

10-20-20 CFDMC Board Minutes

Board Members Participating: Eric Alerts (with Dave Freeman, Dr. Hsu, and Georganna Kirk's proxy), Sheri Blanton, Lynne Drawdy, Jim Judge, Aaron Kissler, Reginald Kornegay, Bob McPartlan, Dr. Peter Pappas, Kenneth Peach, Rebecca Poston, Debra Wallace, Lynda W. G. Mason

Others Participating: Matt Meyers

Call to Order, Welcome, Roll Call & Introductions: Eric Alberts welcomed all and called meeting to order at 4:05 pm. A quorum was reached.

Approval of August 2020 Board Minutes: Eric reported that the August minutes were previously distributed to the Board. Dr. Pappas moved to approve the minutes as submitted; Lynda W.G. Mason seconded. There was no further discussion and the motion carried.

Approval of July, August, September Treasurer's Reports: Lynda advised that she has reviewed and approved the reports submitted by the accountant. The July and August Treasurer's Reports were previously distributed to the Board and the September report was just received and distributed. Lynda asked if there were any questions and there were none. Jim Judge moved to approve all three reports as submitted; Sheri Blanton seconded the motion. There was no further discussion and the motion carried. Lynne reported that we are financially in very good shape. We expect to open a third bank account next month with \$250,000 to ensure that all funds are under FDIC protection.

Executive Committee Report: Eric reported on the September 14 Executive Committee meeting. The regional medical assistance team's IMT deployment in South Florida was very successful and the team members have been recognized by the state for doing a great job; a news article about the team was shared with the Board. The Executive Committee also approved today's agenda and the Board Engagement report that we will review later in the agenda.

Old Business:

- Traffic Light Update: Lynne Drawdy previously distributed the traffic light report; we are on track with all projects.
- Warehouse Lease: Lynne advised that Orange County Government took over the lease as of September 1 and we will remain as pro bono tenants. Orange County is searching for a new location and we will plan to move with them.
- Single Federal Audit Update: Lynne reminded the Board that we were required to complete a single federal audit for 2018 and 2019 to be compliant with our contract. Both years have been completed with a single finding (we were late in completing the 2018 audit, as we did not know this was a requirement in time). There were two recommended best practices for consideration. The first is for real vs. stamped signatures; this has already been implemented. The second is to have the Treasurer approve any credit card charges made by the Executive Director. A process to include those with the Treasurer's Report for Lynda's approval has been implemented. Lynne stated that our accountant has done an outstanding job in keeping us audit ready.
- COVID19 Interim AAR: Lynne reported that the state has informed us that we can use the COVID19 after action report as our joint exercise as required by contract. She recommended that we set the date of September 30 as the end of the interim response which gives us 90

days to complete the after action report. Reggie Kornegay moved to submit the COVID19 interim response after action report as our joint exercise by December 30; Kenneth Peach seconded the motion. There was no further discussion and the motion carried.

- FHA Agreement: Lynne advised that we have signed the agreement with FHA and will receive over \$480,000 for COVID response/planning. The Emerging Infectious Disease (EID) Collaborative will oversee the planning efforts; they met last week and provided priorities for the funding, most centered around long-term care facilities. Lynne stated that we will draft the workplan and budget and send to the EID Collaborative for approval before submitting it to the Board for approval by email.
- December Conference: An announcement with the conference including the agenda and registration link was sent to members today. Eric previewed the agenda and the second day training sessions available. Lynne advised that we already have 35 registered.
- Member Diversity Analysis: Lynne stated that we are working on classifying members using the new federal criteria. This will give us a baseline for increasing member diversity.

New Business:

- COVID Vaccination Planning: Lynne reported that Clint Sperber is on the statewide task force. Aaron Kissler advised that there are several vaccines that are in clinical trials with three in level 3. One would require cold storage. One would require two doses which creates logistical challenges. The federal strategy is to use hospitals and retail pharmacies to distribute the vaccines. It is anticipated that at least one will be ready for distribution by the end of November. Clint will provide additional information as it is received.
- Sanford Air Show: Lynne advised that the regional medical assistance team is providing support at the Sanford Air Show the first weekend in November. She stated that ASPR asked that we submit a one-page summary about the IMT as a best practice. She stated that we are advertising the team commander position.
- Member/Leader of the Year Nominations: Lynne asked the Board for approval to send the request for member and leader of the year nominations out early this year so that we can announce these at the December conference. The Board agreed. The request for nominations will go out now and Lynne will set up voting by email. The Executive Committee votes on the Leader of the Year and the Board votes on the Member of the Year.
- Coalition Engagement Survey: Eric advised that we sent out a survey to members in early October to see engagement in Coalition committees and workgroups. We have received 55 responses and will reach out to those individuals to add them to these groups. He stated that the survey will go out again the week of the Conference.
- Board Vacancy: Eric announced that Dr. Hezedeon Smith has accepted a position as the Charlottesville, VA Fire Chief. Eric stated that while we are excited to Dean, this is a loss for the Coalition. Lynda asked about recognition. Lynne stated that retiring Board members receive a letter and certificate of appreciation. Lynne stated that the process for filling a vacancy during a non-election year is to try to seek a candidate from the same or a similar organization to fill the remainder of the term. She will reach out to secure a candidate for the Board's approval.

Board Open Forum: Board Members: Reggie reported that the VA is holding a COVID19 vaccination tabletop this Friday in conjunction with Operation Warp Speed folks and the regional VA office. He'll let board know how it goes. Reggie stated that he expects to be a pilot for vaccine administration.

Next Meeting: December 15 at 4 pm