**4-25-23 CFDMC Annual Board Retreat Minutes**

**Board Members Present:** Eric Alberts, Sheri Blanton, Lynne Drawdy, Alan Harris, Jim Judge, Georganna Kirk, Aaron Kissler, Reginald Kornegay, Dr. Peter Pappas, Ken Peach, Christina Proulx, Wayne Smith, Clint Sperber, Lynda W.G. Mason, Dr. Sara Zydowicz (Dr. Vincent Hsu provided a proxy to Eric Alberts)

**Others Present:** Beverly Cook, Matt Meyers

**Call to Order, Welcome, Roll Call & Introductions**: Reggie Kornegay called the meeting to order at 10:07 am. Roll was called and a quorum was reached. Dr. Sara Zydowicz was introduced as the new Board member representing Mass Fatality. Reggie presented a plaque to Sheri Blanton, recognizing her for her service on the Board for the past six years.

**Approval of February 2023 Board Minutes**: The minutes were previously distributed. Ken Peach moved to approve the minutes as submitted; Lynda W.G. Mason seconded the motion. There was no further discussion or opposition and the motion carried.

**Approval of Treasurer’s Reports**: The February and March 2023 Treasurer’s Reports were previously distributed. Lynda shared that CFDMC continues to be in sound financial shape. Eric moved to approve both reports as submitted; Clint Sperber seconded the motion. There was no further discussion or opposition and the motion carried.

**Executive Committee Update**: Reggie reported on the March Executive Committee meeting, which was used to prepare for today’s meeting, including the agenda, the 2023-24 work plan and budget and staff pay increases. The Executive Committee agreed to poll the Board about requiring in person attendance but agreed upon hearing from the Board that we will continue to allow virtual attendance. The next Executive Committee meeting is May 15th.

**Old Business:**

**Exercise Update**: Eric gave an overview of the April 20th regional full scale medical surge exercise. The scenario was intention train derailments at multiple locations across the region. There were 54 hospitals in nine counties participating, as well as over 100 partner agencies supporting the exercise. He stated that the benefits of the exercise are immeasurable, and Reggie agreed. Lynne stated that we had almost 500 individuals supporting the exercise, not counting the almost 2,000 students playing the role of victim volunteers. We exceeded the 20% surge requirement. The after action meetings are scheduled for May 5th. One will focus on capabilities and the other will focus on exercise planning and execution. Clint shared information from a recent presentation by an Israeli training group on their exercises. It was suggested we invite them to present at the December annual conference. We learned during the exercise that hospitals were calling Poison Control to seek information and that the calls overwhelmed their system which was another valuable lesson learned.

**Traffic Light Update**: The report was previously distributed to the Board. Lynne encouraged Board members to register for the May 17th radiological exercise. This is a statewide virtual exercise; CFDMC has led the effort statewide in developing the radiation surge annex and developing the tabletop. Lynne advised that a hospital family reunification process tabletop exercise design review meeting is scheduled for May 31st. The Board initially approved using the HVA gap dollars to hire a vendor to conduct an exercise, but the cost was exorbitant, so John Corfield from Orlando Health has been leading the effort to develop this exercise. Eric stated that during the April exercise, the hospital requested assistance with family reunification and were told that it would take at least twelve hours to activate this support. Sheri noted that FEMORS can deploy within four hours. Eric stated that the hospitals need support in this area. Lynne reminded the group that the CFDMC Family Assistance Center Team can provide assistance until the local jurisdiction can activate a family assistance center. The EOC must request that resource. We also have the Florida Crisis Response Team; these are trained behavioral health responders who can immediately deploy to provide crisis counseling to family and friends until reunification can occur. The group discussed the need to pre-identify family reunification sites in each jurisdiction in advance. Lynda stated that in Wisconsin there were agreements in place for these. Clint agreed but stated that emergency management has the lead on that. Lynne will ask emergency management offices for a status on FAC plans. Clint asked if we could develop and share a list of Coalition resources. Lynne advised that these are outlined in the mission ready packages that are part of our response plan. Matt stated that we can add these to the website. Lynne advised that the hospital minimum readiness package and equipment management policy were also reviewed and updated this quarter. Clint asked about the Chem Packs. There are more than 40 in Region 5, and these are under DOH control. We will invite Dave Crowe to present on these at the June Board meeting.

**2022-2024 Strategic Plan Update**: Clint led discussion on the status of the strategic objectives, including:

* **Sustainability**: Clint reminded the group that Captain Paul Link, our ASPR project officer, held a sustainability visit with our coalition in January; we are awaiting his report. Ken Peach shared a sustainability model he developed for the Central Florida Foundation which includes grants, earned income and capital income. Ken agreed to help develop a plan. The group discussed potential income streams, including the regional medical assistance team. We must be careful as we cannot use any funding or staff time from ASPR in developing or managing income projects. Clint mentioned that there is a proposed change from FDEM in the regions which could impact the coalition; we are waiting to hear more about this.
* **Board Succession**: Reggie reminded the group that we need a Vice Chair. Eric recommended that we change the bylaws so that in an officer vacancy, one of the health and medical co-chairs, who are permanent members of the Board, step into the vacant role. Eric agreed to act as Vice Chair until a Board member volunteers to take on this role. The group discussed the need to engage EMS and long-term care. The group commended Sheri, who recruited a replacement before retiring. Jim Judge stated that he would be retiring soon, and he will recruit and recommend a replacement. Lynne reminded the group that Board seats represent both discipline and county(ies). She advised that by contract, the coalition core members are hospitals, EMS, emergency management and public health; these must be represented in any Board vote. Ken Peach moved that Eric be appointed as Vice Chair until a replacement is found, that the bylaws be amended to allow health and medical co-chairs fill vacant officer positions and that Board members assist in recruiting and recommending replacements upon their retirement or resignation. Jim Judge seconded the motion. There was no further discussion or opposition, and the motion carried.
* **Social Media**: Eric reported that this objective has been achieved. The pilot was held, and a social media committee has been developed to continue use of social media, including Lynne who produces content, Eric who handles LinkedIn, Addison Hassell who handles Facebook, and Matt who handles Twitter. During the two months since the committee has been in action, LinkedIn has grown from 85 to 146 followers, and Facebook from 544 to 596 followers. Lynne advised that we have revised the social media policy and the draft was sent out to the Board. Reggie moved to adopt the revised social media policy, and Clint seconded the motion. There was no further discussion or opposition and the motion carried.
* **Increasing city/county leader membership**: Lynne advised that we scheduled the TEEX Senior Officials Workshop to address this objective but have not gotten the turnout we hoped for. Alan Harris stated that they held this within the county recently and suggested that we develop MOUs with the cities and counties, the East Central Florida Regional Planning Council has done this, and we can use theirs as a template. The group discussed having a PowerPoint that Board members could present at city/county meetings.
* **Standardizing plans**: The focus for this year is on standardizing the use of EMResource. Matt is supporting an EMResource Steering Committee that are developing best practice protocols. Eric stated that during the exercise, there was an issue as EMResource had made an update which changed how to access attachments. EMResource sends out notices re updates but these can be buried. It was agreed that Matt would send out points on any updates that would impact our users.
* **Workforce Recruitment/Retention:** Healthcare expansion continues to exacerbate this issue. The group discussed how to address this and agreed that the Coalition will reach out to UCF and Career Source to see if we can engage in their efforts.
* **Climate Change**: Eric advised that this objective has been completed. The climate change workgroup did a survey and has developed a list of resources for members. Eric also shared a climate change overview and planning workshop he developed for Orlando Health. These were previously distributed to the Board. Lynda moved to approve these, and Ken seconded the motion. There was no further discussion or opposition and the motion carried. These resources will be sent out to members and posted to the website.

**Board Engagement**: The updated Board Engagement was sent out and Reggie commended Board members for their continued engagement.

**March Meeting Results:** These were shared with the Board; satisfaction and engagement remains high. The group was polled and 90% wanted both in person and virtual access.

**Audit Updates**: Lynne advised that we will begin the Single Federal Audit in May, and the state audit will be held on June 5th.

**FHA Closeout:** Lynne advised that Florida Hospital Association has agreed to fund the Juvare pilot including EMResource and e-ICS for another two years. They asked that we return the remaining FHA funds which is just over $54,000. Eric moved to approve returning these funds to FHA; Clint seconded the motion. There was no further discussion or opposition and the motion carried.

**Board Vacancies**: Lynne advised that Michael Jett Adams has resigned due to workload issues. She previously sent out a bio for Brittney Tyler, who is the Florida Healthcare Association District 2 President. Clint moved to appoint Brittney and Eric seconded the motion. There was no further discussion or opposition and the motion carried.

**New Business:**

**Capabilities Review**: The capabilities assessment documents were previously distributed, and the Board reviewed these. We are on target at more than 90% achievement. The Board agreed to stay the course.

**Review of New ASPR Guidance**: We are expecting the new guidance which will take effect in July 2023 but do not have this yet. This will be pended until the June meeting.

**2022-2023 Budget Revision**: The proposed revision was previously distributed to the Board. Lynne proposed moving unspent funding in all projects to support the hospital minimum readiness project. Eric moved to approve the budget revision and Clint seconded the motion. There was discussion regarding allowing for special project consideration. Lynne advised that other regions allow this, but it can lead to competition vs. collaboration, and our focus on building regional capabilities has been identified as a best practice by ASPR. Further discussion included the need to assess all ACS and MCI caches and identify and address any expired equipment or gaps; this effort is underway. The vote was called and there was no opposition to the motion and the motion carried.

**Coalition Staff Salary Discussion**: Paid staff were excused, and the Board discussed and identified pay increases. Lynda moved to approve these, and Reggie seconded the motion. There was no opposition and the motion carried. Eric dictated these to Lynne to revise and include in the 2023-2024 budget.

**Approval of FY 2023-2024 Annual Work Plan and Budget**: Lynne advised that the two-year work plan was approved last June. This continues the work required by ASPR and the contract. She stated that the proposed budget for FY 23-24 has a couple of changes, and the group reviewed these, including adding a laptop for Matt at $1,500.00, adding additional funding in exercise travel to support evaluators, and adding $68,000 for an evacuation equipment cache in the south end of the region. Eric reminded the Board that we are using the $68,000 in HVA gap funding this year to purchase a cache in the metro area; this builds out capability in the south end of the region, and in the next year we plan to add a cache in the north end of the region. The group discussed warehouse space. Lynne advised that Nick is currently looking at several properties and our goal is to move by June. Eric stated that we need to get the RMAT recognized as a state team. Alan advised that he has a truck used as a mobile JIC that he can donate to the team; it has a new generator. Lynne will arrange a meeting with Nick and Alan on this. Eric moved to approve the proposed budget, including the revisions to salaries, and Clint seconded the motion. There was no further discussion or opposition and the motion carried. This will be submitted to the state for approval by May 1st.

**June Coalition Meeting**: The next member meeting is scheduled for June 15th at Indian River State College. She has confirmed a hurricane briefing from the National Weather Service and has invited Craig Fugate to speaker. We will also have a tour of the facility.

**Discipline Report-Outs/Open Forum**:

**Emergency Management**: Alan shared that the news is reporting that the state is cancelling Everbridge effective June 30th, due to the statewide alert sent out in error on April 20th. He stated that he heard yesterday that the cancellation may be pushed to December 31. He stated that all emergency management within the Region will continue to utilize Everbridge during the hurricane season. Clint shared that he has not heard that FDOH is cancelling Everbridge; the state provides Everbridge to the Coalitions. Alan stated that all are preparing for hurricane season and there is ongoing recovery from the 2022 hurricane season. There is mitigation funding coming to all Florida counties. Other issues from the last hurricane season include increased insurance costs and insurance providers leaving Florida, shelter transitions, and supply chain issues which are impeding home repairs. Alan stated that there is still a concern over placement of higher acuity patients in shelters.

**Hospitals**: Eric stated that staffing is still an issue, particularly with healthcare facility growth. There are many new hospitals coming online in the next two years. He stated that the free standing emergency department staffing is a challenge, particularly in events, and there can be a delay in transfer of patients to the parent hospital. This issue came up in the exercise and will be addressed in the after action report. Christina Proulx stated her hospitals are focusing on hurricane preparedness exercises, active shooter exercises, and MCI triage methods.

**Medical Examiner**: Sheri stated that we need to revisit ME partnerships with hospitals. They received no reports during the exercise. She stated that staffing is also an issue with MEs.

**Business**: Ken shared information on cyber security issues and potential issues with self-driving vehicles that can be attacked.

**Public Health**: Clint advised there is a statewide meeting next week. Recruitment and retention remains an issue. Aaron Kissler shared that the State Health Improvement Plan has been published and is available online at DOH.

**Dialysis**: Wayne Smith stated they are getting ready for hurricane season and have identified vendor and supply issues.

**Behavioral Health:** Lynda reported on the Region 4 healthcare coalition conference she recently attended. said there is additional mental health support for veterans being done and gave examples. She reported that the Florida Crisis Response Team is holding NOVA training across the state; Lynne will send out these announcements as received. Lynda reported there is a National Advisory Committee looking at support for special populations.

**FQHC**: Georganne Kirk stated they are contacting patients for reenrolling in Medicaid as needed and preparing for hurricane season. She stated they are also experiencing difficulties in recruiting physicians, particularly OB. d to. Trying to get doctors; particularly OB/GYN.

**Trauma**: Dr. Pappas said the group is beginning a new three-year term. The major focus over the next year will be to enhance EMS participation as they are critical stakeholders.

**Adjourn**: The meeting adjourned at 2:15 p.m. Reggie thanked all for their participation.

**Next Meeting**: June 20 at 4 p.m.