

2-16-21 CFDMC Board Meeting Minutes

Board Members Participating: Eric Alberts, Sheri Blanton, Lynne Drawdy, Dave Freeman, Aaron Kissler, Reggie Kornegay, Bob McPartlan, Dr. Peter Pappas, Kenneth Peach, Christina Proulx, Wayne Smith, Chris Stabile, Todd Stalbaum, Lynda W. G. Mason

Others Participating: Matt Meyers

Call to Order, Welcome, Roll Call: Eric Alberts welcomed all and thanked the Board members for participating. A quorum was achieved.

Approval of December 2020 Board Minutes: Eric Alberts advised that the minutes were previously distributed. Christina Proulx moved to approve the minutes as submitted; Wayne Smith seconded the motion. There was no further discussion and the motion carried.

Approval of November & December 2020 and January 2021 Treasurer's Reports: Lynda W. G. Mason stated these reports were previously distributed and state that the coalition is in good shape financially and there is nothing out of line. She asked if there were any questions. Bob McPartlan moved to accept these reports as submitted; Chris Stabile seconded the motion. There was no further discussion and the motion carried.

Executive Committee Report: Eric Alberts reported that the Executive Committee met January 25 and discussed board engagement and member expectations and benefits, both of which will be discussed later in today's meeting. The Executive Committee approved the February Board agenda. There was discussion regarding the April Board retreat which will be held virtually. The next Executive Committee call is scheduled for March 16.

Old Business:

- Traffic Light Update: Eric stated that the traffic light report and work plan represent a huge effort by the Coalition and its members. Lynne explained for new members that the first page provides a traffic light status for each project and the following pages provides the project requirements and updates. She stated that over the past month we have made a lot of progress in registering core members in several projects, including the EID, FAC, CORVENA, and FAC.
- Update on FHA Workplan: Lynne Drawdy advised that we are ahead of schedule for most of the deliverables. For the nursing home consultant project, we have signed a service agreement with the consultant and have developed a marketing flyer which will go out this week. Our hospital equipment vendor has provided quotes for the negative air pressure equipment and is working on the PPE. We have sent out a scope of work to solicit vendors for the fit-testing train-the-trainer program.
- 2020 & 2021 Board Engagement: Eric Alberts reviewed the reports, which provide an overview of Board engagement in coalition activities during 2020, and targets for 2021. There were no questions.
- Member Organizational Diversity Analysis & 2021 Targets: Lynne reviewed the member diversity analysis and stated that the growth targets in the 2021 Board engagement are based on this baseline data.

- Update on COVID Vaccinations: Eric Alberts asked the Board members if they had any thoughts or updates. Reggie Kornegay stated that the VA in Orlando is looking for organizations to partner with to expand the capability to vaccinate veterans. If an organization is willing to provide a vaccination site, please let Reggie know. Aaron Killer asked if Reggie had any specific locations in mind and stated that he might have a location in Groveland. He stated that they do not use this site every day but cannot provide vaccine. Reggie will follow-up with Aaron after the Board call.
- Nomination of Pharmacy Board Member: Lynne previously distributed the resume for Susan Saleeb, who is with CVS and would replace Becki Poston as the pharmacy representative on the Board for the remainder of the term. Ken Peach moved to appoint Susan Saleeb and Dave Freeman seconded the motion. There was no further discussion and the motion carried.
- Trauma Update: Dr. Pappas advised that the Trauma Advisory Board Executive Committee meeting was held last week and went well. He stated that the Preparedness Committee is working with the Clinical Leadership Committee in the marquis effort this year, which is development of a regional trauma coordination plan which will be tested during the regional mass casualty exercise in the fall. He stated that he is working to engage acute care hospitals representatives and is seeking a replacement for the Lake County municipal representative.

New Business:

- Contract Amendment & Funding Opportunity Announcement (FOA): Lynne advised that we have signed a one year contract extension (July 1, 2021 through June 30, 2022). The good news is this means that the Coalition will receive the additional funding scheduled for the fifth year of the contract. We will also continue to comply with any FOA requirements that are not in the current contract, such as the Infectious Disease Annex that we are working on this year, and the Burn Annex for next year. She stated that the Department of Health will begin working on a new Request for Proposal for a new five-year contract beginning in July 2022 to come into compliance with the FOA that came out two years ago. This will be discussed further at the April retreat.
- Member Benefits & Expectations: Eric Alberts stated that the Coalition provides many benefits to its members but there are some expectations in return for these. He stated that he felt this should be provided to members in writing and a draft was previously distributed to the Board for review. Eric asked if there were any question or discussion; there was none. Reggie Kornegay moved to approve the document as submitted, and Lynda W. G. Mason seconded the motion. There was no further discussion and the motion carried. Lynne will add this to the agenda in March and will also send this out to members and add it to the new member orientation package.
- Draft Agenda for March Member Meeting: Lynne previously distributed the draft March 18 coalition member agenda. There were no questions or corrections.
- Discussion re April Retreat: Lynne advised that the annual Board retreat will be virtual and will include a review of the bylaws and governance policies, a review of the strategic plan, review and Board approval of the FY 21-22 work plan and budget, and a capabilities assessment and discussion of future strategic directions based on the new FOA and any capability gaps. Lynne stated that we may need Board approval to move budget between categories in this fiscal year; she will prepare and send that out for a Board vote via email.

- Miami-Dade Conference and National HCC Conference: Lynne will send out flyers to the Board for the Miami-Dade conference which will be held virtually, and the national Healthcare Coalition Conference which will be held in Orlando. She stated asked Board members to let her know if they wish to attend or to send a designee to either of these conferences. Lynda W. G. Mason asked regarding cost. The Miami-Dade Conference is less than \$100 and although we do not yet have the cost for the national conference it is typically low priced and there is an expectation that each Coalition will send a representative. Individuals who attend a conference are required to present learning to the Board.

Board Open Forum: Board Members:

The group welcomed the new Board members, including Todd Stalbaum, Christina Proulx and Tom Cisco. Christina stated that she is excited for the opportunity to help, collaborate and learn. Todd stated that he has previously served on the Board and this will be his last term before retiring.

Next Meeting: April 20 Board Retreat (10 am to 3 pm - a calendar invitation has been sent)

Adjournment: The Board adjourned at 4:46 p.m.