



**Agenda**  
**Governance Committee**  
**September 4, 2020 8:00 AM**  
**Virtual Meeting\***  
**1-253-215-8782**  
**Meeting ID 819 8776 7201**

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| I. Call to Order   | M. Griffith |
| II. Determination of Quorum                                | M. Griffith |
| III. Public Comment  | M. Griffith |
| IV. Approval of Minutes of April 3, 2020 ( <b>Action</b> ) | M. Griffith |
| V. Trustees Reappointment Update                           | T. Swanson  |
| VI. Slate of Officers 2020-2021 ( <b>Action</b> )          | T. Swanson  |
| VII. Open Forum  | M. Griffith |
| VIII. Adjourn  | M. Griffith |

\*Meetings will be held by telephone conference in light of the COVID-19 state of emergency, pursuant to the CDC's March 16, 2020 recommendation to avoid gatherings of 10 people or more and Executive Order 20-69 issued on March 20, 2020 by Governor DeSantis providing that local government bodies may utilize communication media technology for local government meetings.

**Next Governance Committee Meeting**  
**November 6, 2020**



**GOVERNANCE COMMITTEE MINUTES  
FRIDAY, APRIL 3, 2020  
VIRTUAL MEETING  
1-253-215-8785  
Meeting ID 594 739 046**

The West Orange Healthcare District Governance Committee met April 3, 2020 virtually using Zoom meeting technology. C. Miller officially called the meeting to order at 8:11 AM, after a quorum was convened. **Trustees Present:** Committee Chair C. Miller, L. Cervenka, N. Sutton, J. Murphy, M. Griffith. **Trustees Absent:** P. Taylor **Staff Present:** T. Swanson K. Harker, L. Buckley, L Boettcher. **Guests:** J. Jonasen with Gunster Law Firm

No members of the public or guests were in attendance, therefore, no public comment period was necessary.

Prior to commencement of the meeting, T. Swanson outlined the need for remotely conducting the West Orange Healthcare District Board and Committee meetings in light of the unprecedented COVID-19 situation. She provided ground rules for conducting board and committee business through the use of Zoom meeting functions when voting and asking questions.

#### **EMERGENCY ORDER RESOLUTION**

C. Miller called upon M. Griffith to discuss the Executive Order issued by Governor DeSantis suspending Florida statutory law requiring a quorum to be present in person for local government bodies to conduct official business or requiring a local government to meet at a specific public place, and further authorizing local government bodies to utilize communications media technology, such as telephonic and video conferencing, as provided in Section 20.43(5)(b)2, Florida Statutes. M. Griffith requested a motion to adopt an Emergency Order resolution to allow the District to conduct business in accordance with the Executive Order.

**ACTION:** Upon a motion duly made and seconded, the Committee unanimously approved the Emergency Order resolution for conducting meetings virtually as reflected in Attachment A.

#### **APPROVAL OF MINUTES OF SEPTEMBER 6, 2020**

**ACTION:** Upon a motion duly made and seconded, the Committee unanimously approved the minutes of the September 6, 2020 meeting.

#### **DISCUSS TRUSTEE REAPPOINTMENT**

T. Swanson reported that in light of the Global Pandemic the likelihood of reappointments in the near term is not high. There has been no activity on the outstanding request for reappointment of trustees whose terms expired in 2018, 2019 and one from 2017. For those Trustees whose term is coming up for reappointment in September, T. Swanson will ask them to complete and submit their application for reappointment to the governor's office. J. Jonasen stated his colleague inquired as to a current list from

the governor's office to see who is currently on the list and if anyone new has applied. T. Swanson recommended to the committee that they to recommend to the Board the endorsement of the reappointment of Trustees whose terms have expired or will expire in September of 2020.

**ACTION:** Upon a motion duly made and seconded, the Committee unanimously approved recommending to the District Board, the endorsement of the reappointments of all currently expired term Trustees, and the reappointment of the four 2020 Trustees whose terms are about to expire. Trustees to be included in the endorsement are: R. Wilsen, M. Griffith, L. Cervenka, J. Murphy, K. Ardaman, P. Taylor, J. Whiddon, D. Carter, M. Lee, R. Talbot and W. Britt.

#### **MEDICAL LITIGATION UPDATE**

T. Swanson provided an update on the one outstanding medical litigation case. She shared that there were delays with the selection of the mediation attorney, however things were advancing prior to COVID-19 and she would keep them informed.

#### **OPEN FORUM**

T. Swanson mentioned that staff continue to work remotely and are using Zoom to meet regularly as a team. L. Boettcher shared that the Healthy West Orange team is focused on social media presence with a focus on positivity providing information and resources on stress relief, wellness behaviors and habits.

T. Swanson provided an update on the building and how the construction is moving. She also indicated that she and L. Boettcher have been meeting with the design team on the office buildout. The construction, for now, is still advancing.

T. Swanson also updated that she had advanced a grantee's grant draw with M. Griffith's approval. The organization is Health Council of East Central Florida and it was to enable them to continue to provide home visit services. The line of credit they had was impacted as soon as COVID-19 occurred. They had already provided 4 of the 5 months of service for which the draw would cover.

**ACTION:** A motion was duly made, seconded and unanimously approved to ratify the actions of the Board Chair and CEO to advance the most current grant draw to Health Council of East Central Florida a month early.

T. Swanson mentioned that she will be bringing an Emergency Grant request from Shepherd's Hope direct to the Board. She also shared that the District has not pulled back their sponsorships for any of their events and would like to continue to support the existing charities commitments have been made and planned. T. Swanson also mentioned that the Resilience symposium event is going to be held as a virtual event.

**ACTION:** A motion was duly made, seconded and unanimously approved to authorize the CEO to make decisions in her judgement to continue support of non-profit organizations as budgeted under community relations regardless if the event is going to be held or not.

T. Swanson informed the Trustees that she will be bringing a couple of requests to the Board for review outside of Committee given the circumstances of the crisis. One of the grant requests (Boggy Creek) has cancelled their summer camp program and would like to keep the request for funds the same, but use them for their Fall Family Retreat. T. Swanson also mentioned that she and L. Boettcher have been in contact with community leaders in the District regarding critical food needs. T. Swanson requested approval to bring grants approved by the Committee Chair to the Board outside of CHB Committee.

**ACTION:** Upon a motion duly made and seconded, it was unanimously approved to authorize T. Swanson to be allowed to bring grants to the Board outside of Committee review with the approval of the Committee and Board Chair.

## **ADJOURNMENT**

The meeting was adjourned at 8:49 AM.

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Cheryl Miller, Committee Chair

**Attachment A**

April 4, 2020

**EMERGENCY ORDER  
West Orange Healthcare District GOVERNING BOARD  
TIME PLACE AND RULES**

WHEREAS, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

WHEREAS, Governor DeSantis issued Executive Order 20-52, declaring a state of emergency for the entire State of Florida as a result of COVID-19 on March 9, 2020; and

WHEREAS, Governor DeSantis issued Executive Order 20-69, suspending Florida statutory law requiring a quorum to be present for local government bodies to conduct official business or requiring a local government to meet at a specific public place, and further authorizing local government bodies to utilize communications media technology, such as telephonic and video conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes; and

WHEREAS, the Florida Statutes and possible rules of the District may provide for specific time and place, as well as rules of conduct governing meetings of the Board of the District.

NOW, THEREFORE, pursuant to Chapter 252, Florida Statutes, the Chairman of the governing board of the **West Orange Healthcare District** does hereby issue the following emergency provisions regarding District governing board meetings to take immediate effect:

1. The provisions of the Florida Statutes and District rules relating to time, place, and conduct of meetings of the District governing board are hereby suspended.

2. The District governing board is hereby authorized to utilize communications media technology, such as telephonic and video conferencing, as provided for in Executive Order 20-69 issued by Governor DeSantis on March 20, 2020.

4. The District CEO is hereby authorized to adopt administrative rules that are deemed necessary and appropriate to implement communications media technology and to set time, place and rules of conduct and procedures for District governing board meetings.

5. This Emergency Order shall remain in effect until the expiration date of Governor DeSantis' Executive Order EO-20-69, including any extensions thereof.

DONE AND ORDERED this 4<sup>th</sup> day of April 2020.

\_\_\_\_\_  
Mark Griffith, Chair

Attest: \_\_\_\_\_

Witness: \_\_\_\_\_



## Proposed Slate of Officers

FY 2020-2021

Board Chair – Rod Talbot

Vice Chair – Mark Griffith

Secretary – Jaclyn Whiddon

Treasurer – Maryke Lee