



Emergency & Disaster Response  
**District Chairs Committee**  
**Meeting Minutes**  
 January 5, 2010

**Attendees:** Jo Lasky, Pat MacNeil, Daysi Jarquin, Melissa Crews, Mauria McPoland, Jason Luu, Joe Green, Paula Clamurro, Jerry Washington, Corey Eide, Jerome Thierry, Alex Rose, Scott Underwood, Kelly Mulock, Michael Edwards, Christina Jurado.

On Telephone: Lisa Bialac-Jehle.

**Excused:** Daniel Kopti, Linda Wright, Ken Rieger, Michael Kleiner

**Absent:** David Behar, Art Hammerlund, Dave Roberts, Steve Elstein, Pat Dougherty.

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
<b>Welcome Introductions Remarks</b>		Pat MacNeil		
<b>Minutes approval &amp; approval of agenda</b>		Motion by Jo Lasky, second by Daysi Jarquin, all in favor unanimous.	Committee	
<b>OVP</b>	Mauria McPoland presented on the importance of tracking volunteer service hours. A tracking document was presented to the committee and it is asked that the document be submitted by District Chairs for their Districts to Bee Kong <a href="mailto:kongk@arcla.org">kongk@arcla.org</a> by the 19 <sup>th</sup> of every month. A requested was also made to begin the process by including volunteer service hours for December. As a reminder, this is an interim process until Salesforce is fully integrated.	Submit all volunteer hours.	District Chairs	
<b>Staff Services Committee Documents Review</b>	Kelly Mulock reviewed a series of edited documents that had been reviewed by the committee last month.  Cancelation of Courses Guideline & DAT Training Guide  DAT Promotion Guidelines	Motion by Paula Clamurro, second by Joe Green, all in favor unanimous.  Motion by Paula Clamurro, second		

<b>Agenda Item</b>	<b>Discussion</b>	<b>Actions</b>	<b>Responsible Party</b>	<b>Follow-Up Action/Date</b>
		by Lisa Bialac-Jehle, all in favor unanimous.		
<b>DAT Days</b>	<p>Kelly Mulock provided an overview on DAT Days taking place on February 5<sup>th</sup> &amp; 6<sup>th</sup> and March 13<sup>th</sup> &amp; 14<sup>th</sup>. Classes will run from 8:00am-10:00pm each day.</p> <p>DAT Days has been created to ensure opportunity for all DAT volunteers and interested volunteers to partake in the required trainings for the all DAT positions. The calendar of classes will be added to the Training page of redcrossla.org and DSHR-wide email will be sent detailing all necessary information.</p> <p>All District Chairs will be leaned on to communicate this message throughout Districts and at all District meetings.</p>	<p>Information will be distributed through Training and DSHR functions.</p> <p>District messaging</p>	<p>Jennifer Bailey &amp; Kelly Mulock.</p> <p>District Chairs</p>	
<b>Disney's Give a Day, Get a Day</b>	<p>Kelly Mulock provided an overview on the Disney recognition program. One million free tickets are available through the program and will be awarded on a first come first serve basis to volunteers who register through Disney and complete a volunteer service through a recognized agency. This is a great recognition opportunity to volunteers and should be strongly encouraged.</p>	<p>Distribute an email with instructions to District Chairs.</p>	<p>Kelly Mulock</p>	
<b>DAT Laptops &amp; Radios</b>	<p>Scott Underwood briefed the committee on the new equipment. The workday was very successful with roughly 30 volunteers participating in the installation of both laptops and radios in vehicles and trailers. The new equipment should be communicated to Districts and regular use is strongly encouraged.</p>	<p>Encourage use of new equipment.</p>	<p>Committee</p>	
<b>Possible Merging of Committees</b>	<p>Pat MacNeil and Scott Underwood briefed the committee of the investigation into the possible merge of certain committees. The DAT committee is under consideration to merge with the Operations Management committee and the Information Management Support Services is under consideration to merge with the Individual Client Services committee.</p>	<p>Continued investigation into benefit of merging committees.</p>	<p>Committee</p>	
<b>Client Services Update</b>	<p>Mellissa Crews provided an overview on a process update for follow up casework. The standing guidelines document has been updated to reflect the new efficiency process. Business cards and door hangers will be available for DAT teams and caseworkers.</p>	<p>Communicate casework updates.</p>	<p>Committee</p>	
	<p>Scott Underwood presented the web-based Incident Report all Duty</p>			

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<b>DDO Incident Report</b>	Officers should now be using. An upcoming meeting of all Duty Officers will further enforce the use of the form for all incidents.			
<b>Hotel Vendor Project</b>	Alex Rose provided an overview of the Emergency Lodging Vendor Program. Significant progress has been made in the last few months on efficiency and overall process. The two lead volunteers on the project will be taking the program to all Districts for a survey of interested volunteers.	Communicate need for District volunteers to support program.	District Chairs	
<b>District Roundtable</b>	<p>Central East Joe Green attended and spoke at a local CERT meeting. Monthly vehicle cleaning parties at District office.</p> <p>South East Additional attention to local recruitment in coming months.</p> <p>Santa Clarita Valley Logistics Team continues to progress in size and scope. Inventories now occurring regularly of District supplies. All Shelter Administration Kits now completed. Recent DAT Workshop was well attended. Numerous vendors are eager to participate with District.</p> <p>West District Meeting will focus on recurring challenges and issues.</p> <p>South Bay The District now has a new vendor for vehicle maintenance.</p>			
<b>Other Business (Misc)</b>	<p>Pat MacNeil announced that the Pre-District Chairs committee Meeting will now be held at the end of the meeting.</p> <p>Corey Eide announced that Kelly Mulock will be distributing an email during the upcoming week addressing the need to updated District Workbooks.</p>			
<b>Adjourned</b>	<b>Next District Chairs meeting February 8, 2010 at 6:30pm.</b>	Motion by Daysi Jarquin, Second by Paula Clamurro, all in favor unanimous.		