

Citizen Corps Working Group

CCWG Meeting Minutes

Meeting Date: 07/17/2018 10:00

Meeting Location: ECC Lents Conference Room, 9911 SE Bush St

Notes Prepared By: Glenn C. Devitt

Quorum Present: Eric Frank, Renate Garrison, Jackie Nerski, Jamie Poole, Justin Ross, Cynthia Valdivia (and Glenn C. Devitt, Da'Von Wilson-Angel (until 1100))

Participating by phone (503-823-9998): Anne Parrott, Shaun Brown, Alice Busch (joined at 10:37)

Guest: Adrienne Donner

Not present: Jeremy Van Keuren

Follow-up items:

All:

- Indicate your availability for the next quarterly meeting: <https://doodle.com/poll/65nr2b9gnp7p962v>
- Submit outreach efforts to PBEM's regional calendar: <https://tockify.com/portlandbem>
- Provide input about what performance metrics we should track:
https://docs.google.com/document/d/1HAahQuxC57WD6Rk3OcqfsN6vIE_DNY-Y2n6q6LE9_Uo/edit
- Input your vendors/discounts to possibly make bulk purchases:
<https://docs.google.com/spreadsheets/d/1NUx2r3yVvz94rv2FqbRuCEFFtbzkv3S5Soi36B3Zx8E/edit#gid=0>
- Review and suggest changes to the SOP:
https://docs.google.com/document/d/1F4Gvyp_ZMyRXvUYDQOjA_3jyU7oeVs09VMEM42ut1bo/edit
- Check with your County Counsel or City Attorney to see if IGAs or MOUs are needed to use other CERTs in your jurisdiction.

Cynthia Valdivia:

- Send sample of federal reporting form to the group

Jeremy Van Keuren:

- Create online poll to compile regional training & background check standards
- Create online poll to establish minimum kit standard for volunteers

Convened: 10:10

Initial discussion - MRC

Adrienne Donner addressed moving MRC back to Public Health Working Group.

This was discussed last fall/winter. MRC does not want to separate from CCWG, but wants flexibility to conduct its own projects which are not CCWG-specific.

Cynthia: Example, campaign for breast feeding to decrease infant mortality after a disaster. Would make more sense coming from PHWG than CCWG. Had a long conversation with Alice about the nature of requests. Items that relate to *volunteers* make more sense in CCWG whereas key public health projects belong better under PHWG.

Justin: Unclear if MRC will have access to both CCWG and PHWG funds?

Adrienne: Not sure where the line is. Would it be all or nothing, or joint projects?

Cynthia: MRC would participate in public health projects, so funding would be PHWG. When participating in volunteer projects that belong under CCWG, funding would be addressed with CCWG funding. Anne and Cynthia have done projects with significant CERT involvement, and plan to continue doing so.

MRC wants to be able to do public health projects without creating political issues.

Denise is also involved in determining where the line is. Budget cycle is starting; this could be a test to determine SOP. There will be an MRC liaison at the CCWG table. This fits with the plan for RDPO coordination. Have not yet voted.

TBD: Will Cynthia & Anne remain voting members of CCWG?

Informal survey of CCWG membership:

Frank has concern about grant funding. If Cynthia is in a liaison role, it could blur line about who she is representing. Clark County reps support it. Clarification: Renate is chair of Washington County CC and its rep to CCWG; Cynthia is MRC rep to CCWG.

[Anne & Shaun not responding on phone at this point; possibly a tech glitch.]

If the arrangement turns out to be problematic, it could be scrapped.

Need to hash out how to ensure that grant requests be run through one group. The lynchpin is whether a project involves volunteers/training/exercise.

[Alice joined at 1037 via conf call. Columbia County back on the line.]

Analyze projects on a case-by-case basis? Maybe some projects start in Public Health, then move or add CCWG in later stages when volunteers become involved.

PHWG next meets in September.

Old Business/Tasks from previous quarter

1. Missal report

- a. What do we do with the report, as the CCWG evolves? Do we open the group more widely?*
- b. How does RDPO's desire to create a Community Resilience Work Group affect us? Do we support it?*

Impression is that the CRWG will bring in more agency partners to align public messaging and make CCWG more effective in its outreach.

Disaster Messaging Group will be maintained. CRWG would add groups like Mercy Corps and avoid duplication of efforts. Would this add another level of bureaucracy, with the same people around the table, without accomplishing much?

Clackamas County struggles to pull along PIOs. An occasional meeting could help.
Or should CCWG have a liaison to these other groups rather than create a new body?
Should the Messaging Group be under the PIO group, and bring in SMEs as necessary?
Create an online tool to share/notify outreach efforts, perhaps using PBEM's new calendar:
<https://tockify.com/portlandbem/pinboard>

PIO group has a lot of assets, resources that could support projects
PIO group is about how to share the message (especially during an emergency), whereas
Messaging Group is focused on creating campaigns. PIOs are in EOCs, Messaging Group is not.
PIO group needs more diversity, and there has been some offensive pushback to culturally-
specific efforts. If it is not in line with federal mandate, shouldn't that problem go up the chain
to the RDPO oversight group?

Need clarification about Community Resilience group's work.

Regarding expanding CCWG: CC has traditionally involved groups like CERTs and Fire Corps.
The question is whether more groups should be involved, e.g. colleges. Or do we simply allow
groups to present to CCWG when they want support? How do we ensure they have an
opportunity to present? Need more lead time and standardized email to send to these groups.
That way they would need to regularly be brought to CCWG.
As representatives to CCWG, it is members' responsibility to reach out to those groups. Then
they may be invited to present. CCWG members are the initial filter for grant requests.

Consensus decision is that CCWG will not open the group at this time, but rather focus on
better outreach. Perhaps share CCWG meeting minutes.

[Jackie & Jamie departed 1110. Still have quorum with phone participants.]

2. *ORS 401.368 volunteer workers comp insurance. Any updates? Are members keeping paper trails?*
Beaverton doesn't have an issue as it's covered by city.
Cynthia is tracking hours; Public Health has adopted new tech suggested by IT
MultCo is tracking hours, also ARES
Portland is tracking hours
In Columbia County each vol group is responsible for tracking hours. The County has a shared time
sheet for groups to enter hours.
3. *Standardizing metrics*
 - a. *Need SurveyMonkey of CCWG to establish a baseline of what should be measured:*
 - b. *Volunteer growth*
 - c. *\$ value of volunteer time to prove ROI*

- d. *What are the obstacles to collecting the data? Funding for solutions to surmount those obstacles would be a reasonable funding request in itself.*
- e. *Get RDPO's input on what data/metrics to collect.*

Laura Hanson (RDPO) offered to review draft metrics. As a vol manager in Nepal she is familiar with the requirements.

Eric requires quarterly reports from groups which include:

- Total training hours
- Outreach events
- Projects
- Total vol hours
- New vol orientations
- Achievements
- Struggles
- Were CCWG funds used? For what? Have the funded items been received?
- Participated in any exercises? What and when?

Cynthia does federal reporting. Will send screen shot or cut-and-paste a sample to the group via email.

4. *Regional training & background check standards survey – Jeremy will do this*
Do we need IGAs? Need to ask individual county councils.
5. *PBEM's online calendar was launched. Regional groups are welcome to submit their training events.*
(*'Submit Event' button at top.*)
<https://tockify.com/portlandbem>
6. *Bulk purchase. Jeremy will poll the group about their standard-issue equipment to establish kit types.*
Share list of vendors, see if deals can be negotiated as a group, e.g. PrepareSmart.
7. *Consider appointing a vice chair who will be the presumptive next chair.*
Tabled.
8. *CCWG SOP draft work*
 - a. *Notate new reporting structure (no longer under REMTEC)*
 - b. *Review membership*
 - c. *Formalize which performance metrics we'll track (?)*
 - d. *Notate MRC separation but maintaining representation when that happens.*
 - e. *Discussion of performance metrics*
 - f. *Guidelines for grant reprogramming requests*
 - i. *Regular requests-what does the process look like*
 1. *Requestor fills out reallocation form and submits to CCWG chair*
 2. *Chair sends to group for vote*
 3. *Group votes*

4. *Chair sends majority results of vote and form to RDPO rep*
 5. *RDPO sends request to Program Committee for vote*
 6. *Program Committee votes and reallocation is approved*
- ii. *Quick turnaround/last minute requests*

Will take discussion online. Renate will distribute the draft with her comments.
Need to clarify whether SOP has been submitted to RDPO.

New Business

1. *Distribution of the five Stop the Bleed kits purchased with UASI15 funds, which are expected to be delivered July 20. Jeremy proposes distribution to:*
 - a. *Clark County*
 - b. *Clackamas County*
 - c. *Multnomah County (or Portland, if MultCo can't store it)*
 - d. *Columbia County*
 - e. *Washington County or Beaverton*

Broad enough to send to each county. Need to specify grant requirements and have each CCWG member determine who is the best recipient in their county. If cost is under \$1,000, not needed. County assumes responsibility for restocking consumables. Are counties aware and willing to assume responsibility? Need draft agreement. Cynthia will share draft of simultaneous translation equipment.

Motion: Approving dispersal of five StB kits to each county as proposed above. Motion passed unanimously.

2. Two de-escalation classes funded with UASI15 were held June 18 & 22. Response to the feedback survey has been overwhelmingly positive. 53 CERTs (including a few NETs) were trained. Cost was \$750 per class. PBEM also held two additional classes for NETs with similar results. Interest is high for training in these 'soft skills'.

The October meeting will be scheduled via Doodle poll, around the OEMA conf, 18-28th, and member vacations. Poll is at <https://doodle.com/poll/65nr2b9gnp7p962v>

Adjourned: 11:38