

Florida Kidney Disaster Coalition

MINUTES

Date: 8/21/07	Time: 1:00 p.m. – 3:00 p.m.	Location: Conference Call	
Members Present:			
Nancy Blackburn Fresenius Medical Care	Sally Gore FMQAI: The Florida ESRD Network	Sherilyn Burris FMQAI: The Florida ESRD Network	Carl Brueggemeyer Nephrologist - FI Society of Nephrology
Cindy Woodward FMQAI: The Florida ESRD Network	Lisa Goodwin Fresenius Medical Care	Sarah Knott Fresenius Medical Care	Linda Carroll Network 7 MRB
Deuzimar Kulawik FMQAI: The Florida ESRD Network	Mike Christensen Fresenius Medical Care	Susan McDevitt Florida Dept. of Health	Brenda Tilley Central Florida Kidney Center

TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE
Welcome & Introductory Remarks	Sally Gore welcomed all the members to the meeting.	<ul style="list-style-type: none"> The minutes from 7/10/07 were approved without revisions 	
TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE
Updates / Action Items from 7/10/07	<p>Listserv: Sherilyn Burris began this topic with a report on the progress on establishing a listserv. Ms. Burris explained that this should be complete within one week. She has received approval from FMQAI to download the software and is waiting on delivery of a corporate computer to do so. Discussion ensued regarding the purpose of the listserv. It was agreed upon that it would serve as a method of communication among members in between coalition meetings. It will also be utilized to disseminate materials and information. Ms. Burris stated that once it was set up, members would get regarding the Listserv. She asked that anyone getting one that did not wish to receive them please contact her.</p>	Sign all members on the listserv.	Sherilyn Burris

	<p>been unable to get the DART representative involved. She is still working on this, though. She would like to get with transportation to review the Pinellas County plan and make sure Social Workers are aware of the plan and resources available to them.</p> <p>Nancy Blackburn reported that she had plans to meet with the Pinellas County EOC representative (Dave MacNamee) to tour the facilities in Pinellas identified as likely to be open post-storm.</p> <p>Other: Susan McDevitt discussed the need for more education to ESF 8 and Department of Health regarding dialysis patients. Ms. Gore explained that she and Ms. Burris have been working on "Community Partner Packets" which will be utilized for just that purpose: educating Department of Health and ESF 8 regarding dialysis patients. The packets will contain a piece explaining kidney failure and dialysis, forms created by some of the workgroups (county partner support form), a list of providers in their area/region, and a zip code by county report for their area. Mike Jacobs has already said in past meeting that he will help distribute this through the Department of Health. The group also discussed providing this packet to elected officials – especially those with a personal interest due to having a family member on dialysis.</p> <p>The group agreed that these packets would provide a good opportunity to establish a relationship with these partners and provide useful materials. This may help to make them more receptive to face-to-face meetings in the future.</p>		
TOPIC	DISCUSSION	PLAN OF ACTION	Responsible

**Coalition
Assessment
Summary**

Ms. Gore began this topic by reviewing the assessment summary materials provided. She noted that she had a good response from the members and was very happy with the honest feedback. Based on the assessment responses, a timeline for creating a new strategic plan was developed. The group discussed this timeline and ultimately agreed that it should be implemented, with the change that the membership activities be conducted prior to the next meeting rather than after. The timeline is provided below:

1. Identify gaps / unresolved issues from previous meetings (October)
2. Hold next in-person meeting (mid-October)
 - a. Place gaps in priority areas (Communication, Coordination, EOC Involvement, Education)
 - b. Relate to mission / vision
 - c. Prioritize gaps
 - d. Assign / delegate tasks to complete top priorities (2 - 3 at a time, not restricted by workgroups)
 - e. Establish running list of tasks
 - f. Form Leadership & Funding Committees
3. Membership Activities (September)
 - a. Send out Level of Involvement / Interest Letters
 - b. Send out membership profile
 - c. Create Charter
4. Begin Quarterly Meeting Schedule
 - a. January, April, July, October
 - b. Use of conference calls to include all members
 - c. Review current tasks / key items from previous meetings
 - d. Addition of new tasks to running list
 - e. Close out completed tasks /begin

	<p>presentation about FKDC and solicit membership.</p> <p>Next, discussion ensued regarding the formation of a leadership committee. The group agreed this was pertinent. This group could assist with membership activities and checking in with task groups to see if they had any needs or issues. Linda Carroll and Mike Christensen volunteered to be a part of this committee. Sue Rottura also indicated a willingness to be a part of this in a previous email. The group decided that this should be a topic at the next in-person meeting and others would be given the opportunity to volunteer.</p> <p>The group also discussed the idea of creating a charter for members to sign outlining the goals of the coalition, as well as requirements and expectations.</p>		
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<p>Funding</p>	<p>Ms. Gore announced that TECO had donated \$1,000 to FKDC and thanked Don Cranston and Barb Powers for their support. FRAA is acting as the financial arm and holding the monies.</p> <p>Ms. Carroll noted that a generic budget should be created identifying budgeted amounts to be spent by category. The group agreed that a Funding Committee should be developed to review and approve funding requests. This committee will be formed during the next meeting. The group agreed that once the new tasks are identified, it would be easier to discuss exact funding needs.</p>		
<p>Pandemic Flu Workgroup</p>	<p>Ms. Gore explained that members of the community that wanted to form a pandemic workgroup through FKDC had approached her. The group agreed that, while the coalition as a whole did not want to address this yet, it was important to support active and willing members of the community that did have interest. It was also agreed that FKDC would have to review and provide input on any materials going out with through FKDC and with the logo.</p>		
<p>Adjournment</p>	<p>Sally Gore adjourned the meeting and reviewed action items, thanking all the Coalition members for their participation. Per the timeline reviewed in the meeting, the next meeting will be an in-person meeting held in mid-October.</p>	<p>Email date of next meeting to coalition members by September 5, 2007</p>	<p>Sally Gore</p>