

Florida Dialysis Disaster Preparedness and Response Coalition

MINUTES

Date: 11/2/05	Time: 9:30 a.m. – 4:30 p.m.	Location: FMQAI Meeting Room	
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Members Present:

Lisa Bacot Comm. For the Transportation Disadvantaged	Joan Dye Renal Care Group (RCG) Nephrology Center of Pensacola	Susan McGovern FMQAI: The Florida ESRD Network	Brenda Tilley Independent - Central Florida Kidney Center
Tom Bradsell DaVita	Norma Gomez ANNA / DaVita	Hanna Osman University - USF - Dept. of Public Health	Cindy Voigt Halifax Medical Center - FHA
Katharina Brierton AAKP	Erica Hollins RCG	Mary Pinto AHCA FCRN - FI Council Renal Nutritionists	Bob Westbrook Florida Dept. of Transportation
Carl Brueggemeyer Nephrologist - FI Society of Nephrology	Stephanie Hull ANNA / FMC	Barb Powers TECO - Energy Control Center	Cindy Woodward FMQAI: The Florida ESRD Network
Linda Carroll FMQAI: The Florida ESRD Network	Gillian Kaye Facilitator	Sue Rottura American Renal Associates - Independent	
Michael Christensen Fresenius Medical Care (FMC)	Susan Kreuter CNSW Chair South Florida North Beach Dialysis Center	Laurie Shore LifeLink HealthCare Institute	
Peter Dabrowski Hillsborough Co. Emergency Management	Marsha Lisk Agency for Healthcare Administration	Karen Somerset Comm. For the Transportation Disadvantaged	
Lisa Drossos FMQAI: The Florida ESRD Network	Kelly Mayo FMQAI: The Florida ESRD Network	Liz Stutts Florida Dept. of Transportation	

Members Absent:

Chris Floyd Red Cross	Liz Howard AAMI / DaVita	Suzette Marseille Broward Hospital District - FHA	Beverly Schleicher KRU Medical Center
Gayle Harrell Legislator	Sheri Kennedy Doctors Hospital of Sarasota	Laura Morciano NKFF	Cindy Toombs Fresenius Medical Care (FMC)
Susan McDevitt FL Department of Health - DEMO, Trauma & Compliance	Bob Loeper Florida Renal Administrators Association / FMC		

TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE
Welcome & Introductory Remarks	<ul style="list-style-type: none"> Kelly Mayo welcomed the all the members present to the first meeting of the Coalition. She discussed the need to develop a comprehensive disaster response plan to address the needs of the ESRD community. 		

Introduction of Participants	<ul style="list-style-type: none"> Coalition members introduced themselves and stated their goals for participation in the Coalition. 		
Working as a Coalition	<ul style="list-style-type: none"> Kelly Mayo introduced Gillian Kaye, President, Community Development Consultants; facilitator for today's meeting. Gillian Kaye gave a brief presentation regarding Coalition Building. (See Coalition Building presentation in the handout material) 		
	<ul style="list-style-type: none"> Agenda, objectives for today's meeting and proposed Coalition objectives reviewed. Ms. Kaye stated the Coalition objectives were developed from a synthesis of the initial Coalition questionnaire completed by members of the coalition. Request was made to approve the objectives, as there were no questions or concerns. 	<ul style="list-style-type: none"> No revisions requested. Agenda and objectives accepted. Coalition objectives approved 	
Lessons Learned	<ul style="list-style-type: none"> Kelly Mayo presented a review of Lessons Learned from past hurricanes. (See ESRD Disaster Response Planning presentation in handout material.) Discussion ensued with Coalition members regarding Lessons Learned and Best Practices. 		
Priority Review & Brainstorming	<ul style="list-style-type: none"> Participants worked in small groups to identify the priority issues based on the Coalition questionnaire summary and personal experience. Workgroup leaders reported on identified priorities. Priority areas identified are: <ul style="list-style-type: none"> Communication Coordination EOC involvement Education 		
Workgroup Action Planning <ul style="list-style-type: none"> Identifying tasks, strategies, priorities and timelines. 	<ul style="list-style-type: none"> Coalition members identified which workgroup they were most interested in / could contribute the most to. Workgroup leaders were identified. (Coalition members unable to attend the meeting will be able to join the Workgroup of their choice.) Using the Action Plan: General Action Steps worksheet, the workgroups identified initial actions that needed to be taken, who needed to be involved 		

	<p>and when their involvement was needed and potential barriers.</p> <ul style="list-style-type: none"> • Workgroups began strategic planning related to short term, mid term and long term planning. 		
Report from Workgroups	<ul style="list-style-type: none"> • Workgroup leaders reported on the workgroup discussion and the initial Action Plans 	<ul style="list-style-type: none"> • Workgroup leaders are to complete the Short Term Plan and submit it to Susan McGovern by mid January prior to next meeting. • Electronic versions of the Strategic Plan worksheets are to be sent to the Workgroup leaders. • Workgroup Short Term Plans are to be sent to all members of the Coalition for review. 	<ul style="list-style-type: none"> • Workgroup leaders • S. McGovern will send format via E-mail to Workgroup leaders. • S. McGovern will send Plans to all Coalition members prior to the next meeting.
<p>Next Steps</p> <ul style="list-style-type: none"> • Coalition Name • Communication • Overall Coalition Support 	<ul style="list-style-type: none"> • Susan McGovern requested suggestions for a name for the Coalition. Discussion was held and suggestions made. No consensus was obtained. • Workgroups will communicate via conference call and E-mail. • Coalition communication will be via E-mail and conference calls if needed. • Discussion was held regarding administrative functions for the Coalition. Network 7 volunteered to be responsible for maintaining a current membership 	<ul style="list-style-type: none"> • Coalition members were requested to send Coalition name suggestions to S. McGovern via E-mail. Ms. McGovern will compile the names and sent them out to the membership for a vote. • Network 7 (S. McGovern) will complete the minutes of this Coalition meeting and coordinate 	<ul style="list-style-type: none"> • Send name suggestions in by Nov. 30. • Names will be compiled by Dec 9th and sent back to members for a vote by Dec 30th. Voting to be completed by Jan 13.

	list, and for coordination and planning the next meeting. The Network will also provide the administrative functions of the Coalition until Coalition members identify additional support functions.	distribution of the Workgroup Strategic Plans.	
Next Meeting	The Coalition members agreed to meet on January 31, 2006 at the Network 7 office conference room.	The minutes of this meeting with a reminder of the next meeting will be E-mailed to the Coalition members by Nov. 18 th .	S. McGovern
Adjournment	G. Kaye made closing remarks, thanking all the Coalition members for their participation.		

Workgroup Members

Education	EOC Involvement	Coordination	Communication
Susan Kreuter (Co-chairperson) Laurie Shore (Co-chairperson) Norma Gomez Cindy Woodward Katharina Brierton Marsha Lisk	Susan McGovern (Chairperson) Linda Carroll Stephanie Hull Erica Hollins Joan Dye Mary Pinto Pete Dabrowski	Kelly Mayo (Chairperson) Barb Powers Liz Stutts Karen Somerset Lisa Bacot Carl Brueggemeyer Cindy Voight Bob Westbrook	Sue Rottura (Chairperson) Mike Christensen Tom Bradsell Brenda Tilley Lisa Drossos