



KCER Meeting Minutes

Coordination of Staff and Volunteers ATTENDEES

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| <i>Lisa Hall</i> | <i>Lee Cauble</i> | <i>Surveen Klein</i> | |
| <i>Lynda Ball</i> | <i>Jim Curtis</i> | | |
| <i>Liz Howard</i> | <i>Norma Gomez</i> | | |

KCER MEETING MINUTES

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| Date: March 29,2008 | Time: 1 PM ET | Location: Conf call | |
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| TOPIC | DISCUSSION | PLAN OF ACTION | RESPONSIBLE | DUE |
|-----------------------|--|--|-------------|-----|
| Review of KCER Summit | <p>Lisa reviewed the comments for our team from the Summit.</p> <p>Define volunteer roles and expectations - What are the qualifications and expectations of a patient care technician, nurse, and other staff positions?</p> <p>Define expectations and the timeframe in which volunteers should respond/deploy (12-24 hours?).</p> <p>Provide training to volunteers in order to expedite the deployment process - How will volunteers be mobilized/transported, how will they maintain communications?</p> <p>Establish standard job protection for volunteers, clarify</p> | <p>Norma will begin working on the role and send out for comment.</p> <p>Sherilyn will look into training programs for volunteers.</p> | | |

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| | <p>licensure issues, insurance, HIPAA. Standardized procedures, roles, and liability coverage should be provided before the volunteers register.</p> <p>It was also suggested that we work closer with Federal response team.</p> <p>One of the questions was “if the facilities use federalized employees does that impact on their payment for providing service?”</p> | Jim Curtis will follow up with the Federal Response team | | |
| DMAT | Dr. Jacoby was not on the call | Norma will follow up to see how the process is going. | | May 2008 |
| Test the call tree | Norma will send out the call tree for completion. She will also see if individuals want to continue to participate on the committee | | Norma | May 2008 |
| Next meeting | Tentative in May 2008. | | | |