

Pending Committee Approval

Attendees: Sue Hunter (WV), Alix Greenblat (WV), Lindsey Fisher (WLA), Paula Clamarro (WLA), Dean Francois (SB), Mary Chasin (Staff), Kelly Mulock (Staff), Jennifer Bailey (Staff),
Guests: Alfredia Gleicher (WLA), Jammie Presto (WLA), Kristeen Singh (Staff), Sonya Hernandez (Staff)
Excused: Delores Stella (WV), Brandy Welch (Staff), Red Godfrey (Staff), Maria Elizondo (Staff), Mauria McPoland (Staff)
Absent: Desiree Bennett (SE/SB), Debra Rosenstock (WV), Candy Taylor (WV)

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome and introductions	Kelly Mulock welcomed all to the Staff Services committee meeting; everyone introduced themselves and their role with the American Red Cross.			
Committee roles	Kelly announced that Sue Hunter has decided it is the right time for her to step down as the chair of the committee. Sue spoke about what she feels would be important for the next chair to be successful in the role.	Select new chair.	All	Next committee meeting 8/28/08
Staff Services expectations	Kelly gave an overview of what the needs and expectations are for the committee and committee members moving forward. Paula Clamarro broke down what she understood the past committee roles to be and what the new structure will be. Kelly requested a staffing team member with a commitment of at least 4 hours per week or 8 hours every two weeks.			
Policy proposal explanation	Kelly explained what the process for developing and approving policies is. Kelly outlined potential policies that will need to be developed by the committee.			
DIST Instructor min. requirements (policy)	Jennifer Bailey gave an overview of the training department and needs. Jennifer gave a breakdown of courses to be held and the number of instructors' current with the chapter. The committee developed a minimum number of classes that an instructor must teach per year; that they must teach each class they hold an authorization in at least once per year to remain current in that authorization; and approved the development of an instructor contract based on the Health and Safety Instructor Code of conduct. Sue made a motion to approve; Paula seconded the motion.	Develop written instructor contract based on guidelines approved.	Jennifer Bailey	Completed for committee approval 8/28/08
Activating SS in disaster (policy)	Kelly gave a brief overview of the next policy that needs to be developed by the committee.	Begin developing guidelines for activating staff services.	All	To begin at next committee meeting – 8/28/08

Golden Guardian	Mary Chasin gave an overview of what Golden Guardian is; what organizations participate; and what our role as the Red Cross will be. The dates for Golden Guardian were given; November 13, 14, 17, and 18; everyone was requested to make themselves available for that time if able. Kelly discussed the opportunities that exist to help develop the simulation that will be used for our role in Golden Guardian. She requested that anyone interested contact her for further information.			
Other business	Kelly discussed the past CDREE and the value of being in the EOC. Kelly also gave a brief overview on our current disaster season and deployments to date. The minutes from the past meeting were distributed; Sue motioned for them to be approved, Paula seconded the motion.			
Next meeting	Thursday August 28 th , 2008: 6:30pm			