



**Shawnee County COAD
Combined Planning/Training Committee Meeting**

October 13, 2011

1 to 3 PM

The Salvation Army

Minutes

I. Present: Rachelle Vega-Retana, Susanne Gilmore, Jerry Parrish, Tom Baumgartner, Carolyn Buono, Jennifer Zeller, Denise Fasse, Steve Christenberry

II. Review of Previous Minutes: Approved as written.

III. Work Group Reports

A. Potential locations for a Volunteer Reception Center (G.R.): G.R. is taking the IS 300 and 400 this week so was unable to attend. Denise reported that she and G.R. have begun looking at potential locations in various areas of the city/county. Tom suggested that the Antioch Life Center might be a good location. Other possibilities include the community centers. One consideration pointed out by Denise is that sufficient parking would need to be available. Other considerations are phone and computer network capabilities. Susanne added that the size of an event and the number of volunteers needed (with skills needed for the response) is also an important consideration when operating a VRC.

B. Potential agencies to assume responsibility for Donations Management (Jerry): Jerry has talked with his boss about the response to the Joplin tornado and what he learned was that food providing entities appeared to be the best prepared to handle donations. He noted that agencies like Harvesters have trucks, warehouses (or access to additional warehouse space), and the equipment to handle donations. Jerry also knows Ken Schmanke, the President of Kansas Commercial Real Estate, and Ken has assured him that he would be able to locate additional warehouse space immediately should the

need arise. Jerry added that he could access support from the Harvester's personnel in the Kansas City area. Another positive is that there is already a volunteer network developed through/by the groups that do the food distributions. It is likely that some of these people would volunteer to assist with donations management. Jerry is willing to be our "point person" for donations management and will do some additional research about how the food banks operated in Joplin, as well as to search out other resources. Jerry's boss knows Dee so we have a connection to the KC VOAD. It was also suggested that this project be discussed at the state VOAD meeting. Tom suggested that a core group of people be identified to be the "managers" of a donation management operation.

IV. Review of KC VOAD's VRC Plan (and other plans): Since we have the KC plans and the additional ones that Jennifer sent, Steve suggested that rather than trying to work through these at this meeting a small group get together to sit down and walk through them and then present to the larger committee. Susanne and Steve volunteered to do this, and Steve will ask G.R. to join in since he has already been working on this project. Tom noted that we will need to develop job descriptions for the positions within the VRC, and suggested that once we have the plan in place we recruit volunteers to fill those positions so they can train in advance and be prepared to step in quickly in the event of a disaster.

V. Vision and Mission Statement: Steve noted that he has kept this on the agenda so we would not lose it, and encouraged everyone to give thought to what we are all about. Carolyn has done some work on this and previously sent out ideas, so we probably should re-send that information in order to refresh everyone's memory.

VI. Other items: Susanne encouraged our members to attend the Mass Care Training that will be facilitate by Jono on November 18 and 19. A question was asked about prerequisite training, and Susanne stated that since those in attendance have much experience we would not be held tightly to the usual guidelines. We can register by contacting Renee at ARC (354-9230). There are no fees for the training, and lunch will be provided.

VII. Next meeting dates:

A. Full COAD meeting: November 10, 2011, 1 to 3 PM at ARC

B. December Planning/Training Committee: It was decided to have a holiday potluck rather than a formal business meeting in December. We decided upon December 15, and Susanne volunteered ARC to host. Tentative time will be 11:30 to 1:30.

VIII. Adjourn

Minutes recorded by: Steve Christenberry