



Health & Human  
Services Coordinating  
Council for Pinellas County

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## ***Disaster Recover Leadership Network (DRLN)***

**Thursday, September 22, 2011**

**JWB Children's Services Council, Room #191  
14155 58<sup>th</sup> St N, Clearwater, FL 33760  
Venue Phone: 727-547-5600**

### **AGENDA**

#### **WELCOME**

*Jerry Wennlund, Chair*

#### **CONSENT AGENDA:**

A. Approval of July 28, 2011 Minutes

*All*

#### **OLD BUSINESS:**

A. Child Care for First Responders

- a) Childcare Component - Communications Plan
- b) Continued Discussion and Updates on Tasks

*Paul Runyon*

*Jerry Wennlund*

B. DRLN Training Committee Charter Revisions  
and FY 2011-2012 Plan for DRLN Approval

*Shelba Waldron*

C. RMC Reorganization

*Lisa Sahulka/Rod Cyr*

#### **NEW BUSINESS:**

#### **INFORMATION:**

- Contact List for a Limited Disaster
- Access to DRLN SharePoint Site

*Jerry Wennlund*

*Joe Baldwin*

#### **STATUS REPORTS:**

- PDRP
- COAD
- PROUD

*Betti Johnson*

*Stephanie Walker*

*Denise Groesbeck*

**NEXT MEETING: Thursday, November 17, 2011**

**JWB Children's Services Council, Room 191  
14155 58th Street North, Clearwater, FL 33760  
Venue Phone: 727-547-5600**



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## DISASTER RECOVERY LEADERSHIP NETWORK

Thursday, July 28, 2011

9:00am – 11:00am

JWB Children's Services Council, Room #191

14155 58<sup>th</sup> Street North, Clearwater, FL 33760

Venue Phone: 727-547-5600

### MINUTES

#### **Welcome and Introductions: *Jerry Wennlund, Chair***

Mr. Jerry Wennlund opens the meeting at 9:03am.

#### **Consent Agenda – All Approval of May 26, 2011 Minutes**

Motion to accept the Minutes: Ms. Rhonda Abbott

Second: Ms. Carrie Hepburn

All in favor: Unanimous vote

#### **Child Care for First Responders – Discussion (*Gene Pressoir/Kathy Krause*)**

Mr. Gene Pressoir provided background information regarding the county's efforts to organize childcare for their First Responders. The County has partnered with R' Club to make sites available for County first responders. The County has identified that they will need two additional alternate sites as two of the selected sites are in level D evacuation zones. Furthermore, if childcare providers are unavailable to staff a facility after a disaster, the County has identified 25 employees that would be willing to volunteer to fulfill that role. The County would also like to be able to utilize the resources of the DRLN should alternate arrangements be needed.

Ms. Kathy Krause reported on the RMC's (Recovery Management Center's) role in assisting with the distribution of available child care sites. Within 24 hours of a declared State of Emergency, all child care facilities are required to call in to 2-1-1 Tampa Bay Cares to report status. All child care volunteers MUST have Level II background clearance, even in an emergency. She then provided two handouts for further information regarding Emergency Temporary Child Care (See attached handouts).

DRLN members also noted that there is the potential to access additional staff through the RMC as all Behavioral Health staff must have Level II background clearance. Ms. Rhonda Abbott will put an email blast out to the Basic Needs agencies to see if any of their staff have Level II clearances.

A question was raised about whether general public companies (i.e. Home Depot, Target, etc.) know that they can provide child care at their facility for their employees during a state of emergency. Ms. Kathy Krause will get information about the for-profit companies that currently provide child care on-site.

Ms. Deb Ballinger, from R' Club brought up a concern regarding maintenance of acceptable childcare worker to children ratios, particularly during a disaster when children might be frightened or in different surroundings.

Ms. Donna Lytwyn asked if the County's arrangement applied to other First Responders. Mr. Pressoir indicated that it did not. Ms. Groesbeck suggested that the provision of childcare for first responders throughout the County may be a larger policy issue for the DRLN. Mr. Pressoir advised that during the County's planning process they reached out to other entities within the County; however they did not receive any replies.

Through CCC (Coordinated Child Care), the DRLN can research which centers are in non-evacuation zones. It is possible that those centers would have vacancies post-disaster that could be utilized for first responders who need child care. Ms. Krause indicated that a policy for first responders already exists. She will check to see if the first responders know about this

process and would be more than happy to do a mailing, to non-County first responders to assure that they are aware of the policy.

Another question concerned the establishment of rates for childcare during a disaster. Members were reminded that price gauging is illegal; therefore variability in costs should be controlled.

Members asked how staff would be paid if they worked at another center, versus the center that they are employed. Ms. Groesbeck mentioned that several of the funders have policies that allow agencies to be paid for 60 days post-disaster. In return, agencies agree to work with funders to meet the needs of the community. Consequently, staff would be paid by their employer.

Ms. Groesbeck suggested that there may be personnel policies or procedures that need to be put into place prior to a disaster. Ms. Krause suggested that while doing scheduled inspections at the centers, this can be addressed.

Mr. Paul Runyon reminded the DRLN that a Communication Plan for the childcare component of the RMC had been created in 2008. The issue is whether the staff will be at the centers immediately after a disaster or not. There are emergency policies that can provide payments for payroll that are administered through the State.

Ms. Groesbeck suggested that Mr. Runyon give a presentation to the Network at the September DRLN meeting regarding the childcare communication plan. Mr. Runyon accepted the invitation.

Mr. Doug Meyers stated that County EM (Emergency Management) has a list of all organizations in the county who have first responders. It was suggested that the DRLN send a survey to these first organizations to determine if they have a child care provision in place for their staff? Mr. Meyers agreed to send a request to all of the municipalities. There was a question regarding the definition of a "first responder". Mr. Meyer advises that the EM has substantial definitions in place and will forward this list to HHSCC for disbursement to the Network

Mr. Wennlund recommended contacting other parts of the state or other states who have experienced disasters to see how they handle these issues. Ms. Krause agreed to call the Licensing Boards in the regions that were impacted by Hurricane Charlie to see how they managed the provision of child care.

The Network also discussed the role of the school district in the provision of childcare post-disaster especially as organizations such as R' Club already provide aftercare in the schools. Ms. Deb Ballinger reported on R' Club's discussions with the school district regarding this topic. PCS (Pinellas County Schools) indicated that they would be unable to fulfill this role. Their primary mission post-disaster is to open the schools as quickly as possible.

The recommendation to *define* 'first responders' is made, per this group is bigger than just hospitals, firefighters, police and paramedics. If they are taking priority, this group should be defined especially for determining priority child care provisions.

There was a recommendation to table this topic for further discussion at the September 22, 2011 DRLN meeting. Mr. Paul Runyon will present on the childcare communication plan.

**New Business/Status Reports:**

Service Matrix Update – Merge CIP (Community Investment Profile) w/ 2-1-1's TBIN

Denise Groesbeck

D. Groesbeck provided an update regarding the Service Matrix. Ms. Karlana Morgan will begin entering the CIP unique ID into the 2-1-1 TBIN system in the next week. Once this is accomplished, organizations will only need to complete their annual 2-1-1 TBC data. The Service Matrix will be populated from that central source.

**RMC Exercise (Lisa Sahulka)**

Ms. Lisa Sahulka reported on the RMC (Recovery Management Center) Exercise. She advised that there is still a lot of work to be done. There are volunteers who are committed to serving in the RMC and a general understanding of roles within the RMC; however, problems are still being identified in the exercises. The phones and database are the biggest challenges. The database has to be more user-friendly. There is also an issue of having enough volunteers. We need to identify at least twice as many people who are willing to volunteer than we anticipate needing in

a disaster. In the RMC, the process has to be simple enough that someone could come in and quickly pick up the workflow. Additionally, setting up the RMC requires a lot of time and expertise. There is also a need for the United Way to identify an RMC manager. This assignment needs to be made as soon as possible.

Ms. Sahulka offered to have JWB hire a Project Manager and/or Consultant to implement identified improvements to the RMC operation and RMC database.

Recommendation to hire a consultant made by Ms. Lisa Sahulka.

DRLN members were asked to forward any recommendations regarding consultants to HHSCC staff. Ms. Betty Tribble volunteered to look into finding a consultant and an additional RMC manager. Shelba Waldron suggested that Angela Devlen be considered as a possible candidate for the consultant position.

Ms. Groesbeck reported that Ms. Sally Bishop indicated that grant funding for the DRLN training program that we submitted to here office may be awarded if the State approves her request. Ms. Groesbeck will follow up with Ms. Bishop regarding this award.

The recommendation is made to revamp the RMC Volunteer list. Mr. Wennlund suggested that comprehensive plans be put in place for those agencies willing to provide volunteers to the RMC.

**DRLN Training Committee (Shelba Waldron)**

Ms. Waldron reported (see handout) on efforts to reassemble a training committee under the DRLN. The committee plans to analyze training surveys to determine the type of educational opportunities that attendee would like to see in the future. Additionally, the Committee plans to host quarterly trainings and take a larger role in developing orientation materials for RMC volunteers.

All individuals listed in the attached Board Memo, with the exception of one, have accepted the committee assignment. They intend to meet before the next Network meeting to determine a plan for FY 2011-12, to be presented and approved at the September 22<sup>nd</sup> DRLN meeting.

MOTION:Ms. Betty Tribble made a MOTION to approve the new DRLN Training Committee. SECONDED by Ms. Betti Johnson.

VOTE in favor: Unanimous

Ms. Rhonda Abbott and Mr. Neal Dwyer will recommend and secure a representative from Basic Needs and Behavioral Health industries to sit on the Committee. They will forward the information to Ms. Karlana Morgan, HHSCC as soon as possible.

Ms. Waldron and Ms. Morgan will coordinate a meeting with the Committee.

**Information:** Contact List for a Limited Disaster (Jerry Wennlund)

Ms. Morgan passed out phone lists to the individuals on the Limited Disaster list, to provide additional alternate numbers and correct any existing numbers. Once the information has been finalized, HHSCC will provide the list on small laminated cards that will easily fit in a purse or wallet. The Basic Needs and Behavioral Health leaders responsible for contacting RMC volunteers in the event of a disaster have yet to be determined. The goal of the HHSCC staff is to have the list finalized and cards provided by the next DRLN meeting. The three industry groups will then need to establish a Call Tree for their volunteers.

**Status Reports:** COAD (Stephanie Walker)

Ms. Bertha Battle reported on the COAD:  
 Florida VOAD - Conference call held week of July 18. Topics included a draft of a plan with Volunteer Florida.  
 Resilient Tampa Bay Post – Summit Activity Report: there was discussion about what the next steps should be. Will be holding a conference call every 2 weeks.  
 Connect dots in our region: Planning/brainstorming meeting. Meet as Resilient Tampa Bay and bring/invite businesses and their employees on October 26, 2011. (Suggestion made that the COAD attendees participate in this meeting)  
 Erwin Tech/Recovery Management Center Update: Next steps for Communications Plan.  
 Routine Technology checks. Next Drill Date?—possibly in the Fall

**PROUD (Donna Lytwyn/Denise Groesbeck)**

Ms. Lytwyn reported on PROUD. Ms. Sherri Taylor resigned as Secretary and Ms. Barbara Inman was voted in as the new Secretary. PROUD is looking for someone to fill the Vice-Chair

position. The PROUD bi-laws stipulate that this must be a non-governmental individual.

Ms. Lytwyn spoke about the need to start reaching out to for-profit agencies. Mr. Wennlund suggested Serve Pro. He volunteered to contact them.

The PROUD group is still looking for legal counsel. The suggestion was made to contact Bay Area Legal. Ms. Abbott volunteered to contact Bay Area Legal to see if they would be willing to act as PROUD's attorney.

Ms. Lytwyn also talked about the need to put in place online access, via SharePoint, Meta Leadership (free service) or a website.

**PDRP (Betti Johnson)**

Ms. Betti Johnson gave an update (See Handout) on the PDRP progress. The contract has been signed by the State of Florida. The vulnerability assessment will be the first task undertaken for this grant.

Once the CIP unique IDs are inputted into TBIN, the locations of the human service agencies that are the responsibility of the RMC can be identified. Then, those program locations can be uploaded to the PDRP GIS system. This will be beneficial in disaster planning. As an example, the information can be used to determine what facilities/centers will be affected by flooding, fire, etc.

Ms. Johnson stated that one purpose of the grant is to identify gaps in the current Communication Plan so when we talk to the State we can identify the needs of Pinellas County. The focus of the grant is on long term recovery. This starts approximately 90 days after a State of Emergency has been declared. This process can begin sooner (*after search and rescue is complete, power restored and schools re-opened*), depending on the uniqueness of the disaster. The Recovery process ends whenever it is complete, which could be years later.

Ms. Johnson advised that Pre-Disaster planning needs to take place before any disasters occur, which means there is an urgent need to form a committee:

1. There needs to be a group of people to meet before the next DRLN meeting. Those individuals will identify issues, prioritize or rank those issues, and come up with an action plan. Ideally, a draft would be available by the next DRLN meeting in September. Ms. Johnson asked for volunteers to be on the committee. She will contact Ed Smolik at Morton Plant Hospital and Gayle Guidash at the PC Health Department.
2. A list of Industry representatives and prior volunteers needs to be created and provided to Ms. Johnson.
3. Mr. Joe Baldwin will sit on the committee to represent HHSCC. He will coordinate with Ms. Johnson, to reach out to the Committee and set up a meeting or conference call to be held prior to the September 22 DRLN meeting.

With no further business, Mr. Wennlund adjourned the meeting at 11:04am.

**Next Meeting: Thursday, September 22, 2011**

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# Tasks for DRLN – Volunteered by members and guests at meeting on 07/28/11

## CHILD CARE FOR FIRST RESPONDERS:

1. **Ms. Rhonda Abbott** will put an email blast out to the Basic Needs agencies to see if any of their staff have Level II clearances. (Update from Rhonda Abbott: I did a big email blast to the Homeless Coalition today regarding the Level 2 Background Checks for Basic Needs Providers - thus far I have heard back from 22 providers and they all do at least the Level 2, some the Level 1 and 4 dependent upon the position. But the employees who deal with clients do indeed have the Level 2 check. 1 of the 22 agencies works only with volunteers, so they do not require it.)

### The agencies are:

Alpha House	Salvation Army South	Boley
Gulfcoast Legal	Suncoast Centers	PEMHS
VA	Directions	CASA
Resurrection House	Free Clinic	Boley
Hispanic Outreach Center	Family Resource Center	RCS
Suncoast Haven of Rest Rescue Mission	Westcare	Brookwood
Catholic Charities	HEP	Vology (only one I didn't know)
	YWCA	

2. **Ms. Kathy Krause** indicated that a policy for first responders already exists. She will check to see if the first responders know about this process and would be more than happy to do a mailing, to non-County first responders to assure that they are aware of the policy.

3. Ms. Denise Groesbeck suggested that **Mr. Paul Runyon** give a presentation to the Network at the September DRLN meeting regarding the childcare communication plan. Mr. Runyon accepted the invitation. (Mr. Runyon confirmed he will discuss this as an informational item at the DRLN meeting on the 22<sup>nd</sup>.)

4. **Mr. Doug Meyers** stated that County EM (Emergency Management) has a list of all organizations in the county who have first responders. It was suggested that the DRLN send a survey to these first organizations to determine if they have a child care provision in place for their staff? Mr. Meyers agreed to send a request to all of the municipalities. There was a question regarding the definition of a “first responder”. Mr. Meyer advises that the EM has substantial definitions in place and will forward this list to HHSCC for disbursement to the Network

5. Ms. Krause agreed to call the Licensing Boards in the regions that were impacted by Hurricane Charlie to see how they managed the provision of child care.

## DRLN TRAINING COMMITTEE:

6. Ms. Rhonda Abbott and **Mr. Neal Dwyer** will recommend and secure a representative from Basic Needs and Behavioral Health industries to sit on the Committee. (A Basic Needs rep has

**CONTINUED: Tasks for DRLN – Volunteered by members and guests at meeting on 07/28/11**

been identified-Zach White with HEP. Still waiting on confirmation of the BH rep, but tentatively it will be John Link-PEMHS). They will forward the information to Ms. Karlana Morgan, HHSCC as soon as possible.

7. **Ms. Shelba Waldron and Ms. Karlana Morgan** will coordinate a meeting with the Committee. (Shelba and Karlana to meet on 9/13 and the Committee will meet on 9/14, via conference call to finalize revisions of the Charter and FY Plan.)

8. The Basic Needs and Behavioral Health leaders responsible for contacting RMC volunteers in the event of a LIMITED disaster have yet to be determined. The goal of the HHSCC staff is to have the list finalized and cards provided by the next DRLN meeting. The three industry groups will then need to establish a Call Tree for their volunteers. (HHSCC staff does not have contact name or info for Behavioral Health Lead and Ms. Rhonda Abbott is (TENTATIVELY-not confirmed yet) has volunteered to be the Basic Needs Lead).

**PROUD:**

8. **Ms. Rhonda Abbott** volunteered to contact Bay Area Legal to see if they would be willing to act as PROUD's attorney. (Bay Area Legal has agreed to provide legal representation; however the status is uncertain of how extensive the support will be at a pro bono level and if this legal support will be ongoing.)

**RMC: Unsure of the status of obtaining a consultant, additional RMC manager, or additional RMC volunteers are. Need an update for the next DRLN meeting.**

1. There is also a need for the United Way to identify an RMC manager. This assignment needs to be made as soon as possible.

2. **Ms. Lisa Sahulka** offered to have JWB hire a Project Manager and/or Consultant to implement identified improvements to the RMC operation and RMC database; recommendation to hire a consultant made by Ms. Lisa Sahulka. (Update from Rod Cyr: A meeting is being coordinated with MindShare Technologies (based out of Tampa) to review the scope of work for RMC service matrix and report generation.

JWB has made the following purchases:

- Cell phones to replace the analog telephones in the Recovery management center;
- Bluetooth headsets to use with the cell phones (hands free); and
- Mice for the nine laptop computers.

A meeting is being coordinated to review 2-1-1 Tampa Bay Cares telephone system.)

3. DRLN members were asked to forward any recommendations regarding consultants to HHSCC staff. (Nothing has been sent to HHSCC Staff as of 09/12/2011.)

4. **Ms. Betty Tribble** volunteered to look into finding a consultant and an additional RMC manager.

**CONTINUED: Tasks for DRLN – Volunteered by members and guests at meeting on 07/28/11**

5. **Ms. Denise Groesbeck** reported that Ms. Sally Bishop indicated that grant funding for the DRLN training program that we submitted; may be awarded if the State approves her request. Ms. Groesbeck will follow up with Ms. Bishop regarding this award. (The 10k grant for e-learning training has been confirmed)
6. The recommendation is made to revamp the RMC Volunteer list. (Will this fall under the responsibility of the consultant hired, to determine the best volunteers? Will be part of the discussion about the RMC at the DRLN meeting)