

**Attendees:** Delores Stella (WV), Linda Housden (WV), Desiree Bennett (SE/SB), Paula Clamurro, Alix Greenblatt, Sue Hunter, Heidi Bolling (W), Jennifer Jones (Staff), Shaneeka Thomas (Staff), Red Godfrey (Staff), Brandy Welch (Staff), Kelly Mulock (Staff), Mary Chasin (Staff)

**Guests:**

**Excused:**

**Absent:**

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome and Introductions	Brandy Welch welcomed committee members and participants introduced themselves and provided brief backgrounds of their ARC volunteer experience.			
Overview of Committee Structure	This is a Volunteer-driven committee focused on identifying needs, issues and training opportunities for those in the Staff Services group. Brandy also offered a brief explanation of the Chapter and District relationship, DAT team participation and responsibilities, and the structure and accountability of the various Response Department Committees.			
Review of activities and training	A handout describing the DSHR Group/Activity/Position Definitions was circulated and discussed. In addition, a calendar containing the District and Response Department Committee schedule was also circulated. <ul style="list-style-type: none"> <li>• Training to support the functions of the Staff Services Committee are available on-line on LMS (Learning Management Systems) as self-study modules.</li> <li>• Training can focus on specific career tracks or activities.</li> <li>• It was recommended that Committee members take the on-line staffing course.</li> </ul>	Brandy will send the on-line LMS electronic link to all Committee participants so they can obtain a username and password for accessing LMS training.	Brandy Welch	By 1/18/08
Committee Goals	The goal of each Response Department Committee is to monitor and improve the processes of their DSHR activity. This Committee has the following responsibilities for Staff Services: <ul style="list-style-type: none"> <li>• Staff Relations – deal with personnel issues within the Chapter or disaster relief activity</li> <li>• Work Force Planning – determine if the local volunteer base is</li> </ul>			

	<p>adequate to support local responses or if mutual aid is needed; respond to staffing requests from other Chapters</p> <ul style="list-style-type: none"> <li>• Staff Support – assist with Chapter administrative functions such as data entry into DSHR, making travel arrangements for volunteers deployed to a DR, and provide for travel cards</li> <li>• Staff Training – fast-track training for spontaneous volunteers</li> <li>• Staff Health – assure the health and safety of all volunteers and staff</li> </ul> <p>The following general suggestions/goals for improving the staffing function were made by Committee members:</p> <ul style="list-style-type: none"> <li>• Develop a Volunteer Packet that can be given to new volunteers to help explain ARC and encourage involvement.</li> <li>• More regular communication.</li> <li>• Response Portal capability and software that allows volunteers to self-select an activity, date, time</li> <li>• All Committee members should obtain access to CrossNet in order to have access to the most current ARC information.</li> </ul>				
Election of a Chairperson	The Committee discussed that election of a Chairperson is possibly premature until the Committee responsibilities are fully identified and membership stable. As an alternative, the Committee decided to elect an interim chairperson and attempt to increase Committee membership, especially outreaching to unrepresented districts.	Sue Hunter was elected interim Chairperson.  Desiree Bennett was elected interim Vice-Chairperson.			
Next Meeting	The Committee will decide meeting frequency and locations during the next meeting. There was brief discussion regarding the potential to meet more frequently than bi-monthly or use teleconference as an alternative to in-person meetings. Rotation of on-site locations will also be considered.	The next meeting will be held at the West Chapter office on Thursday, February 28 <sup>th</sup> at 6:30PM.  Contact information and minutes will be circulated prior to the next meeting.		Brandy Welch	By 1/18/08
Future Agenda Items	The Committee discussed using the following topics as agenda items during future meetings: <ol style="list-style-type: none"> <li>1. Presentation and review of the CDRA (Chapter Disaster Readiness Assessment) matrix, emphasizing current and recommended staffing levels.</li> <li>2. Discussion of historical shortcomings of the staffing process.</li> <li>3. How to work with OVP/Marketing to increase volunteer recruitment.</li> </ol>	The CDRA matrix will be reviewed at the next meeting.  Historical shortcomings of the staffing process will be discussed at the next meeting.		Brandy Welch  Brand Welch Kelly Mulock	2/28/08  2/28/08

	<p>4. How to keep volunteers engaged and working efficiently.  5. Staffing coverage needs when Brandy and/or Kelly are not available.</p>	<p>Committee members can make appointments with Kelly or Brandy to review their individual staffing/training requirements, create a personal development plan and discuss potential coverage for Brandy and Kelly.</p>	<p>Committee members</p>	<p>By 2/28/08</p>
--	---	--	--------------------------	-------------------