



## Executive Council Meeting Minutes

**September 7<sup>th</sup>, 2023**

Meeting was held at the Healthcare Coalition's Fort Myers office and via Zoom

1	<b>Alena Scandura</b>	<b>Plymouth Harbor on Sarasota Bay</b>
2	<b>Angela Canfield</b>	<b>Desoto Memorial Hospital</b>
3	<b>Barbara Bacigalupo</b>	<b>FDOH in Hendry and Glades Counties</b>
4	<b>Caitlyn Eck</b>	<b>Lee County EM</b>
5	<b>Dan Sieber</b>	<b>San Carlos Park Fire</b>
6	<b>Dan Summers</b>	<b>Collier County Emergency Management</b>
7	<b>*Nicole Hansen</b>	<b>Lee County EMS</b>
8	<b>Glamarier Carter</b>	<b>American Red Cross</b>
9	<b>Ioannis Gountas</b>	<b>FDOH in Hendry and Glades Counties</b>
10	<b>Sean Alley</b>	<b>Sarasota Memorial Hospital</b>
11	<b>Teresa Jimenez</b>	<b>Lee County Port Authority</b>
12	<b>Brian Massey</b>	<b>Southwest Florida Healthcare Coalition</b>
13	<b>Peggy Brown</b>	<b>Health Planning Council of Southwest Florida</b>
14	<b>Olga Fernandez</b>	<b>Health Planning Council of Southwest Florida</b>

*\*Proxy*

### **I. Welcome & Introductions**

The meeting was brought to order at 2:00pm by Peggy Brown.

### **II. Attendance**

Nicole Hansen was voted in as Doug Higgins Proxy by the members present.

The Executive Council attendance was shared with representatives. *(Packet page 2)*

### **III. Budget Review**

The Budget Review Summary was presented to the representatives. *(Packet page 3)*

Funding request \$5000 for UCF React Trainings and the SWFLHCC will contribute \$8000 to the Statewide BOLD Planning Contract that includes 30 hours of virtual training for COOP and CEMP along with marketing. *(Packet page 5)* The funding for these projects was taken from the funding in the budget for the COOP and CEMP in person training.

Caity Eck and Dan Summers - Showed support for CEMP as well as COOP.

Review request – **Pass**

The Funding Request presentation invite will go out soon for October. After the presentations a survey for members to weigh in will be open. Once that survey is closed a vote to the Executive



Council will be sent out to score in order of importance. All projects currently in the budget but not yet specifically approved by the Executive Council will also be scored and prioritized alongside the member requests.

**IV. Policies and Procedures for Executive Council Voting**

The Policies and Procedures for voting for Executive Council representatives were developed by an Ad Hoc committee of the Executive Council. They were presented for approval. *(Packet page 6)*  
Dan Summers motioned for approval - **Pass**

A list of eligible Emergency Management and Department of Health members were shown to the Executive Council for a member at large seat for each proposed. *(Packet page 7)*  
Dan Summers – motions for approval – **Pass**

**V. Updated Crisis Standards of Care Plan**

Peggy Brown spoke on the Crisis Standards of Care plan updated from the 2020 version. The Coalition is required to perform an exercise for this plan. *(Packet page 5 - 18)*  
Alena Scandura – Requested time to review the new plan.  
**Tabled for next meeting**

**VI. Funding Request Application**

Peggy Brown reminds the Executive Council of the timeline for the Funding Request process and presented the updated form. *(Packet page 26 - 30)*  
These changes are the common questions asked by the State at the time of approval.  
Alena Scandura – Requested this be a fillable form.

**VII. Job Descriptions for Clinical Advisors**

The Description for Clinical Advisors was sent to the Executive Council prior to the meeting. *(Packet page 31 - 32)*  
Adam DuBois asked if this position needs to be clinical.  
Peggy Brown -. They should have a minimum of 5 years' experience as licensed clinically active (i.e. works shifts/sees patients) physician, advanced practice provider, or registered nurse residing in the state of Florida

**VIII. Performance for Membership Engagement Specialist**

A tracking sheet was created for the Engagement Specialist to keep account of their progress. *(Packet page 33 - 34)*

**IX. Current Projects and Task Forces**

Brian Massey went through a summary of the Task forces. *(Packet page 36)*  
Peggy Brown encouraged representatives to participate in at least one of the Task Forces and reminded them of the benefits of participating.

**X. Open Forum**



Glamarier Carter would like to tell you about the American Red Cross Community Adaptation Program and how they can support. Peggy suggested a follow-up call or e-mail.

**XI. Adjournment**

The meeting adjourned at. 3:00 PM

**\*Thank you for joining us**

**The next meeting will be the member presentations for funding on November 8<sup>th</sup> at 2 pm.**