

## December 17, 2019 Board Meeting Minutes

Board Members Participating: Eric Alberts, Sharon Blanton (via proxy to Eric Alberts), Dave Freeman, Alan Harris, Dr. Vincent Hsu, Jim Judge, Georganna Kirk, Aaron Kissler, Dr. Peter Pappas, Rebecca Poston, Clint Sperber, Chris Stabile, Karen van Caulil, Lynda W. G. Mason, Steve Wolfberg (via proxy to Eric Alberts)

Call to Order & Welcome: Lynda W.G. Mason welcomed Board members and called the meeting to order at 4:02 p.m. A quorum was reached.

Approval of October Board Minutes: Lynda advised that the minutes were previously distributed and asked if there were questions or discussion. Dave Freeman moved to approve the minutes as submitted; Dr. Pappas seconded the motion. There was no discussion or opposition and the motion carried.

Approval of September, October & November 2019 Treasurer's Reports: Karen advised that the September and October treasurer's reports were distributed earlier and the November report was received and distributed today. She stated that she approved these reports and asked if there were any questions. Lynne reported that we have opened a new checking account at Fairwinds; this was previously approved by the Board to ensure FDIC protection of all funds. She stated that we will be closing the Orlando Federal Credit Union account and are exploring options for a better interest rate for the savings account. Dave made a motion to approve all three reports; Chris Stabile seconded the motion. There was no further discussion or opposition and the motion carried.

Executive Committee Report: Lynda stated that the November executive committee meeting minutes were shared with the Board. The coalition has hired a part-time administrative position and is revising the response coordinator position and this will be filled next year. Lynne thanked Alan Harris and Eric Alberts for sharing position descriptions.

2020-2021 Vice Chair: Lynda advised that Eric will take over as Board Chair for 2020 and 2021. Eric previously asked the Board for nominations for Vice Chair and the position description was shared, and one individual agreed to serve. Eric moved that Chris Stabile be appointed as Vice Chair for 2020 and 2021; Dave Freeman seconded the motion. There was no discussion or opposition and the motion carried. Eric thanked Chris for his willingness to serve.

### Old Business:

- FY 19-20 Traffic Light Report: Lynne distributed an updated traffic light report. She reported highlights from the past two months, including HICS training, COOP training, planning for the January great tornado drill, planning for the Family Assistance Center team and the April 2020 regional mass casualty exercise, and planning for a regional communications forum.

Regional Trauma Advisory Board. Dr. Pappas provided an update and stated there was an Trauma Advisory Board Executive Committee and general meeting at Halifax Hospital today with a good turnout and two great presentations (one on Halifax Hospital and one on an extended care provider network). The Executive Committee approved the 2020 meeting schedule and also approved participation in meetings with other Florida trauma agencies. Dr. Pappas stated that Lynne attended the first call and the group seemed impressed with our progress. A new ad hoc committee on extended care was also approved. The Executive Committee approved a plan for recruiting and election new Executive Committee members for

a three-year term. Three new members will stay on and there are nine seats open for nominations. This will be sent out to trauma stakeholders with a due date of January 31 and then on-line voting to elect the new members. The new members will be presented to the CFDMC Board at their February call for approve and the new members will be seated at the April Executive Committee meeting. Dr. Pappas moved that the Board approve this plan to elect new Executive Committee members; Dave Freeman seconded the plan. Dr. Pappas thanked the Coalition Board for its support and Lynda recognized Dr. Pappas for his leadership in the Trauma Advisory Board.

- Conference Report: Eric stated that the first annual coalition conference was held on December 3 at the Valencia School of Public Safety; more than 100 members attended. There were great presenters including Kelly Keyes presenting on the Ft. Lauderdale airport and Stoneman Douglas shootings, and a presentation by the Orange County Sheriff on workplace violence and active assailants. There were several choices for breakout training and tabletops. The survey results showed a 100% satisfaction and engagement rate. The exhibit fees and shirt sales more than covered all costs. The conference team held a debriefing and used survey feedback and their notes to identify improvements for next year's conference. We will plan for two days to allow for additional trainings.
- Board Elections: Lynne presented the nominations received. The board confirmed that only one representative from an organization may serve on the board at any time and consultants are not eligible for serve on the board. Lynne recommended that a ballot be sent with the opportunity to cast four votes (one for long-term care, one for EMS, one for business, and one for other) and that the final seat be held to try to continue to recruit for a blood bank representative. Dave Freeman moved to approve the ballot; Alan Harris seconded the motion. There was no further discussion and no opposition and the motion carried.
- FY 18-19 DOH Audit: Lynne advised that we are still waiting for the report but she does not expect any issues. She stated that we did pass the first quarter audit.
- Governance Policy Update: Lynne stated that she is working on governance policy updates, including employment policies and financial controls. She will add the notes regarding board eligibility from above and will present a draft update to the Executive Committee in January and to the Board for approval in February.

#### New Business:

- Warehouse Issues: Lynne reported that there are several issues pending with the warehouse. The coalition signed a lease with the new owner in January 2017. In July 2017, we lost state funding for the warehouse, and entered into an agreement with Orange County Government to house the Orange County special needs shelter equipment; this allowed us to maintain the warehouse without state funding. We signed a sub-lease with Orange County Government in December 2017 and renewed this in December 2018. During this year's review, Orange County asked for a copy of the original lease and noted that this requires landlord approval for any sub-lease. The landlord was aware of the arrangement and we asked the landlord for written approval but have not yet received that. It appears that he may be using this as a bargaining chip to increase the rent. The County also noted that they have been paying for utilities which is not in the sub-lease. They submitted a bill to the Coalition to recoup these expenses. The County is responsible for the phone and alarm which the Coalition has been paying. We have deducted that

amount and will pay the County the difference of just over \$27,000. This will be paid using leftover warehouse funding. In working through these issues, we also discovered that we have been reimbursing the landlord for half of the utilities and will need to recoup these dollars. We have signed an extension of the sublease with Orange County Government while we are working through these issues. Our attorney is involved. Our hope is that Orange County Government will either take over the lease or find a new location, and they have agreed to host the coalition equipment pro bono. Lynne will keep the Board updated on these issues.

- 2019 Holiday Card: Lynne presented a draft holiday card and asked for approval to send this to member. Dave moved to approve and Chris seconded the motion. There was no opposition and the motion carried.

Approval of 2020 Schedules: Lynne presented a draft Board schedule. Eric moved to approve and Chris seconded the motion. There was no opposition and the motion carried. Lynne will send out calendar invitations. Lynne presented a draft schedule for three quarterly member meetings and a two-day conference in 2020. Dave moved to approve and Chris seconded the motion. There was no opposition and the motion carried. Lynne will send this out to member and send calendar invitation to the Board.

Next Meeting: The next Board call is February 18. Lynda wished all Board members Merry Christmas, Happy Holidays and Happy New Year!