



Health & Human  
Services Coordinating  
Council for Pinellas County

14155 58<sup>th</sup> Street North, Clearwater, FL 33760  
Phone: 727-582-7951 Fax: 727-582-7950  
Web Address: [www.hhsc-pinellas.org](http://www.hhsc-pinellas.org)

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

**Thursday, January 26, 2012  
9:00am to 11:00am**

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

### **AGENDA**

#### **WELCOME**

*Jerry Wennlund, Chair*

#### **CONSENT AGENDA:**

A. Approval of November 17, 2011 Minutes *All*

#### **OLD BUSINESS:**

A. Training Update *Shelba Waldron*  
1. Set Summit Date  
2. E-Learning Grant update

B. FEMA Training Update (100, 300, 700) *Jerry Wennlund*

#### **NEW BUSINESS:**

A. SAMS Demonstration *Greg Povolny*

#### **INFORMATION:**

• Updates on Outstanding Tasks *Jerry Wennlund*

#### **STATUS REPORTS:**

• PDRP *Betti Johnson*  
• COAD *Bertha Battle*  
• PROUD *Rhonda Abbott*

**NEXT MEETING: Thursday, March 22, 2012**

**9:00am to 11:00am**

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Thursday, November 17, 2011

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### MINUTES

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

Mr. Jerry Wennlund opened the meeting at 9:07am

#### **Consent Agenda – All**

Approval of September 22,  
2011 Minutes:

Motion: Ms. Rhonda Abbott  
Second: Mr. Cliff Smith  
Vote: Unanimous approval of the Minutes

#### **-Election of Officers:**

Mr. Wennlund proposed that it would be beneficial to the Network to have a member of the Pinellas County Children's Licensing Board (PCLB) sit on the DRLN and nominated Ms. Kathy Krause.

MOTION: Motion to Accept the nomination was made by Mr. Cliff Smith and Seconded by Ms. Carrie Hepburn.

VOTE: The Motion carried unanimously to approve the nomination of adding a member from the PCCLB to the DRLN.

Mr. Wennlund accepted the position of Chair another year and nominated Ms. Kathy Krause from the PCLB as the co-chair.

MOTION: Motion to approve Ms. Kathy Krause as the Co-Chair of the DRLN was made by Ms. Micki Thompson and Seconded by Mr. Cliff Smith.

VOTE: The motion to approve Ms. Krause as Co-Chair carried unanimously.

#### **Old Business:**

A. RMC Reorganization-SAMS  
(Rod Cyr)

(see handout) Mr. Rod Cyr gave an update on the Mindshare meeting where they discussed the SAMS program (Situational Awareness Management Software). The initial proposal appeared to meet the needs of the RMC.

Mr. Joe Baldwin added that this software will replace the Access software and they are working with 211 Tampa Bay cares to capture the info from their system and marry the two systems. SAMS will be web accessible and will allow partners to access the system. It will provide many more functions (i.e. get reimbursements from FEMA; allow immediate contact at the EOC, etc.) This is a sole source procurement per this system is already in Tampa (providing 25k in-kind and the JWB will pay the \$50k for the system.) There will be partners that just use the system, others will add data to the system and the 3<sup>rd</sup> group will add data and use the system.

Mr. Baldwin asked that everyone on the DRLN review the document and offer any feedback to him. Mr. Cyr and Mr. Baldwin talked about putting a SharePoint discussion together where partners could have a forum for learning more about the SAMS system. Usability testing will be a big part of this process.

Send Ms. Karlana Morgan an email if setup access to SharePoint is needed.

B. Training Committee Update  
---Set the Summit Date (Shelba)

Waldron)	
C. E-Learning Grant (Matt Spence)	<p>Ms. Shelba Waldron talked about the e-learning trainings. (see handout) Believes that RMC training can be added in this and also a small one for the NFCs and faith based organizations. Ms. Waldron proposed that it is all video based trainings in order to capture the audience we are addressing. Each video will be 10-minutes. There would be 4 videos in all. She talked about different resource experts for the curriculum.</p> <p>Mr. Matt Spence asked the DRLN members if any were able to participate as experts or volunteer, and if interested please let contact HHSCC Staff as soon as possible.</p> <p>Different Areas of video content:</p> <ul style="list-style-type: none"> <li>-Communications Plan</li> <li>-RMC: a 5min video for orientation of the volunteers</li> <li>-Resource Management in the Aftermath in a Disaster: Emergency Management</li> <li>-Helping people cope with the stress after the disaster</li> <li>-Compassion Fatigue</li> </ul>
<b>New Business:</b>	
A. SOG Revisions (Joe Baldwin)	<p>(See handout) Mr. Cyr, Ms. Waldron, and Mr. Baldwin will be involved in the main part of the SOG. NIMS compliance needs to be looked at and not everyone is in compliance.</p> <p>Mr. Jason Martino suggested that there be links to this training on the Sharepoint site for NIMS compliance. He recommended an expert from the St. Petersburg area; Mr. Steve Lacrocy (Fire Dept.) on the 300 training. 700 is the training for compliance (100 and 200 also)</p> <p>Further discussion ensued and the big emphasis was put on 'in-person trainings' are easier training versus the online training, because the content is foreign to most people.</p> <p>Pinellas County also has numerous certified trainers on NIMS.</p> <p>The DRLN will sponsor trainings on NIMS compliance.</p> <p>It was suggested that agency directors are notified that this training is available and who is best to attend this training. Who should be sent to this training? (Operations, Managers, etc?) All DOH staff are required to have the 100 and 700 trainings.</p> <p>Mr. Baldwin asked Mr. Martino (realizing the importance of the NIMS compliance for the SOG) to provide a 1-page addition of this importance to the SOG. He accepted the task and advised that he would draft a 1-page information document to add to the SOG for the DRLN communications plan, within the next couple weeks. Mr. Baldwin will then add to the SharePoint site.</p> <p>Mr. David Walker also advised that Mr. Paul Keller at the EM office is an expert in NIMS.</p> <p>It was suggested that NIMS compliance is announced at the next ED meeting that JWB has, where ALL the agencies that need this will be in attendance.</p> <p>Mr. Smith/Ms. Bertha Battle will ask about the County providing trainings and also check with Mr. Paul Keller to make sure what trainings are definitely required.</p> <p>With passive consent to update the SOG, the forms will then be passed on to Mr. Paul Keller after the content experts from the DRLN look at the specific forms. Mr. Baldwin then addressed the part of the handout; Section 8: Awareness, Notification and Plan Activation section of the SOG and referred to the changes made.</p> <p>Mr. Wennlund asked about the direct authority and whether the EM and County, DRLN, RMC or who would this be and does it need to be spelled out in the Communications</p>

	<p>Plan?</p> <p>It is agreed by the Network that this part be identified in the Plan. And also add into the Plan what should be done if the RMC is <u>not</u> activated - there still has to be some communication to the community and the role of the DRLN and funded agencies. And make sure that 211 TBC is included in the partnership in the Communication Plan.</p> <p>Mr. Cyr suggested that the RMC phone list be added to the SharePoint site.</p>
<b>Information:</b>	
1. Meeting Schedule 2012	<p>Ms. Denise Groesbeck suggested changing the meeting start time from 9am to 830 so that PROUD could meet after the DRLN meeting.</p> <p>The decision was made to leave the DRLN meeting start time at 9:00am and the PROUD meeting will start at 11:30am-1:00pm.</p>
2. Updates on Outstanding Tasks (Jerry Wennlund)	<p>Follow-up at the next meeting with Ms. Kathy Krause on the first responders policy for childcare.</p>
<b>Status Reports:</b>	
PDRP (Betti Johnson)	<p>Mr. Brady Smith spoke to the PDRP handout (see handout) and advised that it was definitely a draft document and would like feedback. He noted that they were now looking at the specific actions and who is responsible for making sure these actions take place.</p> <p>There is a PDRP Steering Committee meeting on Monday at 2pm where they will identify how to fill in the blanks. Steering Committee members include: Ms. Betti Johnson, Mr. David Walker, Mr. Joe Baldwin, Ms. Gayle Guidash, Mr. David MacNamee, Ms. Kathy Krause, Ms. Rhonda Abbott, Mr. Neal Dwyer, Mr. Ed Smolik, Ms. Jane Muhrlin, Mr. Paul Runyon, and Mr. Jason Martino.</p> <p>It was suggested that the PDRP team contact Eckerd for the role in child welfare Developmental Disability and PARC.</p> <p>Mr. Martino volunteered to solicit the person(s) for Developmental Disability to sit on the Steering Committee.</p> <p>Mr. Smith advised that the Steering Committee would like to have a final draft prepared by the next DRLN meeting on January 26, 2012.</p>
COAD (Stephanie Walker)	<p>Ms. Stephanie Walker suggested that someone else attend the COAD meetings because her schedule has become too booked to attend.</p> <p>Ms. Bertha Battle accepted the role of contact person for the COAD meetings and will report to the DRLN.</p>
PROUD (Denise Groesbeck)	<p>Ms. Denise Groesbeck reported on the last PROUD meeting they discussed refocusing their mission and adapting some of the forms if necessary. She expressed the need to reach out to other parties. PROUD sees itself more as a broker and changing some of the position definitions and is ultimately to be a group that just meets twice a year.</p> <p>The PROUD group made the decision to look for funding in the long term protocol and currently looking for memberships and funders. If anyone knows of any grant opportunities that would be applicable to PROUD, communicate the information to Ms. Groesbeck. She also advised that they currently do not have a Chair or Vice-Chair.</p> <p>Mr. Martino suggested that they attempt to reach out to the faith based organizations again and get them brought to the table.</p> <p>It was also noted that HHSCC has stepped back in to provide support services.</p> <p>Mr. Wennlund suggested talking to Mr. David Yarborough to see if the Lutherans have a different structure in place than that of PROUD.</p>

Mr. Wennlund took a moment to thank Ms. Donna Lytwyn for her service as Co-Chair and contribution to the DRLN.

With there being no further business, Mr. Wennlund adjourned the meeting at 11:02pm.

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## Disaster Recovery Leadership Network

January 26, 2012

### Topic: DRLN E-Learning Training

**ISSUE:** The DRLN E-Learning Training Update

**ACTION:** No action required. Information only

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**BACKGROUND:** Pinellas County awarded HHSCC a \$10,000 grant to create 4 E-Learning trainings for the human services in the county.

The update on the progress is as noted below.

1. Videotaping is done for RMC piece
2. Script in final editing for the Communications Plan
3. Contract signed for coping/fatigue materials
4. Will begin taping the Coping and Fatigue pieces within the next 2 weeks.

The team is still on target for 2/15 launch of the first two video trainings. Survey Monkey will be utilized for rolling out the trainings and capturing tracking and test results.

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