



DISASTER RECOVERY LEADERSHIP NETWORK

Thursday, December 17, 2009 - 9:00 a.m. to 11:00 a.m.

JWB Children's Services Council
14155 58th Street North • Room 185
Clearwater, FL 33760

*** AGENDA ***

Welcome and Introductions

Browning Spence, Chair

Consent Agenda

- Approval of October 22, 2009 Minutes *All*

New Business

- Service Matrix Data Collection Tool *Pat Gehant and Joanna Maniscalco*
- Service Matrix SOP *Joe Baldwin and Rod Cyr*
- DRLN Summit *Joe Baldwin*
 - Date – Morning April 9, 2010
 - Focus area suggestions
- Draft Proposal for Pinellas County Emergency Management *Meredith Moran and Shelba Waldron*

Committee Reports

- DRSC *Jerry Wenlund*
- Training *Joe Baldwin*
- Long-Term Recovery Organization *Joe Baldwin*
- Other Disaster Preparedness Activities *Stephanie Walker*

Other Business

- HHSCC Leadership Summit *Joe Baldwin*
- Tampa Bay Catastrophe Planning Summit *Douglas Meyer*

Next Meeting: Need to discuss meeting dates.

Web Address: www.hhsc-pinellas.org



Disaster Recovery Leadership Network (DRLN)
MINUTES
Thursday, October 22, 2009
JWB Children's Services Council
Clearwater, Florida
9:00 a.m.

Members Present: *(See attached sign-in sheets)*

WELCOME AND INTRODUCTIONS

Mr. Browning Spence, Chair, called the meeting to order at 9:00 a.m. Everyone in attendance introduced themselves and the organization they represent.

APPROVAL OF MINUTES

Approval of the minutes of the August 27, 2009 meeting of the Disaster Recovery Leadership Network.

MOTION: Motion was made by Mr. Cliff Smith and seconded by Ms. Donna Lytwyn to approve the August 27, 2009 meeting minutes.

VOTE: Motion carried unanimously to approve the minutes.

COMMITTEE REPORTS

Ms. Denise Groesbeck requested to report first, as she had another meeting to attend at the same hour. Her request was approved by Mr. Spence.

Long-Term Recovery Subcommittee (LTR)

Ms. Denise Groesbeck reported that the group was continuing its work to establish LTR organizational structure and procedures. She passed out a copy of the bylaws that had been written and reported that Ms. Sherrie Harris was working on securing a pro-bono attorney for the group. She explained the groups' membership structure as having a rotating general body and a permanent board. She mentioned that all members were eager to move pass the organization structure pieces into the practice pieces and some members will be attending the case management event in Hillsborough. Mr. Spence asked what was the timeframe for completing organization structure? Ms. Groesbeck explained the groups' decision to have an organizational structure over a coalition and that the intent is to have structure completed by next hurricane season. With LTR being its own organization, the bylaws passed out were just for information and once the structure is established, DRLN may want to put one of its members in a permanent board slot. Mr. Spence also inquired about the fiscal policy of the LTR and his

interest in that area of the structure. Ms. Groesbeck commented that currently there is a thin MOU between the LTR and United Way; therefore, financial policies are those of United Way. All decision pieces, such as where donated funds should be sent, will be outlined in the case management event.

Disaster Recovery Services Coalition (DRSC)

Mr. Paul Runyon, Chair of the DRSC, reported that the groups' last meeting was in September. Mark Hendrickson, from the American Red Cross, came in and gave information on COOP. Also a guest from the Sheriff's Office gave a presentation and was invited to join the DRSC group.

Discussion switched as Ms. Groesbeck asked if the e-Learning for childcare was completed. Mr. Runyon explained that it is being tweaked because it was supposed to be for COOP training; however, other training is necessary. It is available on the St. Petersburg College website (www.spcollege.edu) for a fee of \$8.00 per person. Ms. Shelba Waldron has information on the cost of the training. Further conversation ensued by the group regarding E-Learning training.

Other Disaster Preparedness Activities

Ms. Stephanie Walker reported on the COAD group. The last meeting took place in Pasco County's Emergency Management Center. Currently the group is working on recruitment through advertising the website where an abundance of information and group testimonials are located. Ms. Walker explained they will be hosting workshops on legal issues surrounding employment and the H1N1 Virus at the meeting on November 4th, at Park Station from 2 p.m. to 4 p.m.

NEW BUSINESS

Mr. Spence discussed the group maintaining the meeting schedule and the group unanimously agreed that the bi-monthly schedule was working. Mr. Joe Baldwin recommended that a date be finalized for the summit. Given that several decisions remained regarding the work plan, the group decided to meet in December.

Mr. Spence began his discussion on the communications plan by announcing that the Health Department is still being considered as the designated primary location and Betty Tribble, of United Way, donated ten laptops for the use of the recovery process. Afterwards, Mr. Baldwin discussed the format for the Standard Operating Procedures that will make up the Communications Plan. Further group discussion ensued, and the group agreed that the format allowed for version control as plans unfolded.

Agenda items to be discussed in the December 17th meeting are training for next year, revamp and update of the Communication Guide from a bound document to a three-ring binder where information can continuously be updated. The group also agreed that this would be a beneficial change.

Mr. Baldwin announced that HHSCC will fulfill the position of Service Matrix Administrator should the group desire. A presentation on the Service Matrix and the new data collection tool will be included on the agenda for the December 17th meeting.

Mr. David McNamee asked about the status of the COOP in each agency and organization. Mr. Baldwin suggested collecting information via the service matrix to assess implementation and review of COOP plans.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:35 a.m.