

**STANISLAUS COUNTY MEDICAL RESERVE CORPS
ADVISORY BOARD MEETING
June 21, 2012**

Present: Dr. David Canton, Renee Cartier, Leslie Duarte, Jim Ferrera, Dr. Raymond Govett, Mary Sherwood, Marilyn Smith, Dr. John Walker and Cindy Woolston

Called In: n/a

Absent: Scott Penner, Sharon Perry and Deborah Thrasher

AGENDA	TOPIC	DISCUSSION/RECOMMENDATIONS	ACTION ITEMS
CALL TO ORDER	The Board meeting was called to order at 2:30 pm		
REVIEW AND APPROVAL OF MINUTES		Dr. Govett motioned to approve minutes and Dr. Walker second the motion. All were in favor.	
INTRODUCTIONS	Introductions were made.	The Board welcomed Leslie Duarte, HSA Volunteer Coordinator to the Board.	
COORDINATORS REPORT	Coordinators report was provided by Mary Sherwood	<p>See attached report.</p> <p>The report reflects volunteers and training numbers by profession through 6/13/12. Mary indicated this is a computer generated baseline report; all future reports will reflect previous numbers by an additional row for each reporting period. This will provide good detail for analysis.</p> <p>She also shared with the Board a summary of the evaluations completed by participants in the April 28th ACS Exercise (see attached). The overall feeling from participants was positive. Previous exercise participants observed a significant improvement in flow. Areas noted for possible improvement were related to inventory exchange. However, Renee Cartier stated this may not be an</p>	<p>Mary to provide the Board with an After Action Report on the ACS Exercise prior to the next Board meeting.</p> <p>Mary to provide a draft of the Recruitment, Engagement and Retention Plan at the next Board meeting, pending internal approval.</p>

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		<p>issue, as her department may change how inventory is handled and it most likely it will not be included in future exercises. Mary will provide the Board with an after action report prior to the 8/16/12 meeting.</p> <p>Mary apologized to the Board for any confusion regarding the Recruitment, Engagement and Retention plan she shared during the 2/23/12 meeting. Her intent was to share with the Board her development of the plan and allow the Board an opportunity to provide suggestions and/or possible recruitment contacts.</p>	
MEDICAL DIRECTOR		Dr. Canton stated he attended the ACS Exercise on 4/28/12; noting that participants appeared to have a good grasp of the exercise plan, concept of setting up the ACS and they stayed to their job (did not leave their assigned duty).	
STRATEGIC PRIORITIES	Physician Credentialing	Dr. Canton shared that he and Dr. Walker are working on the Strategic Goal for physician recruitment. However, before they address recruitment, they are focusing on a Fit for Duty policy for all SCMRC members. They will present the policy to the Board at a later date. He stated that this will need to be in place prior to the recruitment of physicians. Dr. Walker highlighted one of the Board's Strategic Priorities is to provide staffing support for an ACS, a free standing facility to support hospitals. Stating we need to prepare for 72 hours of staffing support, which is 6 – 12 hour shifts. This	<p>Mary to write the Fit for Duty policy. Dr. Canton and Dr. Walker will present the draft policy at the next Board meeting.</p> <p>Mary to add Behavioral Health to the agenda under Strategic Priorities</p>

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		<p>may be difficult and suggests that the Board may need to look to core partner organizations for support.</p> <p>Dr. Walker stated that we may want to consider looking at the urgency in the mental health community when thinking and planning our Strategic strategies. Funding in behavioral health programs has been heavily impacted and we should take a closer look at this area. Dr. Walker asks that we add behavioral health to the August agenda to discuss this further. Dr. Canton added that the most effected in an emergency/disaster are the least able to deal with them.</p>	
TRAINING	Ciraolo Consulting, LLC Training Plan and Modules	<p>The Board was asked on 6/6/12 to provide feedback on the training plan developed by Ciraolo Consulting, LLC. Marilyn noted that language throughout the document refers to out-of-area deployments and we only deploy locally. In respect of the Boards time, she suggested that she meet on the side to review several other comments. Additional comments from Board members included that the modules appeared to be very thorough and well done. Renee also added that due to the new modules, there was a shift and some courses were pushed into Level 3.</p>	Mary to schedule Training subcommittee meeting to review training plan.
	Statewide Exercise 11/15/12	Mary indicated we are on target to participate in the statewide exercise in November; we will be testing the DHV Mission Manger. Memorial Hospital stated an interest in testing their receipt and processing of volunteers. This may	

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		<p>provide us with an opportunity for our members to participate more actively in the exercise. Jim Ferrera will be meeting with the participating hospitals on 6/29/12 to further develop their MSEL (Master Scenario Event's list).</p>	
	<p>Online Courses</p>	<p>Mary stated the online HIPAA course has been finalized and she is awaiting internal approval from the PIO before it can be put on the website. She also indicated that Deb Thrasher has completed the OES 101 course and Renee will be reviewing it before it is sent up for approval by the PIO.</p> <p>At the Board's recommendation, Mary will continue to target members that only need Personal Preparedness training to advance to the next training Level.</p>	<p>Mary to post approved HIPAA course on the webpage and send reminders to the members only needing Personal Preparedness in order to advance to the next training Level.</p> <p>Renee to review OES 101 PowerPoint.</p>
<p>NEW BUSINESS</p>	<p>Partner Organizations</p>	<p>Dr. Walker stated that CERT may be losing funding. Renee indicated there has been a significant reduction in funding proposed for the next fiscal year in Homeland Security and Metropolitan Medical Response System (MMRS) is no longer funded. He suggests that the Board look for possible partnership opportunities.</p>	
	<p>Press Coverage</p>	<p>Marilyn stated the Board has expressed an interest in, and would like to see, press coverage for the SCMRC. She inquired if the SCRMC Cumulative Report has been, or will be, shared with the Board of Supervisors. The report had not been given to the BOS, however Dr. Walker stated there is an opportunity to highlight the SCMRC during the August</p>	<p>Mary to work with HSA's PIO to discuss press opportunities and invite members to August BOS meeting.</p>

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		<p>BOS meeting. The BOS will be asked to proclaim September, National Preparedness Month. He will be noting the SCMRC's contribution in community preparedness. This would be an excellent opportunity to engage members by inviting them to be present during the August meeting.</p> <p>Mary will meet with HSA's PIO to discuss this further.</p>	
	Strategic Task Tracking	<p>Marilyn suggested that we develop a matrix for tracking the SCMRCs progress in meeting the goals of our strategic plan. Mary stated that she uses a similar document that may address the request. She stated that she could pare down the current matrix to highlighting items/tasks identifying the progress in meeting our strategic goals.</p>	<p>Mary to develop task matrix for tracking progress in meeting the goals of the strategic plan.</p>
<i>NEXT MEETING</i>			<p><u>Next meeting:</u></p> <p>Thursday, August 16, 2012 2:30-4:00 p.m.</p> <p>Community Services Agency – Conference Room at HSA 830 Scenic Dr., Modesto</p>