



Emergency & Disaster Response
Staff Services Committee
Meeting Minutes
 12/09/09

Attendees: Paula Clamurro, Christina Milstein (phone), Fran Payne (phone), Kelly Mulock, Jennifer Bailey

Guests: None

Excused: Mauria McPoland, Sue Hunter, Louisa Cardenas, Maria Elizondo, Molly Messmer, Bee Kong, Mary Chasin

Absent: Judy Begin, Desiree Bennett, Sandy Billick, Cintia Duarte, Lindsey Fisher, Alfreda Gleicher, Alix Greenblat, Jammie Presto, Paula Pruner, Delores Stella, Kiersten Johnson, Marianna Mathews, Sheila Tan, Loc Nguyen, Liz Ryder, Timothy Dupre

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome and Team Introductions (Christina Milstein/Paula Clamurro)	Paula Clamurro opened the meeting and welcomed the attendees. Christina Milstein made a motion to approve the minutes; Fran Payne seconded the motion.			
Review of action items from Chairs Committee meeting (3 documents for editing) (Paula Clamurro/Kelly Mulock /Jennifer Bailey)	Paula Clamurro and Kelly Mulock gave overview of what occurred at the District Chairs meeting and the information that was requested. Jennifer Bailey walked everyone through the changes on the documents. Fran Payne made a motion to approve the Promotion Guide, the Training Guide and the Cancellation Policy; Paula Clamurro seconded the motion. Jennifer Bailey gave an overview of a new Promotion Process document; Fran Payne made a motion to approve the document, Paula Clamurro seconded the motion.	Send 4 documents to District Chairs Committee	Jennifer Bailey	
Regional DAT Update (Kelly Mulock)	Kelly Mulock gave an overview of where we currently are with regional DAT and the rollout timeline. Jennifer Bailey announced upcoming DAT Days and the push to have responders complete training.	Write Staff Services Regional Process Outline	Kelly Mulock	Before Next SS Meeting

<p>Christina/Paula: We need a team! How do we build one?</p>	<p>Paula Clamurro spoke about our lack of a team and our need to build and re-engage current committee members. Each person spoke to why they feel Staff Services is important and ideas to recruit members.</p>	<p>Email current committee members to reengage Inform 3 volunteers about Staff Services</p>	<p>Paula Clamurro & Christina Milstein All</p>	<p>Before Next SS Meeting</p>
<p>Review committee goals What is our plan for 2010 (Christina Milstein/Paula Clamurro)</p>	<p>Paula Clamurro and Kelly Mulock spoke on our past year's 3 goals and the progress that has occurred. Goals: <ol style="list-style-type: none"> 1. Staffing Duty Officer/ Chapter Staff Services duty person – in progress, one individual acting as staff services duty person, need to train more 2. Regional DAT – in progress, set to roll out March 2010 3. Outreach/Road-show - Completed </p>			
<p>Upcoming vacation, review SS duty person role (Kelly Mulock)</p>	<p>Kelly Mulock spoke about her potential upcoming vacation and the need to have additional SS duty person trained.</p>			
<p>Next meeting</p>	<p>02/25/2010; 6:30pm West LA</p>	<p>Add additional meeting for January 2010</p>		
<p>Adjourned</p>	<p>Fran Payne made a motion to adjourn the meeting, Paula Clamurro seconded the motion.</p>			