



Attendees: Paula Clamurro (WLA), Alix Greenblat (WV), Delores Stella (WV), Jammie Presto (WLA), Christina Milstein (SB), Brandy Welch (Staff), Kelly Mulock (Staff), Jennifer Bailey (Staff)

Guests:

Excused: Sue Hunter (WV), Lindsey Fisher (WLA), Mary Chasin (Staff), Maria Elizondo (Staff), Mauria McPoland (Staff), Sonya Hernandez (Staff), Kristeen Singh (Staff)

Absent: Desiree Bennett (SE), Dean Francois (SB), Debra Rosenstock (WV), Alfreda Gleicher (WLA)

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Kelly Mulock: Welcome and Introductions	Kelly welcomed the group and gave an overview of current activities with the DRs and Hurricanes that were active and offered all the opportunity to come in and assist and train in staff services. All introduced themselves.			
Kelly Mulock: Review and approval of previous minutes	Kelly asked for a motion to approve the minutes from the previous meeting. Jammie made a motion to approve.			
Kelly Mulock: Open chairperson position	Kelly spoke regarding the open chair position and told anyone interested to come and discuss the opportunity with her.			
Jennifer Bailey: Approval of trainer policy	Jennifer gave an overview of the Instructor Contract that was drafted based on the discussions held in the last meeting.	Email out document; review and send changes.	Jennifer; All	Complete in 2 weeks
Kelly Mulock: Staff Services activation policy	Brandy gave a breakdown of the current need for a Staff Services Activation policy and a breakdown of how a DAT call can escalate to a larger event and the conflict of when to call the Staffing Services Team. Brandy gave an overview of how we would like a Staff Services Rep in each district that can come together to work in a large scale disaster. The team discussed past events and how they have failed and succeeded; and which aspects would work moving forward. The group approved for Brandy to draft the ideas discussed to be emailed out to the group for feedback.	Draft document outlining ideas discussed; email out to team; review and send changes.	Brandy; Brandy; All	September 5; September 19
Brandy Welch: Golden Guardian	Brandy reviewed details of Golden Guardian and what the Staff Services team role will be in planning shelter simulation. Brandy also outlined who will be involved in planning and the needs that			

	exist.			
Other Items	Kelly gave an overview on the difference between SS Team and committee. Brandy notified the group that the Malibu drill has been moved to October 11, so there is no further conflict with the employee excellence awards.			
Next meeting on:	Additional meeting will be added to the month of September. West LA October 23 rd , 2008 6:30pm	View open meeting rooms; select date and notify group.	Kelly	