

**Health and Human Services Disaster Recovery  
Leadership Network (DRLN)**

**MINUTES**  
**Thursday, January 24, 2008**  
**Operation PAR**  
**Largo, Florida**  
**9:00 a.m.**

**Present:** **Chair:** Mark Holmgren; **Vice-Chair:** Browning Spence

**Members:** Rhonda Abbott, Gayle Guidash, Donna Lytwyn, David MacNamee, Carol Madura, Chad Magnuson, Jason Martino, Janet McGuire, Lisa Sahulka, Elithia Stanfield, Sheri Taylor, Micki Thompson, Stephanie Walker

**Absent:** Doug Douglass, Emery Ivery, Debbie Peck

**Staff Present:** Joe Baldwin, Denise Groesbeck, Karen Harris, Cliff Smith

**Guests Present:** Robert Reeves, *Habitat for Humanity*; Ed Smolik (Consultant); Scott Young (Consultant); Kathy Moore (Consultant)

**Meeting Overview**

The following topics were discussed: DRLN Communications Plan status reports, 2-1-1 Tampa Bay Cares presentation, FY 2008/2009 Network plan, Training Committee update, and Tampa Bay Health Collaborative membership confirmation.

**WELCOME AND INTRODUCTIONS**

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

Mr. Holmgren suggested a protocol for the group when conducting business at meetings. Votes will be properly recorded and all materials discussed at each meeting will be incorporated into the minutes and archived. He stated that each organization represented on the Network may have more than one person attend meetings; however, each organization will only be permitted one vote.

**APPROVAL OF MINUTES**

Approval of the minutes of the October 25, 2007 meeting of the Disaster Recovery Leadership Network.

**MOTION:** Motion was made by Mr. Browning Spence and seconded by Ms. Mikki Thompson to approve the meeting minutes.

**VOTE:** Motion carried unanimously to approve the minutes.

## DRLN COMMUNICATIONS PLAN STATUS REPORTS

### A. Project Map

Mr. Holmgren deviated from the agenda and introduced Mr. Ed Smolik, the consultant for the Communications Plan project. Mr. Smolik provided a summary of his background and credentials and reviewed a presentation entitled, *DRLN Project Map (Exhibit "A")*.

Mr. Holmgren inquired if any recommendations for change would be related to a specific organization/group or funders and if confirmation by a board of directors or other body would be required. Mr. Smolik indicated that the final report will clarify what can be done now, which agencies are capable of performing and commitments already made. The report will also identify new options and provide specific recommendations.

Mr. Browning Spence, Vice-Chair, stated that recommendations should be identified as either (a) policy level or (b) administrative action as early as possible in the process. A discussion then ensued regarding identifying critical players in the process in order to provide ample opportunity for feedback and sign-off.

**MOTION:** Motion was made by Ms. Denise Groesbeck and seconded by Ms. Sheri Taylor that the individual components\*, as articulated in the deliverables of the *Health and Human Services Coordinating Council Professional Service Contract: Disaster Recovery Communications Plan January 22, 2008 to March 31, 2008 between the Juvenile Welfare Board and Ed Smolik (the "Contract")*, be signed off as acceptable by all of the key identified organizations as follows:

1. United Way of Tampa Bay
2. Juvenile Welfare Board
3. Pinellas County Emergency Management
4. *Chair*, Disaster Recovery Leadership Network
5. *Vice Chair*, Disaster Recovery Leadership Network

*\*The individual components include:*

- a. *Service Matrix standard operating procedures*
- b. *Agency Status Report standard operating procedures*
- c. *Recovery Management Center standard operating procedures*
- d. *DRLN Communications Plan*

**VOTE:** Motion carried unanimously.

### B. Service Matrix and Agency Status Report

Ms. Kathy Moore and Mr. Scott Young, both consultants, distributed a handout entitled, *DRLN Service Matrix Template (Exhibit "B")* and reviewed it in detail with the group. A discussion ensued regarding suggested changes to the template which were agreed upon by the members present. Mr. Young indicated that Survey Monkey would be utilized for the agency surveys. Mr. Cliff Smith suggested that the E-mail survey request to the agencies should be made by Mark Holmgren, in lieu of the consultant, and the E-mail should include the membership composition of the DRLN.

A discussion ensued regarding the Agency Status Report, which is a tool for agencies to report on their capacity to delivery post-disaster. Mr. David McNamee suggested that the term "*declared disaster*" be utilized in lieu of "post-disaster."

## **2-1-1 TAMPA BAY CARES PRESENTATION**

Ms. Micki Thompson (*Executive Director, 2-1-1 Tampa Bay Cares*) provided an overview of the background of 2-1-1 and reviewed a presentation entitled, *2-1-1 Tampa Bay Cares, Inc. Disaster Preparations and Recovery (Exhibit "C")* with the membership present.

## **NETWORK PLANS**

Ms. Denise Groesbeck reviewed a draft document entitled, *Network Operational Plan Fiscal Year 2008/09 (Exhibit "D")*. She explained that the Network Operational Plan is due to the Administrative Forum by February 29, 2008; at which time, the plans will be reviewed and recommendations will be made to the Policy Board. Ms. Groesbeck pointed out that the Policy Board is interested in knowing not only budgetary items, but the types of regulatory issues that can be addressed on the Network's behalf.

A discussion ensued regarding the Network's priorities. It was agreed that HHSCC staff will rework the Network Plan based on the comments made at the meeting. Ms. Groesbeck will meet individually with the Chair and Vice Chair to put the Network Plan in final form for approval at the February 28th meeting of the Network.

## **TRAINING COMMITTEE UPDATE**

Ms. Janet McGuire (*Community Relations Coordinator, The Salvation Army-St. Petersburg Area Command*) reported that the Juvenile Welfare Board has published three training courses on disaster preparedness training for human service agencies and organizations. The course entitled, *COOP: Disaster Preparedness*, will be held on Monday, March 10, 2008 and Tuesday, April 8, 2008. Another course entitled, *Serving People with Disabilities in Disasters*, will be held on Monday, March 31, 2008. All trainings will be offered free of charge at the Juvenile Welfare Board, Conference Room B, and will be presented by Doug Douglass of the American Red Cross, Tampa Bay Chapter. Ms. McGuire indicated that a Q&A form will be provided to attendees to determine what additional training courses may be needed.

## **TAMPA BAY HEALTH COLLABORATIVE MEMBERSHIP CONFIRMATION**

Mr. Holmgren requested a motion for approval and confirmation of Tampa Bay Health Collaborative as a voting member of the DRLN.

A discussion ensued regarding criteria for future members.

**MOTION:** Motion was made by Ms. Elithia Stanfield and seconded by Mr. Joe Baldwin to approve and confirm Tampa Bay Health Collaborative as a voting member of the DRLN.

**VOTE:** Motion carried unanimously.

## **VOLUNTEER FLORIDA**

Mr. Holmgren referred to a handout entitled, *Keep On Keepin' On (Exhibit "E")*, which provided details of a full-day workshop designed to help communities prepare for and recover from disasters.

There being no further business, the meeting was adjourned at approximately 12:00 p.m.

**EXHIBIT "A"**

**PROJECT MAP  
POWERPOINT PRESENTATION BY ED SMOLIK**

# **EXHIBIT “B”**

## **DRLN SERVICE MATRIX TEMPLATE**

## **EXHIBIT “C”**

### **2-1-1 TAMPA BAY CARES, INC. PRESENTATION: *DISASTER PREPARATIONS AND RECOVERY***

**EXHIBIT “D”**

**NETWORK OPERATIONAL PLAN  
FISCAL YEAR 2008/09  
(*INITIAL DRAFT*)**

**EXHIBIT “E”**

**VOLUNTEER FLORIDA  
*KEEP ON KEEPIN’ ON* WORKSHOP**