

2/20/18 Central Florida Disaster Medical Coalition Board Minutes

Board Members Participating: Timothy Beuth, Sheri Blanton, Dave Freeman, Alan Harris, Daniel Harshburger, Dr. Peter Pappas, Rebecca Poston, Wayne Smith, Clint Sperber, Karen van Caulil, Steve Wolfberg

Others Participating: Lynne Drawdy, Matt Meyers

Call to Order, Welcome, Roll Call & Introductions: Roll was taken and a quorum was not reached. Karen van Caulil called the meeting to order at 4:03 pm and thanked those attending.

Review & Approval of January 2018 Minutes: This item will be pended for a quorum. .

Approval of December 2017 & January 2018 Treasurer's Reports: This item will be pended for a quorum.

Old Business:

Contract Concerns Letter: Becki Poston stated that she reviewed the information and letter and tried to reach Doug Woodlief several times; he returned a call once. She stated that she is going to Tallahassee tomorrow and will go to his office. She stated that she does know that DOH is looking at changes in the contract, preparing templates, and training contract managers.

Governance Policy Approval: The changes discussed at the January meeting were incorporated and a draft was distributed prior to the call. This item will be pended for a quorum.

Draft Strategic Plan: Lynne previewed the draft strategic plan developed following the January strategic planning session. She asked the Board for approval to send the draft out to coalition members for input. Karen suggested that instead of a lead for each objective, we identify a team, and encourage coalition members to participate. She asked that each board member choose at least one objective team. The Board approved sending the draft plan to members, encouraging their input and participation.

Traffic Light Report & Project Plan Update: An updated traffic light report/project plan was distributed prior to the meeting. Accomplishments over the past month include:

- The hospital equipment on the priority list has been purchased. Matt stated that most has been delivered; this should be completed within the next week. Lynne reported that we have requested approval from DOH to move unspent dollars this contract year to this project to purchase equipment on the pending list; we are awaiting approval.
- A consultant has been hired to work with the Trauma Advisory Board. The consultant has completed the first deliverable, focused on regional data, to the Advisory Board.
- A consultant has been hired to plan alternate care site tabletops in each county. The consultant is working with the ACS workgroup to accomplish this. At least three tabletops will be held before the end of June, and the others will be held over the summer. The first meeting is this week.
- A consultant was hired to work with the EID Collaborative Workgroup to develop a regional emerging infectious disease response plan. The first meeting is this week.

- A consultant was hired to work with coalition staff to complete a hazard vulnerability assessment, jurisdictional risk analysis, and draft a coalition preparedness plan. Dave, Lynne and Mat met with the consultant last week to begin this effort.
- The new website is almost ready to launch and training on maintaining the website will be held next week.
- Hospital Incident Command and Nursing Home Incident Command training will be held on February 26 & 27 in Viera.
- COOP training has been scheduled for April
- We are working with hospitals and the state in preparing for the Coalition Surge Tool exercise. Matt will attend the next exercise, scheduled in early March in Region 3. The exercise will be held on May 1, and we are working to schedule training prior to the exercise
- Alan Harris asked about the status of the FAC project. Lynne reported that the FAC Work Group will continue to oversee this project. A scope of work for a contractor was distributed through the FAC Work Group and we received five proposals. A vendor selection committee will meet this week to rate the proposal and select a contractor. The contractor will work with selected representatives from the FAC Work Group to develop a draft plan, which will be submitted to the FAC Work Group for approval before it comes to the Board.
- Plans are underway for the Orange, Seminole and Lake County mass casualty exercise, planned for April 12. Eric Alberts is the exercise director.
- Alan Harris provided an update on the full-scale exercise held in Seminole County last week. The scenario was a plane crash. There were more than 300 volunteers, half at the airport and half at Seminole County hospitals. He stated that it was an excellent learning experience and he thanked the Coalition for its participation.

New Business:

- Healthcare Coalition Task Force Update: Lynne and Matt provided an update from the January face to face meeting of healthcare coalitions from across the state. In addition to contract and DOH updates, training on the coalition surge tool process was provided. The ASPR Project Officer, Captain Paul Link, also spoke. He discussed sustainability, including the potential for coalitions to act as consultants and to charge member fees. There are restrictions when receiving ASPR funding, and Matt asked Captain Link if he could put these in writing for the coalitions. Captain Link asked if the coalitions had seen the state's budget, and none had. He suggested that all coalitions ask to see the budget and stated that ASPR has instructed the states that they must share line item expenditures. He also advised that although the original funding period for this ASPR grant cycle was to be five years, there will be a PAPHR reauthorization next year, and the grant cycle will only be two years. A new three-year funding opportunity will come out for July 2019. Lynne stated that this means that our five-year contract will probably last only two years, which makes it urgent that we pursue the funding removed from this year's contract. Captain Link also stated that there is additional Ebola funding available; Lynne briefed him on the EID Collaborative and he stated that if we develop an assessment hospital plan that is approved by the state, there are millions in funding available to support this. The Collaborative includes Orlando Health, Florida Hospital in the tri-county, and the VA. Others have not participated. Karen stated that she would reach out to HCA and Nemours. Lynne will provide Karen with background information on the EID Collaborative.

Dave suggested that the Board make an official request to see the budget. Karen asked if we should reach out to other coalitions to join us in this request. Lynne reported that Region 2 said they would make the request; she will follow-up to see if this has happened, and if not will reach out to other coalitions.

- **Potential Projects:** Lynne advised that during the statewide coalition meeting, DOH announced a plan for unspent coalition funding. Any funding not spent by June will be put into a statewide pool, and all coalitions will be able to submit project ideas to use this fund. Lynne suggested that we develop potential projects to have ready if funding becomes available. Projects must align to our workplan and the ASPR capabilities. Board members are encouraged to submit project ideas to Lynne.
- **March Coalition Member Meeting:** Lynne reminded the Board that the next member meeting is scheduled for Thursday, March 15. She asked the Board for permission to ask members for ideas of agenda topics, and asked the Board to let her know of any agenda topics. The Board approved asking members for input on the meeting agenda, the strategic plan, and for any potential projects.
- **Long-Term Care Board Vacancy:** Lynne advised that Millie Sorger is leaving long-term care and has resigned from the Board. She will send a letter of appreciation and a pen to Millie on behalf of the Board thanking her for her service. Lynne stated that she asked April Henkel, the Preparedness point of contact with the Florida Healthcare Association, for assistance in recruiting a long-term care member. There are four district presidents in Region 5 who meet routinely with their district members and she asked for their assistance. One of these has volunteered to serve out Millie's term: Randall Blue, the Administrator of West Melbourne Health and Rehabilitation Center, who is the FHCA District 15 President in Brevard County, and on the statewide FHCA Board. The Board appointed Mr. Blue to fill the remainder of the term.

Announcements & Upcoming Events: These continue to be posted on the Coalition website calendar.

Next Meeting: Although there will be a member meeting on March 15, the Board agreed to hold a short call on March 20 at 4 pm as there are items pending that will need a Board vote. The call adjourned at 4:43 p.m.

Approved by Board on: _____

Attestation: _____
Karen van Caulil, CFDMC 2018 Board Chair