

August 15, 2017 CFDMC Board Minutes

Board Members Participating: Eric Alberts, Sheri Blanton, Dave Freeman, Dr. Mike Gervasi, Alan Harris, Dan Harshburger, Jim Judge, Aaron Kissler, Wayne Smith, Clint Sperber, Karen van Caulil, Lynda W. G. Mason

Others Participating: Lynne Drawdy, Matt Meyers

Welcome & Call to Order: Dr. Gervasi called the meeting to order at 4:04 p.m. and welcomed those attending. A quorum was present.

Review & Approval of July 2017 Minutes: The July minutes were previously distributed. Dave Freeman moved to approve the July minutes and Karen van Caulil seconded the motion. There was no further discussion and the motion carried.

Approval of June 2017 Treasurer's Reports: Lynne advised that Treasurer Bob Sorenson has reconciled the bank statement and approved the June Treasurer's Report. Karen van Caulil moved to accept the June Treasurer's Report, and Lynda W.G. Mason seconded the motion, which carried. Lynne advised that the July Treasurer's Report will be sent when received.

Old Business:

It Takes 1! Update: Lynne reported that Dave Dominato provided an update on planning for the Guinness event and he is confident that all pieces are in place for success. Dave Freeman reported that Orange County has chosen not to participate in this event; we believe this is a political decision and is not an issue with the event. Lynne will resend the information seeking donors and volunteers.

Contract Update & Traffic Light Reports: Lynne reported that for the first quarter (July 1 – September 30) we are operating under last year's contract which was extended while the state is working on the new contract. We will submit the first quarter deliverables from last year's contract and will bill at last year's rate. The new contract should be in place by October 1 and the higher contract dollar amount will be spread throughout the remaining three quarters so that we receive the full \$1,015,300.

A close-out traffic light report on Fiscal Year 2016-2017 projects was distributed to the Board. Most projects were successfully closed. A few are being wrapped up over the next few weeks, and a few will transition to the new workplan as multi-year projects.

A new traffic light report detailing the new 2017-2018 contract deliverables and projects was also distributed. This report will be used to update the Board and members on project status each month. Lynne asked the Board to let her know of any input or changes on this reporting tool.

Regional Trauma Advisory Board Update: Lynne reported that the Executive Committee met in July with a focus on the three committees. The first committee is systems support, which will focus on sharing data and quality improvement to improve the trauma system. An initial focus will be on injury prevention, including bike safety and texting for children, fall prevention for seniors, and burns. The Preparedness committee is chaired by Chief Harshburger. Many stakeholders

are engaged in the Stop the Bleed campaign; the committee will identify and address gaps in this campaign. The final committee is to explore the feasibility of developing and submitting a plan to create a trauma agency; the Executive Committee will serve as that committee. A meeting to brief stakeholders is being planned for the fall. Chief Harshburger stated that it was a very productive meeting. The Board expressed appreciation to Dr. Pappas for his leadership.

RMAT Update: Dave Freeman reported on a marketing event for the Coalition and Regional Medical Assistance Team (RMAT) held on Saturday, August 5 at the Altamonte Mall. The team received \$43 in donations and many individuals completed contact cards expressing interest in joining the Coalition and/or RMAT.

Dave reminded the Board that the state will no longer contract with or support the region's state medical response teams. The state contract with Florida International University (FIU) for a statewide personnel pool of medical responders. Ruben Almaguer is the lead for this. The state is going to manage and deploy all the equipment caches. Regions 4 and 5 will be considered a central team and we are being asked to partner on how we can support FIU. Dave explained that he recently attended an FIU exercise in Miami and the team commanders met with FIU. There were few details on how this will work. Region 5 has a strong medical assistance team and the community depends on the team's support during events such as the Invictus Games, Electric Daisy Carnival and airshows and marathons. Our annual work plans contain a project to continue to build out the regional medical assistance team. There are two events currently planned, the Electric Daisy Concert in November and a Boy Scout event in Osceola County.

New Business:

CMS Projects: Lynne reported that the priority projects for this quarter are to help healthcare organizations meet the new CMS rule by November 15. She thanked Alan Harris for allowing the Coalition to replicate an exercise developed by Seminole County Emergency Management. The Operation Protect and Secure exercise is scheduled for the morning of September 8. An alert regarding an active shooter will go out to participating agencies and they will implement their lockdown plan or if they do not have a plan hold a tabletop to discuss how they would respond to such an incident. This is a low impact exercise that will meet the requirement for facilities to participate in a community-based exercise. The second project is providing a series of workshops across the region; these will include workshops to provide education and resources in meeting the CMS requirements regarding an HVA, emergency operations plan, standard operating procedures and communications, and includes a tabletop exercise to meet the second exercise requirement. We are working with the vendor who recently provided a similar workshop sponsored by the Florida Healthcare Association. Lynne advised that the region's emergency managers and ESF8 leads are engaged in these projects.

September 21 Coalition Meeting: A draft agenda for the September 21 coalition meeting was distributed. Lynne will continue to confirm presenters and send out the agenda prior to the meeting.

2018 Coalition Meetings: Lynne distributed a draft of the 2018 Coalition meeting schedule. In the past, members have confirmed Thursday mornings in Viera as their preference. Lynne will add this question to the September Coalition meeting agenda prior to confirming the 2018 calendar.

Strategic Plan / Marketing/Fundraising Strategy: Lynne reported that she and Dave have had a series of meetings with individuals to begin preparing for a marketing and fundraising strategy.

We have met with a web designer who will submit a bid for redesign of the web site to make it more donor and volunteer friendly, while maintaining the ability to add content. We also met with a branding expert who will submit a bid on both the website and in assisting the Coalition in developing marketing materials. Finally, we met with a fundraising expert. We expressed our need to raise approximately \$60,000 per year to sustain the warehouse and team capabilities. This individual has offered his services pro bono to the Coalition. He stated that it is much easier to raise \$1 million dollars than a smaller amount, and suggested that we consider a long-term fundraising strategy. He suggested that we begin by meeting with the Board to develop the Board's vision. Lynne pointed out that the Board typically conducts a strategic planning session during its October meeting, and asked if we could expand the October 17 meeting to the entire afternoon and include this agenda item. The Board agreed to meet in October to conduct strategic planning and to include fundraising. They asked Lynne to send out a Doodle poll to select the most appropriate date.

Board Reappointments / Election: Lynne reported there is one current vacancy on the Board. Volusia County is under-represented on the Board, and essential partner groups not represented include blood banks, hospice, and home health. Other potential representatives might include Department of Children and Families (who operate or oversee services to vulnerable populations) and schools. Lynne advised that many Board appointments expire in December. Most Board members have agreed to serve an additional term, but several are unable to serve again due to other commitments, including Dr. Gervasi, Randy Hartley and Doug Healy. The bylaws state that the Executive Committee serves as the nominating committee and an election will be held to fill vacant positions in December of the odd years. Lynne stated that during the last process, we solicited nominations from members, and the Executive Committee developed the ballot balancing the need for geographic and discipline diversity. Members voted at the December meeting. The Board agreed to use the same process this year. The retiring Board members will receive recognition at the December meeting. Lynne pointed out that the Coalition is often held up as a role model for its governance, and this is a testament to the Board's leadership.

Announcements & Upcoming Events:

Eric Alberts reminded the Board that we typically hold a full-scale community exercise in April. Lynne stated that this is a Coalition contract requirement, and we must use the new medical surge tool. Matt reported that the tool allows us to measure medical surge across the region and we will need to engage all hospitals. Training on that tool is forthcoming. The Board agreed to appoint a planning committee, including Eric Alberts, Dave Freeman, Jim Judge, Lynda W.G. Mason and Lynne Drawdy. We will also need to identify a Florida Hospital representative. Lynne will send out a Doodle poll to schedule a meeting with this group.

Dave reminded the Board that other trainings and events are posted on the Coalition website calendar. He asked that the Board let him know of any changes or additions to the website.

Next Board Call: There is no Board call in September due to the September 21 member meeting. The October call will be rescheduled to a strategic planning meeting.

Adjournment: Dr. Gervasi adjourned the call at 4:46 p.m.