EMS Providers (Public & Private) (core member)
  - Nursing Homes
  - Assisted Living Facilities
  - Behavioral & Mental Health
  - Specialty Service Providers (dialysis, pediatrics, urgent care, home health, outpatient providers, District Medical Examiners, funeral directors, etc.)
  - Support Service Providers (laboratories, pharmacies, blood banks, poison control, etc.)
  - Primary Care Providers
  - Community Health Centers
  - Federal Facilities
  - Others (jurisdictional, Infrastructure, professional healthcare organizations, schools, universities, etc.)

The CFDMC Board of Directors will develop, implement, and maintain policies and procedures to carry out the required functions of the CFDMC. Board Members are required to complete Board Member orientation, sign the CFDMC Code of Conduct, and strive to meet Board Engagement targets.

**Members:** CFDMC Membership is open to any individual or organization in a designated membership group, as outlined above. The CFDMC Members will be comprised of individuals and organizations representative of the geographic diversity of the nine counties within the CFDMC boundaries and of the discipline diversity of the membership groups identified. The Board of Directors will rely heavily on the input of the CFDMC Members in its decision-making, and will seek to reach consensus on strategic direction, resource allocation, planning, training, exercises, response practices, and procedures. In addition to the membership groups identified above, CFDMC membership shall include representatives from the following stakeholder groups:

**Membership:**

- Local and State Law Enforcement
- Public Works
- Private Organizations
- Non-government Organizations
- Non-Profit Organizations
- Volunteer Organizations Active in Disaster (VOAD)
- Community Organizations Active in Disaster (COAD)
- Faith-based Organizations
- Community-based Organizations
- Volunteer Medical Organizations (e.g., American Red Cross)
- Other Partners (as relevant)

CFDMC Members are individuals and organizations who complete the Coalition Charter and Code of Conduct. A listing of Members will be developed and maintained on the website. New members receive an orientation letter and are added to the Coalition distribution list and Everbridge group.

**Other Committees, Action Groups, or Teams:** In addition to the above-referenced groups, the Board of Directors may also appoint other committees, action groups or teams as needed to carry out the work of the CFDMC. Members are given an opportunity to engage in these groups through the engagement survey.

**Member Compensation:** All Members are volunteers, and no Member shall be compensated for their appointment or participation as a Member. Members may be reimbursed for per diem and travel expenses incurred through the conduct of CFDMC business, including participation in conferences. Authorization must be obtained from the Executive Director in advance of incurring expenses and expenses are compensated using State of Florida travel guidelines.

**ARTICLE 6 – APPOINTMENTS, ELECTIONS, TERMS & OFFICERS**

**Appointment of CFDMC Executive Committee:** CFDMC Executive Committee Members are comprised of the Health and Medical Co-Chairs; these individuals are appointed by the RDSTF Region 5. There is no term limit for these individuals. The elected Board Chair, Board Vice-Chair, Board Treasurer, and the Board-appointed Executive Director also serve as members of the Executive Committee.

**Board Terms:** The Board of Directors are appointed or elected to an initial two-year term. Board Members are eligible to serve additional and/or consecutive two-year terms of office with no limit.

**Elections:** Elections to the Board of Directors to replace members who decline to serve an additional term will be held in December of odd years. The Executive Committee may serve as or will appoint a Nominating Committee to develop a ballot that ensures discipline and geographic diversity. The ballot must be approved by the Executive Committee. Election to the Board will be based on majority votes returned via ballot by both the Board of Directors and Members.

**Board Officers:** The Board of Directors will nominate and by majority vote elect the following officers. In the event of an officer vacancy, a health and medical co-chair will fill the role until a Board Member can be recruited to fill the vacancy.

**Chair:** An elected Board member will serve as the Chair. The Chair will serve as a member of the Executive Committee and as such will assist in planning for and preparing for Board of Director and Member meetings. The Chair shall preside over Board of Director and Member meetings or arrange for the Vice Chair to preside over the meeting.

**Vice-Chair:** An elected Board member will serve as the Vice-Chair. By consent of the Board, the Vice-Chair may assume the role of the Chair for the remainder of the term upon resignation of the Chair. The Vice-Chair will serve as a member of the Executive Committee.

Beginning in December 2019, the Board will vote to confirm the appointment of the Vice Chair as the Board Chair for a two-year period and elect a new Vice Chair for a two-year period.

**Treasurer:** The Treasurer is an elected member of the Board and is appointed by the Board. The Treasurer serves as the financial officer of the organization, and assists with the preparation of the CFDMC budget, ensures that financial information is accurate and available to Board Members and reviews the annual audit, as required by law. The Executive Committee will appoint or purchase needed support for the Board Treasurer in these duties.

**Vacancies:** Board Members are appointed as representatives of a discipline and/or geographic area of the region. If a Board Member no longer represents the discipline and/or the geographic area of appointment, the Board Member will step down from the Board. Board Member vacancies are filled for the remainder of the term via a nomination by the Executive Committee and appointed by a majority vote of the existing Board of Directors. The appointment must match the discipline and county of the vacating Board member. To ensure succession, Board Members are encouraged to assist in identifying and recruiting a replacement prior to their resignation.

## **ARTICLE 7 – CODE OF CONDUCT**

To ensure transparency in its operations and to protect the integrity of the CFDMC, all Board Members agree to abide by the CFDMC Code of Ethics. Any issues involving a Board member will be referred to the Executive Committee. All CFDMC Members are also asked to review and sign the CFDMC Charter and Code of Ethics upon joining the coalition. Procedures will be implemented to address reporting of potential violations and to ensure compliance with the Code of Ethics.

## **ARTICLE 8 – MEETINGS**

**Meeting Frequency:** The Board of Directors will meet at a minimum quarterly. Meetings may be face-to-face or virtual. A face-to-face meeting for all Members will be held at least once annually. A Special Meeting may be held upon call of at least two Executive Committee Members and/or the Board Chair.

**Access:** All meetings will have an agenda published at least three (3) days in advance of the meeting, and minutes shall be taken and retained. All meeting minutes will be posted in a location accessible to all Members. The Coalition and its Board are not subject to Government in the Sunshine requirements but are committed to transparency to its members.

**Parliamentary Procedure:** Meetings will be conducted using a consensus model, ensuring that all Board members' voices are heard and seeking overwhelming agreement with any decision. Where appropriate, a vote will be taken.

**Quorum:** A simple majority of the Board of Directors shall constitute a quorum for the legal transaction of business.

**Attendance:** Board of Directors who are absent for more than one-quarter of the meetings or for three (3) consecutive meetings during a term of appointment may be replaced upon a majority vote of the Executive Committee Members and the Board Chair. Board of Director members may delegate an alternate to participate on their behalf but must provide written notice to the Executive Committee delegating voting privileges to the designee.

**Proxies.** At any meeting of the Board, a Board member entitled to vote may vote by proxy executed in writing by the Board member. No proxy shall be valid after two months from the date of its execution, unless otherwise provided in the proxy.

## **ARTICLE 9 - FISCAL YEAR**

The fiscal year of the CFDMC will be July 1 through June 30 annually, to comply with the State Fiscal year.

## **ARTICLE 10 - RECORDS**

The CFDMC shall maintain permanent, correct and complete records of account and shall retain records in such form and manner as required by law. The Board of Directors has developed written procedures to address records retention and to address access to records by Board of Director members and funding partners. See Records Retention Schedule.

## **ARTICLE 11 - AMENDMENTS TO THE BYLAWS**

The Board will review the Bylaws and Governance Policies annually. Initial changes to the bylaws will be provided to the Board 15 days prior and may be adopted by a two-thirds vote of the CFDMC Board of Directors. The Bylaws are posted on the CFDMC website.

Adopted by two-thirds vote of the CFDMC Board of Directors this 16th day of December, 2014

**Amended: 12-16-14**

**Amended: 8-18-15**

**Amended: 1-17-17**

**Amended: 2-20-17**

**Amended 4-17-18**

**Amended 8-28-18**

**Amended 3-6-19**

**Amended 4-24-19**

**Amended 2-18-20**

**Amended 8-20-20**

**Amended 4-20-21**

**Amended 4-25-23**



## Central Florida Disaster Medical Coalition Charter and Code of Ethics

(Online survey at [www.centralfladisaster.org/Join](http://www.centralfladisaster.org/Join))

This Charter is entered into among the Members of the Central Florida Disaster Medical Coalition (CFDMC or the Coalition).

The mission of the CFDMC is to develop and promote healthcare emergency preparedness and response capabilities in the East Central Florida Domestic Security Task Force Region 5 (RDSTF Region 5), including the following nine counties: Brevard, Indian River, Lake, Martin, Orange, Osceola, Seminole, St. Lucie, and Volusia Counties. The CFDMC will facilitate healthcare organizations and other partners in working together collaboratively to build, strengthen, and sustain a healthcare preparedness and response system within Central Florida and to assist Emergency Management and Emergency Support Function (ESF)-8 (Health and Medical) with the National Preparedness Goal identified five mission areas: Prevention, Protection, Mitigation, Response, and Recovery as related to healthcare disaster operations. The major goals of the CFDMC are:

- 1) Facilitate information sharing among participating CFDMC Members and jurisdictional authorities to promote common situational awareness;
- 2) facilitate resource support by expediting the mutual aid process or other resource sharing arrangements among CFDMC Members and support the request and receipt of assistance from local, state, and federal authorities;
- 3) facilitate the interface between the CFDMC and appropriate jurisdictional authorities to establish effective support for healthcare system resiliency and medical surge; and
- 4) build and/or strengthen local health capacity and capabilities in the event of an emergency or disaster.

The CFDMC Membership shall be comprised of individuals and organizations that represent the healthcare and emergency preparedness disciplines in all communities in the nine counties included within the boundaries of the CFDMC. Membership will be representative of both the geographic diversity of Central Florida, and representative of the diverse healthcare and other essential partners.

### **As a Member of the Central Florida Disaster Medical Coalition, I will:**

- 1. Collaborate on the identification of local and regional healthcare disaster preparedness needs and support the Coalition's efforts to plan, train, equip and exercise healthcare preparedness capabilities that meet Administration for Strategic Preparedness and Response (ASPR), Hospital Preparedness Program (HPP), and Homeland Security Exercise and Evaluation Program (HSEEP) requirements.**
- 2. Participate in all-hazards emergency planning.**
- 3. Participate in at least one exercise annually hosted by the Coalition or a Coalition Member.**
- 4. Assist Emergency Management and ESF-8 as requested with multi-agency coordination during a response.**

5. Regularly participate in Coalition meetings.

6. Regularly participate in Coalition communication drills.

7. Uphold the highest ethical and moral standards and abide by the Coalition Code of Ethics.

By entering the information requested below, I agree to become a member of the CFDMC.

\* 1. Last name: \_\_\_\_\_

\* 2. First Name: \_\_\_\_\_

3. Title: \_\_\_\_\_

4. Organization: \_\_\_\_\_

\* 5. County (choose all that apply):

- Brevard
- Indian River
- Lake
- Martin
- Orange
- Osceola
- Seminole
- St. Lucie
- Volusia

Other (please specify): \_\_\_\_\_

\* 6. Affiliation (choose all that apply):

- Hospital / Health System
- Local Emergency Management / Public Safety
- Local Public Health
- EMS Provider (Public and Private)
- Long-Term Care
- Behavioral and Mental Health
- Specialty Support Provider (e.g. dialysis, pediatrics, urgent care)
- Support Services Provider (e.g. laboratories, pharmacies, blood banks, poison control)
- Primary Care Provider
- Community Health Center
- Tribal Healthcare
- Federal Entity (NDMS, VA, DoD facilities)

- Private entity associated with healthcare (e.g. associations)
- Local/state law enforcement
- Public Works
- Business
- Non-Governmental Organization
- Non-Profit Organization
- Volunteer Organizations Active in Disaster (VOAD)
- Community Organizations Active in Disaster (COAD)
- Faith-based Organization
- Community-based Organization
- Volunteer Medical Organization (e.g. American Red Cross)

Other (please specify): \_\_\_\_\_

**7. Primary Email address:** \_\_\_\_\_

**8. Alternate Email address:** \_\_\_\_\_

**9. Primary phone number:** \_\_\_\_\_

**10. Alternate phone number:** \_\_\_\_\_

**11. Address (street, city, state, zip):** \_\_\_\_\_

## Coalition Code of Ethics

In order to achieve the CFDMC mission, it is imperative that all those associated with the Coalition, including the Board of Directors, Members, staff and volunteers, uphold the highest ethical and moral standards while representing the Coalition. The Code of Ethics was developed to define basic principles and guidelines for conduct and should not be taken as a set of absolute rules. The avoidance of perception of conflict is as important as the avoidance of actual conflict. The Coalition Board of Directors is responsible for the interpretation, investigation, and action regarding potential or actual ethics violations.

All Members of the Central Florida Disaster Medical Coalition Board of Directors, Executive Committee, Members, staff and volunteers shall:

- 1) Conduct themselves professionally, with the highest level of integrity, accuracy, fairness, and responsibility to the public.
- 2) Act in the best interest of the Coalition, rather than in the furtherance of personal interests or interests of third parties.
- 3) Disclose the existence of any real or potential conflicting or competing interest that may impact your ability to act in the best interest of the Coalition. This includes but is not limited to any employment, contract or investment interest.
- 4) Board members with a financial or personal interest in any matter under discussion by the Board must disclose the nature of the interest and withdraw from discussion, lobbying and voting on the matter.
- 5) Not use the Coalition logo or not use any materials, products or services developed by the Coalition for proprietary purposes.
- 6) Ensure that the Coalition's financial resources are used wisely and only to further the Coalition's mission, goals and objectives.
- 7) Not intentionally communicate false or misleading information about the Coalition or its Members.
- 8) Accept only those duties and responsibilities that they feel they are fully prepared to complete, including service on the Executive Committee or Board of Directors.
- 9) Endeavor to actively promote the mission, goals and objectives of the Coalition.
- 10) Not discriminate based on race, religion, national origin, sex, age, sexual orientation, economic or physical or mental disability or illness. The Board will continually broaden its understanding and be acceptable of cultural and individual differences and the impact of these in emergency preparedness planning and response.
- 11) Fundraising on behalf of the Coalition must have prior written approval by the Board of Directors. All fundraising practices will be consistent with the mission, goals and objectives of the Coalition. All statements made on behalf of the Coalition during fundraising appeals about the use of a contribution will be honored.
- 12) Report any perceived or actual violation of the Code of Ethics by a Coalition Member to the Board of Directors.

\* By entering my name below, I accept and agree to abide by the Coalition Code of Ethics.

NAME: \_\_\_\_\_

## **BOARD NOMINATIONS/ELECTIONS PROCESS**

The CFDMC Board of Directors shall consist of not less than fifteen (15) members and not more than twenty-one (21) members. The Executive Director serves as a non-voting ex-officio member of the Board. The initial Board of Directors were solicited by and appointed by the existing Coalition Board in 2014 and 2015, with a focus on balancing Board representation across each of the nine counties within the region, and across each of the membership groups.

The Executive Committee shall serve as the Board nominations committee. Elections to the Board are held in odd-numbered years. In the fall of odd-numbered years, nominations for vacancies will be solicited from among the membership. A deadline and a process for making nominations will be distributed to all members. Any member may make a nomination and self-nominations are permitted. Nominees must be a member of the CFDMC. Nominations must meet the county and membership group requirements for the vacancy. Paid consultants are not permitted to serve on the Board. Nominees from organizations already represented on the Board are not eligible for election; only one representative from an organization may serve on the Board at any time. Nominations must be submitted in the manner and by the due date determined by the Executive Committee and as announced to members. The Executive Committee will contact nominees to verify their willingness to serve and to obtain a bio.

In December of odd-numbered years, the Executive Committee will prepare a ballot based on nominations received, including a bio for each nominee. The ballot will be distributed to members via email. Each member may vote using the provided ballot. The ballots must be submitted to the Executive Committee in the manner and by the due date determined by the Executive Committee and as announced to members. To ensure the integrity of the process, ballots must include the name of the voting member; however, the votes of individual members will not be disclosed. All eligible votes will be tallied. The individual receiving the highest number of votes for a Board position will be presented to the Board for appointment and announced to membership. In the event of a tie, the Board will vote to decide the winner.

In January following an election, the Executive Committee will seek member input on the nominations/election process and use feedback received to improve the process.

## Board Onboarding Process

New Board members receive a letter of appointment, including:

- Date term begins/ends
- County(ies)/membership group(s) represented
- Executive Committee Mentor

Within 30 days of appointment/election, the Executive Director will schedule an orientation session with the new Board member, including a review of:

- Board and member meetings
- Board members
- Bylaws and governance policies
- Glossary of terms
- Strategic Plan
- Budget/Work plan
- Traffic Light report
- Website

Retiring Board members are presented with a letter and a token of recognition.

The Board will evaluate the onboarding process annually.

## Member Recruitment & Onboarding

Membership in the Coalition is open to all interested parties. There are no dues. Members are solicited in a variety of ways, including through presentations by the Executive Committee, Board, Members, and other stakeholders to interested community partners and groups; through a CFDMC membership flyer, a member expectations and benefits flyer, through emails; through the website, through social media channels, through exercises, and through meetings and networking within the healthcare and response communities.

In order to join, an individual must complete the CFDMC Charter and Code of Ethics (available online at [www.centralfladisaster.org](http://www.centralfladisaster.org)).

Individuals and organizations from outside of Region 5 are allowed as members and may participate in any activity that does not have a per-person/organization cost.

New members receive an onboarding email and are added to the e-distribution list and to the Coalition Everbridge group.

**Central Florida Disaster Medical Coalition  
Communication Plan**

To meet our Mission to develop and promote healthcare emergency preparedness and response capabilities within Regional Domestic Security Task Force for East Central Florida (RDSTF Region 5), and to achieve the goal to facilitate information sharing among participating members, CFDMC has redundant communication capabilities with its members. During blue skies, the Coalition uses Constant Contact, social media and the website to share information on meetings, plans, trainings and exercises with its members. During exercises and grey skies, the Coalition uses the Everbridge health alert network to share information with members and EMResource to share information with healthcare facilities and response partners. In an event, members receive a wealth of information from multiple mechanisms, including the news media and local emergency management. The Coalition’s role in information sharing is to monitor communications from local and State ESF-8 and other sources and share information with member organizations that is not provided via other partners, such as regional status. During a regional event, CFDMC generates regional situation reports that offer timely and quick access to relevant information from the local, state, and federal resources. Below is an overview of the mechanisms CFDMC uses to communicate with and engage its members:

Communication Mechanism	Communication Type	Message Initiator	Identifier
Social Media (Facebook, LinkedIn, Twitter)	Member recruitment and engagement	Social Media Work group	<a href="https://www.linkedin.com/company/central-florida-disaster-medical-coalition/">https://www.linkedin.com/company/central-florida-disaster-medical-coalition/</a> <a href="https://www.facebook.com/profile.php?id=100049914716543">https://www.facebook.com/profile.php?id=100049914716543</a> twitter- @CFDMC1
Email, Phone, Webinar	Routine information to members	CFDMC Staff	<a href="mailto:info@centralfladisaster.org">info@centralfladisaster.org</a> 407-928-1288 <a href="mailto:Projects@centralfladisaster.org">Projects@centralfladisaster.org</a> 407-908-0142 Constant Contact <a href="mailto:CFDMC/Info@centralfladisaster.org">CFDMC/Info@centralfladisaster.org</a> GoToMeeting <a href="https://meet.goto.com/MattMeyers">https://meet.goto.com/MattMeyers</a> <a href="https://global.gotomeeting.com/join/598416949">https://global.gotomeeting.com/join/598416949</a>
Everbridge (email, phone, text)	Event Information and Exercises	CFDMC Staff	<a href="mailto:noreply@everbridge.net">noreply@everbridge.net</a> FLHAN Alerts
Website	Coalition supported site used to share and store information and resources for members	CFDMC Staff	<a href="https://www.centralfladisaster.org">https://www.centralfladisaster.org</a>
EMResource (Juvare web-based medical event information sharing)	Event Information and Exercises	CFDMC Staff & Member Agencies	<a href="https://login.juvar.com/login/login.htm">https://login.juvar.com/login/login.htm</a> no-reply@appmail.juvar.com <a href="mailto:no-reply@appmail.juvar.com">no-reply@appmail.juvar.com</a>
eICS (Juvare web-based facility event management)	Event Response	Hospital Facilities	<a href="https://login.juvar.com/login/login.htm">https://login.juvar.com/login/login.htm</a> eICS Juvare <a href="mailto:no-reply@appmail.juvar.com">no-reply@appmail.juvar.com</a>
WebEOC (web-based county and state event management)	Event Response	County & State Emergency Management	<a href="https://eoc.floridadisaster.org/eoc7/controlpanel.aspx">https://eoc.floridadisaster.org/eoc7/controlpanel.aspx</a>



## Financial Policies & Processes

Accounting: The Coalition will contract with an external CPA to maintain an accounting database, pay invoices, balance and account for funds by contract and type, prepare a monthly Treasurer's Report, assist with audits, and prepare tax returns. The current accountant is Profitkeepers at a rate of \$50 per hour, including payroll services.

Budget: At the beginning of each contract or grant, the Executive Director will prepare and present to the Board a proposed budget for the contract or grant funds expected. The Board is responsible for approving all budgets.

Cash Reserves: The Coalition has a target of maintaining a cash reserve of 180 days of typical operating expenses. If the cash reserve drops below 180 days, the Executive Committee will meet to determine if there is a need to reduce expenses and/or identify new sources of revenue.

Contracts/Agreements: The Board must approve any contract or agreement into which the Coalition will enter. The Board may authorize the Executive Director to execute contracts or agreements in specific instances, such as contracting with consultants within an approved contract amount.

Spending Authority and Documentation: Other than established monthly expenses, such as payroll, warehouse rental, or expenses related to contract deliverables, approved by the Board in the annual spending plan, the Board must approve in advance any expense of more than \$1,000.00. For time-sensitive or critical issues, the Executive Committee can authorize spending more than \$1,000.00 by email or phone. In all cases, staff will seek the most economical way to conduct Coalition business. Where possible, at least three quotes will be obtained for projects exceeding \$1,000.00. Credit cards have been issued to Coalition and regional medical assistance team staff, including the Executive Director, Project Manager, Team Commander, and Warehouse Logistician. The Executive Director may incur charges or other expenses up to \$1,000 and all others may incur charges or expenses up to \$250 for routine expenses without prior approval. Receipts for any expense must be submitted to the accountant within 5 business days of the transaction, using the approved Coalition Receipt Form. The accountant will secure Executive Director and/or Executive Committee written approval for all expenses prior to payment.

Segregation of Duties: To ensure adequate financial controls, the following segregation of duties are in place: a coalition member and/or accountant may pick up the mail; however, a different coalition member must make deposits and report these to the accountant. The Executive Director will sign all checks. Expenses to be paid to the Executive Director, excluding payroll, must be approved by an Executive Committee member.

Spending Plans: The Executive Director will prepare and submit a spending plan as required by contract or grant. This is developed during the annual work plan/budget process and must be approved by both the Board and the DOH contract manager.

Travel Procedures: The Coalition will utilize the State of Florida travel reimbursement guidelines for all staff and member travel. All travel requires advance approval by the Executive Director and/or the Board. See contract required travel authorization and reimbursement forms.

Treasurer: The Treasurer serves as the voice of fiscal responsibility and accountability for the Coalition and guides the Coalition and Board on financial policies and procedures. The Accountant will provide a balance sheet, including bank

reconciliation, and a Treasurer's Report each month to the Treasurer. The Treasurer will review these and present the monthly Treasurer's Report to the Board for approval.

Audits: The Florida Department of Health Bureau of Preparedness and Response conducts quarterly financial audits. To date, the Coalition has not had any non-compliance findings in these quarterly audits. The Florida Department of Health Contract Management Unit may also conduct annual financial audits as they determine necessary. An audit of Fiscal Year 2018-2019 was held in October 2019 and the Coalition did not have any non-compliance findings in the audit. The Coalition is contractually required to conduct a federal single audit annually at the direction of the Florida Department of Health contract manager. The 2018/2019, 2020 and 2021 Single Federal Audits did not have any non-compliance findings and the 2022 Single Federal Audit is underway. Two recommended best practices from the 2018/2019 audit were immediately implemented (the Executive Director physically signing all checks and the Executive Committee approving all expenses, excluding payroll, incurred by the Executive Director). The Board will determine any consequences or penalties for non-compliance with these procedures by Coalition staff or Officers.

## Special Projects Funding Process

The Central Florida Disaster Medical Coalition (CFDMC) projects are outlined in the annual work plan approved by the Board each year. These projects are designed to build and sustain the ASPR Hospital Preparedness Program capabilities and align to and achieve the deliverables in the Coalition's contract with the Florida Department of Health.

Board members and Coalition members are encouraged to submit needs for projects through the annual hazard vulnerability assessment/risk assessment/gap assessment process. These are reviewed and incorporated into the annual work plans or submitted to the Board as appropriate for new projects as additional funding becomes available. All funded projects must meet the following criteria:

- >Projects must address an identified capability gap or sustain a capability
- >Projects will not be considered if they supplant normal business expenses/core mission requirements
- >Projects will not be considered if they are eligible for funding under other federal funding processes.
- >Project is cost effective, realistic and achievable.
- >No single entity/organization projects are considered.

New projects will be presented to and prioritized by the Board and funded as budget allows.

## **Conflict Resolution**

The Central Florida Disaster Medical Coalition is a member-focused organization. Members and Board members sign a Charter and Conflict of Interest statement in the Code of Ethics.

Board members are elected by the members and are expected to represent the interests of their designated county(ies) and membership group(s). Board and Coalition actions are accessible to all members and minutes of Board and Coalition meetings are posted on the Coalition website for easy access.

In the event of a conflict, a member may present the issue to the Board for resolution. The Board will strive for consensus in resolving member issues. Consensus means overwhelming agreement, following a good faith effort to meet the interests of all stakeholders. The key indicator of whether consensus has been reached is that everyone agrees they can live with the final proposal. If consensus cannot be reached, the issue will be resolved by a majority vote of the Board.

## CFDMC Vendor Selection Process

When obtaining goods/services of \$1,000.00 or more, the Coalition will attempt to solicit at least three bids, and the lowest bid will be selected unless there is a documented need to select a vendor with a higher bid. If less than three bids are submitted, a search for equivalent prices will be conducted. When selecting a contractor, a scope of work will be developed and widely published, including distributing through relevant workgroup/committee members, coalition members, and posting on the website. A vendor selection committee comprised of at least three coalition members will be convened to review and rank proposals. The highest rated proposal will be chosen. If there is a disagreement among the selection committee on the final ranking, the decision will be elevated to the Board. For multi-year projects, workgroups may choose to continue with the initial vendor selected based on the vendor's performance during the initial and subsequent years.

CFDMC will utilize Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) as a vendor whenever possible, as required by contract: "Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) It is expressly understood and agreed that any articles which are the subject of, or required to carry out, this contract shall be purchased from the corporation identified under Chapter 946, Florida Statutes, in the same manner and under the same procedures set forth in section [946.515](#)(2) and (4), Florida Statutes; and for purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract (Provider) shall be deemed to be substituted for this agency (the Department) insofar as dealings with such corporation are concerned. This clause is not applicable to subcontractors unless otherwise required by law. An abbreviated list of products and services available from PRIDE may be obtained by contacting PRIDE at 1-800-643-8459."

Any exception to this policy will require Board approval.

# INDEPENDENT CAPACITY OF CONTRACTOR ATTESTATION FORM

Contracting Company Name: Central Florida Disaster Medical Coalition, Inc.

Address: Post Office Box 560610

Orlando, FL, 32856

Phone: 407-928-1288

In accordance with Section I.M. of the standard contract with the Florida Department of Health, I, Lynne Drawdy, an authorized representative of the provider, do hereby attest that my response to the following statement is true, complete, and accurate to the best of my belief for contract(s) COPBJ

1. In the performance of this contract, the provider is an independent contractor and is held solely liable for the performance of all tasks contemplated by this contract(s), which are not the exclusive responsibility of the Department.
2. Except where the provider is a state agency, the provider, its officers, agents, employees, subcontractors, or assignees, in the performance of the contract, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the State of Florida. Nor shall the provider represent to others that it has the authority to bind the department unless specifically authorized to do so.
3. Except where the provider is a state agency, neither the provider, its officers, agents, employees, subcontractors, nor assignees are entitled to state retirement or state leave benefits, or to any other compensation of state employees as a result of performing the duties and obligations of this contract (s).
4. The provider agrees to take such actions as may be necessary to ensure that each subcontractor of the provider will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venture, or partner of the State of Florida.
5. Unless justified by the provider and agreed to by the department in Attachment I, the department will not furnish services of support to the provider, or its subcontractor or assignee.
6. All deductions for social security, withholding taxes, income taxes, contributions to the unemployment compensation funds, and all necessary insurance for the provider, the provider's officers, employees, agents, subcontractors, or assignees shall be the responsibility of the provider.

If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a contractor, the services would be liable to be terminated.

By signing this Attestation, (1) you certify that you have read this Attestation and applied a valid, legal signature; (2) you agree to be governed by all of the terms of this Attestation.

Lynne Drawdy Executive Director 6/23/22

Authorized Signature Title Date

## **CFDMC Vendor Exhibit Policy**

This vendor exhibit policy is to provide equitable access by vendors in providing information that may be of value to coalition members.

Any vendor who wishes to share information with Coalition members may do so by completing and submitting the attached Exhibitor Agreement.

It is expressly understood that an Exhibitor Agreement does not in any way constitute the CFDMC's endorsement or recommendation of a vendor.



**EXHIBITOR AGREEMENT**

The Central Florida Disaster Medical Coalition (CFDMC) agrees to allow the organization indicated below access to its members through an Exhibit during a Coalition meeting or event. The Exhibit fee is \$200 for a quarterly meeting or \$500 for a one-day conference or event, payable in advance to CFDMC; this fee is not refundable. The Exhibit fee allows the Exhibitor access to a 10 foot by 10-foot exhibit space at the meeting venue. Participants will be encouraged to visit Exhibits for one hour prior to the beginning of the meeting, during networking breaks, and for up to one-half hour following the end of the meeting. Exhibitors will be listed on the meeting agenda.

**It is expressly understood that an Exhibitor agreement does not in any way constitute the CFDMC’s endorsement or recommendation of a vendor.**

Please complete all items below and return, along with a check, prior at least two weeks prior to the meeting date.

Company Name (as it should appear in print)	
Exhibitor Contact Person	
Contact Person’s Title	
Address (including city, state and zip)	
Contact Person’s Email Address	
Contact Person’s Phone Number	
Organization’s Website	
CFDMC Meeting Date Requested	
Please provide a brief (25 words or less) description of the products /services being exhibited	
<b>Attestation: I hereby certify that no federal funds are included in this fee.</b>	Signature of CEO or Financial Officer

**PLEASE SIGN THIS CONTRACT AND RETURN IT WITH PAYMENT TO:**

**CFDMC - P. O. Box 560610 - Orlando, FL 32856**

**To hold your Exhibit space, you may email the form to:**

**[info@centralfladisaster.org](mailto:info@centralfladisaster.org)**

**Payment must be received prior to the meeting date.**

**Please submit any questions to: [info@centralfladisaster.org](mailto:info@centralfladisaster.org)**



**Central Florida Disaster Medical Coalition**  
**Public Access to Records Policy**  
**June 30, 2018**  
**(Contract Requirement 1.C.7)**

**Although the Coalition does not fall under the Florida Government in the Sunshine statutes, by contract we must outline its public access to records in writing.**

**Public Access to Records Policy**

The Central Florida Disaster Medical Coalition (CFDMC) ensures the public has access to our records as appropriate. Information open to the public is also posted on the website at [www.centralfladisaster.org](http://www.centralfladisaster.org).

Requests for such records may be made electronically, by mail or by calling the CFDMC office. In the event copying of such records is necessary there will be a minimum administrative cost of \$.25 per copy.

The records will be provided in a timely manner (within two weeks of receipt of request) by the Executive Director. If access must be denied, this must be approved by the Executive Director and Board Chair, and the person requesting access will be notified in writing of the denial and the reason for the denial.

**Public Access to Records Procedure**

Records related to CFDMCs' state contract are open to the public. If a request occurs, CFDMC will follow the procedure below:

- 1.) Requests received will be managed by the Executive Director.
- 2.) The Executive Director will maintain an electronic file of requests received and responses.
- 3.) The Executive Director will respond to requests within two weeks of the date of receipt.
- 4.) If the Executive Director feels a request is inappropriate, a request will be sent to the CFDMC attorney for a determination.
- 5.) If the attorney determines the request is inappropriate, a letter will be prepared stating the reason for denial, for signature by the Executive Director and Board Chair. If the attorney determines the request is appropriate, the Executive Director will provide the records requested.

**Central Florida Disaster Medical Coalition  
Document Retention and Destruction Policy  
June 30, 2018  
(Contract Requirement 1.C.2)**

The corporate records of the Central Florida Disaster Medical Coalition (CFDMC) are important assets. CFDMC records include essentially all records produced, whether paper or electronic. A record may include memos, letters, emails, contracts, expense records, etc. The CFDMC Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a.* Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Executive Director, as outlined in the records retention schedule below.
- b.* No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
- c.* No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).
- d.* CFDMC staff or board members who cease to be associated with the Coalition must return all CFDMC records to the Executive Director for maintenance.
- e.* When a determination is made to dispose of any corporate records, the records should be disposed of according to the level of confidentiality or content of proprietary information. Records with no personal or proprietary information can be thrown into the regular trash pick-up. Records containing personal or proprietary information must be shredded.

## Record Retention Schedule

The following table\* indicates the minimum requirements for CFDMC records retention. Federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Failure to comply with this document retention policy may result in punitive action against an employee, including suspension or termination.

\* Adapted from National Council of Non-Profits  
Updated 4-25-23

**Central Florida Disaster Medical Coalition**  
**HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (HIPAA)**

## **HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (HIPAA)**

HIPAA is the acronym of the Health Insurance Portability and Accountability Act of 1996. The main purpose of this federal statute was to help consumers maintain their insurance coverage, but it also includes a separate set of provisions called Administrative Simplification. This section of the act is aimed at improving the efficiency and effectiveness of the health care system. The key components of Administrative Simplification include:

- Standardized electronic transmission of common administrative and financial Transactions (such as billing and payments)
- Unique health identifiers for individuals, employers, health plans, and health care Providers
- Privacy and security standards to protect the confidentiality and integrity of individually Identifiable health information

**The HIPAA regulations apply to the following entities:**

- Health Plans
- Health Care Clearinghouses (Entities that facilitate electronic transactions by “translating” data between health plans and providers when they use non-compatible Information systems).
- Health Care Providers who transmit health information in electronic form in connection With one or more of the eight covered transactions.

Business associates of a covered entity are not directly controlled by the regulations, but mandatory contracts require them to protect the privacy of individually identifiable information. Government agencies specifically named in the regulations are covered entities, as are agencies that function as a health plan or a health care provider.

Business associates of a covered entity are not directly controlled by the regulations, but mandatory contracts require them to protect the privacy of individually identifiable information. Government agencies specifically named in the regulations are covered entities, as are agencies that function as a health plan or a health care provider.

# HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (HIPAA) ATTESTATION FORM

Contracting Company Name: Central Florida Disaster Medical Coalition, Inc.

Address: Post Office Box 560610

Orlando, FL, 32856

Phone: 407-928-1288

In accordance with Section I.B.2.i of the standard contract with the Florida Department of Health, I, Lynne Drawdy, an authorized representative of the provider, do hereby attest that my response to the following statement is true, complete, and accurate to the best of my belief for contract(s) COPBJ

If the HIPAA regulations apply to the Provider's organization, please sign the attestation below:

- 1. The Provider is in compliance with the Health Insurance Portability Accountability Act as well as all regulations promulgated within 45 CFR Parts 160, 162, and 164.

If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a contractor, the services would be liable to be terminated.

By signing this Attestation, (1) you certify that you have read this Attestation and applied a valid, legal signature; (2) you agree to be governed by all of the terms of this Attestation.

*Lynne Drawdy*                      Executive Director                      6/23/22

Authorized Signature                      Title                      Date

If the HIPAA regulations do not apply to the Provider's organization, please sign the attestation below:

\_\_\_\_\_

Authorized Signature                      Title                      Date

## **Central Florida Disaster Medical Coalition Social Media Guidelines**

CFDMC uses social media to build relationships with members, the healthcare and response communities, and the public as part of our efforts to fulfill our mission. Our use of social media enables the CFDMC to recruit new members and to dialogue with and educate our members and other stakeholders about training and exercise opportunities and disasters which impact the healthcare system. The responsible use of social media is critical to our success.

CFDMC uses the Facebook, LinkedIn and Twitter platforms. A social media committee comprised of a member of the Executive Committee, the Executive Director, the Regional Medical Assistance Team, and CFDMC staff oversees the use of social media and reports results to the Executive Committee and the Board.

The following is the process for posting on social media:

- Content may be proposed by any social media committee member or through the request of a CFDMC member
- Content is reviewed by the social media committee and approved by the Executive Director
- The Facebook, LinkedIn and Twitter leads post or like/share as appropriate
- The social media committee reviews results (including followers, likes, shares, comments)

The CFDMC uses social media to create a dialogue about topics/issues of importance to our members and CFDMC welcomes as part of that dialogue anyone with any interest in these issues. CFDMC will maintain a focus on civil discourse and will:

- Accept responsibility for the content it posts on its social media sites and will not impersonate, mislead or purposely obscure the coalition's identity when using social media. Social media is about enhancing the coalition's credibility and reputation. The CFDMC also expects participants in dialogue on our social media sites to refrain from impersonating, misleading or purposely obscuring their identities.
- Protect its own intellectual property and respect the intellectual property of others. We will not intentionally use copyrighted material without permission or use others' company or business name, logo or other trademark-protected materials in a manner that may mislead or confuse others with regard to the organization's brand or business affiliation. The CFDMC also expects participants in dialogue on our social media sites to display the same respect for the intellectual property of the CFDMC and others. We will respond to clear and complete notices of alleged copyright or trademark infringement.
- Recognize the importance of maintaining the confidentiality of an individual's personal and medical data and we will not include, reference or reveal such personal data in dialogue on our social media sites. We expect participants in the dialogue on our social media sites to similarly respect confidentiality and to refrain from including, referring to or revealing individuals' personal or medical data.
- Accept differences and differing opinions about issues affecting healthcare and emergency response communities. We strive to maintain a courteous, polite and professional dialogue about issues even when we might disagree with opinions expressed by others. The CFDMC expects that participants in dialogue on the coalition's social media sites will also accept differences and differing opinions by responding in a respectful way when they disagree or have a difference of opinion.
- CFDMC does not use social media to bully, intimidate or threaten others and we expect participants in dialogues on the CFDMC's social media sites to refrain from bullying, intimidation and threatening harm or violence to anyone, including threats directed to CFDMC or any of its staff and members.
- CFDMC does not use social media to defame the reputation of others and we will not tolerate the use of the coalition's social media sites by any dialogue participants in order to defame the reputation of the CFDMC, any individuals or groups of individuals, or any organization or business entity.
- CFDMC does not publish or post profanity or obscene or pornographic communication on its social media sites. We do not tolerate the use of profanity or posting obscene or pornographic images by any participants in the

dialogue on the coalition’s social media sites, whether in a user profile or background or in a response, comment, or message posting or response.

- CFDMC will remain isolated from any political issues in our community, the state or the nation.
- CFDMC intends that social media serve as an effective communications tool for the coalition and will refrain from spamming and other abusive uses of the social media technology/capability. We expect that participants in dialogue on the coalition’s social media sites will properly use the technology/capabilities as an effective communications tool and will not engage in spam or other misuse of communications technologies/capabilities.

#### **THE CFDMC WILL TAKE APPROPRIATE ACTION TO CURB UNCIVIL SOCIAL MEDIA DIALOGUE**

The CFDMC does not tolerate social media dialogue that does not conform to reasonable standards of civility outlined above. CFDMC will take appropriate steps to ensure that dialogue on the coalition’s social media sites conform to such behavioral standards. Such steps may include blocking, unfollowing, or removing as connection any user and ending any communication with the blocked user and removing any inappropriate content. Inappropriate use of social media may lead to removing an individual as a member of the Coalition. The Coalition will also report to law enforcement authorities, if CFDMC feels that an actual violent threat has been made.

**Central Florida Disaster Medical Coalition  
Travel Process**

**Travel expenses are authorized in coalition projects and approved by the Board in the annual work plan/budget process.**

**Travel is managed using the Florida Department of Health travel guidelines and the approved DOH travel authorization and reimbursement forms.**

**Any individual seeking travel reimbursement must request and receive prior authorization by submitting a request to the Executive Director, who will provide the DOH travel guidelines and the authorization form (Exhibit 5 - State of Florida Authorization to Incur Travel Expenses), and reimbursement request form (Exhibit 6 - State of Florida Voucher for Reimbursement of Travel Expenses). The authorization form and reimbursement form must be completed as required by DOH policy and submitted to the Executive Director for approval. Reimbursement will be made within two weeks of submission of properly completed forms. An Executive Committee member will approve any travel reimbursement to the Executive Director.**



## Central Florida Disaster Medical Coalition Employment Policies

CFDMC will recruit and retain employees needed to build and sustain the ASPR Hospital Preparedness Program capabilities and meet all grant and contract deliverables. All employees will be cross trained to ensure redundancy and sustainability in required tasks. The current approved Coalition positions include:

### Executive Director:

The Executive Director is responsible for ensuring that the Board's strategic directions are carried out. The Executive Director is appointed by and reports to the Executive Committee. The Executive Director serves on the Executive Committee and Board as an ex-officio, non-voting Board Member, and serves as a liaison to local, regional and state groups. The Executive Director is responsible for the daily operation of the Coalition, including supervision of coalition staff, ensuring that all contract deliverables are met, and cross-training to ensure redundancy in all critical tasks and projects.

### Project Manager:

The project manager is responsible for managing assigned projects designed to build, exercise and sustain operational readiness of the region's healthcare system, including facilitating development of response plans, trainings, exercises, and coalition response. The project manager reports to the Executive Director.

### Part-Time Administrative Specialist:

The Administrative Specialist provides administrative support in projects as assigned by the Executive Director, including membership updates, and supporting committees and workgroups. The administrative specialist reports to the Executive Director

### RDSTF 5 Trauma Advisory Board Executive Director (Trauma Clinical Advisor)

See attached position descriptions for additional details for these positions.

In addition, the Coalition is developing a policy and process to recruit and utilize unpaid interns.

CFDMC Executive Director Position Description  
(meets requirements for ASPR HCC Readiness and Response Coordinator)

The CFDMC Executive Director is a full-time executive level position, hired by and reporting to the CFDMC Board of Directors. The Executive Director serves as an ex-officio, non-voting member of the Board. The Executive Director is responsible for the daily operation of the organization, carrying out the strategic direction set by the Board, including planning, training, exercising, and operational readiness of the region's healthcare system and the operational readiness, financial sustainability, evaluation, and ongoing development of the Central Florida Disaster Medical Coalition.

This is a telecommuting position; office space may be available at the Coalition warehouse, but the incumbent may choose to work virtually. The incumbent will be required to travel to meetings, and travel will be reimbursed at the state rate.

Coalition Employee Expectations:

- Members are our business (we are professional, courteous, and responsive)
- We are ethical and accountable (we show value for the investment made in us)
- Members are the subject matter experts, we facilitate
- We work together as a team
- We meet deadlines
- We strive for excellence in work products
- We focus on innovation and continuous improvement
- We seek guidance or assistance when needed
- We own and learn from our mistakes
- Job specific expectations are established in the employee position description and annually through the traffic light/project plan

Specific responsibilities include:

- Hiring, training, managing and evaluating all CFDMC staff. This includes monthly feedback sessions with staff during the first six months of employment, quarterly feedback sessions thereafter, and annual performance evaluations
- Ensuring that all contract deliverables are submitted on time and meet contractual requirements.
- Achieving and sustaining the ASPR Hospital Preparedness Program capabilities and performance measures, as measured through the Coalition Assessment Tool.
- Participating in and supporting the response activities of the coalition and the region.
- Building and sustaining relationships with the region's healthcare and response leaders.
- Ensuring the long-term financial sustainability of the organization by seeking new funding sources, and integrating and leveraging all funding streams to create and sustain capabilities

The CFDMC Executive Director will ensure continuity of operations through a detailed CFDMC Order of Succession plan which outlines all CFDMC functions with an assigned lead staff member and two trained back-ups for each.

## CFDMC Project Manager Position Description

The CFDMC Project Manager is a full-time position, hired by and reporting to the CFDMC Executive Director. This is a high-level position which must function with minimal direct supervision while demonstrating accountability and productivity.

This is a telecommuting position; office space may be offered at the Coalition warehouse, but the incumbent may choose to work virtually. The incumbent is expected to have access to a computer, Internet access, be adept with Microsoft Office applications and be willing to learn other software applications. The incumbent is expected to average 8 hours per workday and/or 40 hours per week during each month. The incumbent will be required to travel to meetings, and travel will be reimbursed at the state rate.

The Project Manager is responsible for managing assigned projects designed to build, exercise and sustain operational readiness of the region's healthcare system, including facilitating development of response plans, training, and exercises.

### CFDMC Employee Expectations:

- Members are our business (we are professional, courteous, and responsive)
- We are ethical and accountable (we show value for the investment made in us)
- Members are the subject matter experts, we facilitate
- We work together as a team
- We meet deadlines
- We strive for excellence in work products
- We focus on innovation and continuous improvement
- We seek guidance or assistance when needed
- We own and learn from our mistakes
- Job specific expectations are established in the employee position description and annually through the traffic light/project plan

Specific responsibilities and tasks are assigned by the Executive Director and include:

- Ensuring that all assigned projects and contract deliverables are submitted on time and meet contractual requirements.
- Participating in and supporting the response activities of the coalition and the region.
- Building and sustaining relationships with the region's healthcare and response leaders and coalition members.

The Project Manager may be delegated to act as the Executive Director upon written delegation by the Executive Director; the written delegation will specify specific authority. In the extended absence of the Executive Director, the Executive Committee will provide a letter delegating specific authority.

The Project Manager will be accountable for coalition resources provided (including equipment, identification, keys, etc.).

## CFDMC Administrative Specialist Position

This is a temporary, part-time position as an administrative specialist with the Central Florida Disaster Medical Coalition. The position is subject to renewal each fiscal year (July 1), dependent on coalition budget.

The incumbent is expected to demonstrate a high degree of independence in managing and completing assignments. The position reports to the Executive Director. This is a telecommuting position; no office space or equipment is provided. The incumbent is expected to have access to a computer, Internet access, be adept with Microsoft Office applications and be willing to learn other software applications. There may be times when the incumbent is expected to travel to meetings. Travel will be reimbursed at the state rate.

The pay rate for this position is \$25.00 per hour for up to ten hours per week in completing assigned tasks unless additional hours have been approved by the Executive Director. There are no benefits with this position. The incumbent is required to submit a monthly timesheet detailing tasks completed, and hours worked, submitted on the last day of each month. Payroll is direct deposited on the 10<sup>th</sup> of the following month.

**RDSTF5 Regional Trauma Advisory Board Executive Director  
Position Description & Deliverables**

**RTAB Mission:** To provide a collaborative forum for communication among trauma system stakeholders within the RDSTF of Region Five with emphasis on trauma system quality, injury prevention, and disaster preparedness.

**Vision:** To create a forum for communication and collaboration among trauma system stakeholders in RDSTF 5 by sharing best practices and opportunities within the regional trauma system with the goal of achieving optimal patient care.

**Values: Clinical excellence, transparency and inclusiveness**

**RTAB Executive Director Duties:**

The Executive Director is a non-voting member of the Trauma Advisory Board. The Executive Director will coordinate meetings and activities of the Executive Committee and its constituent committees, oversee and report on the implementation of motions passed by the Executive Committee and carry out other duties as assigned by the Executive Committee. The Executive Director will be appointed by vote of the Executive Committee for renewable terms of three years.

The Executive Director will receive a monthly stipend, to be reviewed and approval annually by the CFDMC Board.

**Deliverables:**

- Develop and publish a RTAB Executive Committee agenda at least one week in advance of scheduled meetings
- Facilitate RTAB Executive Committee meetings and follow-up actions from the meetings
- Contact each Committee Chair at least two weeks prior to scheduled Committee meetings to offer assistance/support as needed
- Contact and engage stakeholders (e.g., Trauma Medical Directors, EMS Medical Directors, newly elected TAB Executive Committee members, new ex-officio members)
- Be an advocate for the Regional Trauma Advisory Board, marketing the RTAB and bringing in new members.

**Central Florida Disaster Medical Coalition**  
**E-Verify Policy**

The Central Florida Disaster Medical Coalition (CFDMC) complies with all laws and regulations related to verifying employment eligibility. As a State of Florida vendor, CFDMC is an E-Verify employer.

**Policy Statement**

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Accordingly, Section 1 of the Form I-9 must be completed on or before an employee's first working day and all new employees will be required to complete fully the I-9 verification process and produce the appropriate documentation within three business days of starting work. All offers of employment are contingent upon a candidate's fulfillment of this requirement and a failure to do so will result in termination.

As an E-Verify employer, CFDMC will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

CFDMC will:

- Follow E-Verify procedures for each newly hired employee while enrolled/participating in E-Verify.
- Notify each job applicant of E-Verify participation.
- Clearly display the 'Notice of E-Verify Participation' and 'Right to Work' posters in all languages supplied by DHS.
- Complete Form I-9, Employment Eligibility Verification, for each newly hired employee before creating a case in E-Verify.
- Ensure that all Form I-9 List B identity documents have a photo.
- Create a case for each newly hired employee no later than the third business day after he or she starts work for pay.
- Obtain a Social Security number (SSN) from Form I-9 for each newly hired employee.
- Provide each employee with notice of and the opportunity to contest a Tentative Non-confirmation (TNC).
- Not terminate the employee during the E-Verify verification process because he or she receives a TNC.
- Ensure that all personally identifiable information is safeguarded.
- Clearly display the 'Notice of E-Verify Participation;' 'Right to Work' posters provided by DHS:
- Applicants must complete the I-9 prior to their first day of employment. CFDMC will submit information via E-Verify within three days of employment. Employment is contingent upon satisfactorily completing the Form I-9 and E-Verify process.
- CFDMC must retain a valid I-9 for all its active employees. Once an employee has terminated, I-9s are retained for three years from the original start date or 1 year beyond the employee's termination date, whichever date is later.

## **Employee Benefits**

Full-time coalition employees are eligible for the following benefits:

- There are nine paid holidays each year (see DOH observed holidays schedule).
- Six paid sick days annually (accruing at four hours per month) that can roll over from year to year, if unused. Sick days will cap at 30 days and should accrue monthly starting with the pay period associated with the hire date. Accrued sick days are not payable at separation from CFDMC.
- Twelve vacation days a year (accruing at eight hours per month) and should accrue monthly starting with the pay period associated with the hire date. Employees may carry over no more than 5 days to the next year and accrued vacation caps at 15 days. Accrued vacation up to 15 days is payable at separation from CFDMC.
- No other benefits are currently available to coalition employees.

## **Timesheets and Payroll**

The pay period for coalition employees is monthly. Employees are required to submit a Coalition timesheet no later than the 5<sup>th</sup> day of the following month. Timesheets include a detailed daily listing of tasks performed/completed and hours worked. Payroll is direct deposited on the 10<sup>th</sup> day of the following month.

## CFDMC Annual Performance Review & Pay Increase

The Coalition will provide an annual pay increase to full-time employees, between 2% and 5%, based on the performance appraisal. Appraisals and the pay increase for the Executive Director is provided by the Executive Committee. Appraisals and pay increases for full-time, part-time and stipend employees are provided by the Executive Director. Pay raises are contingent on continued (at least level) grant funding and are effective July 1<sup>st</sup> of each year. The Executive Committee may recommend special pay increases for approval by the Board.

See performance feedback process below.



## CFMDC Employees Expectations and Feedback

### Expectations:

- Members are our business (we are professional, courteous, and responsive)
- We are ethical and accountable (we show value for the investment made in us)
- Members are the subject matter experts, we facilitate
- We work together as a team
- We meet deadlines
- We strive for excellence in work products
- We focus on innovation and continuous improvement
- We seek guidance or assistance when needed
- We own and learn from our mistakes
- Job specific expectations are established in the employee position description and annually through the traffic light/project plan

### Employee Self-Assessment:

Strengths/Accomplishments:

Growth and learning opportunities:

What can I do to improve as your leader?

### Leader Assessment of Employee:

Strengths/Accomplishments:

Growth and learning opportunities:

Annual Increase Recommended: Yes    No

Percentage:

**Central Florida Disaster Medical Coalition  
Equal Employment Opportunity & ADA Policy  
June 30, 2018  
(Contract Requirement 1.B.2.g)**

**Equal Employment Opportunity**

The Central Florida Disaster Medical Coalition (CFDMC) is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including but not limited to veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information and or any other protected class under federal or state statute.

Employees may discuss equal employment opportunity related questions with the Executive Director or the Board of Directors.

**Americans With Disabilities Act**

CFDMC is committed to providing equal employment opportunities to qualified individuals with disabilities; this may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is the employee's responsibility to notify the supervisor of the need for accommodation. Upon doing so the supervisor may ask the employee for input or the type of accommodation believed to be necessary, or the functional limitations caused by the disability. Also, when appropriate, CFDMC may need the employee's permission to obtain additional information from the physician, or other medical, or rehabilitation professionals. CFDMC will not seek genetic information in connection with the request for accommodation. All medical information received by CFDMC in connection with a request for accommodation will be treated as confidential.

**Central Florida Disaster Medical Coalition  
Smoking Policy  
June 30, 2018  
(Contract Requirement 1.B.2.h)**

**Smoking in the Workplace Policy**

In keeping with our intent to provide a safe and healthful environment and in accordance with the Pro-Children Act of 1994, smoking is prohibited in all facilities housing the Central Florida Disaster Medical Coalition (CFDMC). Smoking is defined as possession of a lighted cigarette, lighted cigar, e-cigarettes, or other tobacco product. This policy applies equally to all employees, customers and visitors.

**Central Florida Disaster Medical Coalition  
No Weapons in the Workplace Policy  
June 30, 2018  
(Contract Requirement 1.B.2.h)**

**No Weapons in the Workplace Policy**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the Central Florida Disaster Medical Coalition or permitted by state and local laws.

Violations of this policy will result in disciplinary action up to and including discharge.