



Center for Disaster Mental Health


Meeting Minutes: 11 July 2016

1. Meeting Objective		
Symposium topic confirmation, agenda, and speaker identification.		
Review of committees and organizations.		
2. Attendance:		
Last Name	First Name	Organization
Cleek	Larry	Public Health Dayton and Montgomery County
Conover	Christina	Clark County Combined Health District
Hubner	Mark	WSU, USAFSAM
Jez	Steve	GDAHA
Johnson	Ken	Clark County EMA
Kirkpatrick	Dan	Former Co-Chair CDMH
Knapp	Vic	Dayton Veteran's Administration
Maher	Frank	American Red Cross
Marsh	Barb	Public Health Dayton and Montgomery County
McGuirk	Kim	TriCounty Board - Mental Health Services
Mockabee	Cindy	Montgomery ADAMHS
Neitzel	Jill	GDAHA
Rogge	Carrie	Montgomery ADAMHS
Welton	Randy	Wright State University
Wolfe	Karon	Dayton VA

3. Agenda and Notes, Decisions, Issues				
Topic				Owner
Symposium Topic and Agenda: Status of invited speakers updated (see section “4. Action Items” below). An updated draft agenda is attached. Overall objective has been a focus on Trauma Informed Care (TIC) but all speakers may not be well versed in TIC. Objectives will focus on TIC, but also on planners, responders and recovery from trauma related to the speaker’s topics. With an adjustment of focus, the conference title was readjusted to “Disaster and Trauma; Planning, Response and Recovery”.				All
Contact Hours: Those who are identifying and confirming speakers need to get the speaker information to SteveJ as soon as possible . SteveJ will contact them on paperwork and draft presentation needs to allow for processing of contact hours. Barb suggested Public Health may be able to help with the Nursing contact hour process. Frank is covering Psychologists, Carrie will process Social Workers and Counselors, SteveJ will do Nursing Home Administrators.				Rogge/Jez/ Maher/ Marsh
Symposium logistics: SteveJ will complete the advertising material as soon as speakers and presentations titles are identified. Sponsoring organization icons can be added, but need each organization’s approval. Andrea Tuttle is helping to plan at Miami Valley Hospital with parking tokens, meals and refreshments. PayPal will be used again for payments, or personal checks are acceptable. Registration can be accomplished on the website and/or by mail. Advertising with pamphlets, flyers and email was discussed. All advertising material will be available on the website, (www.disastermentalhealth.org). Adequate funds are available in the CDMH budget to cover expected extra logistic expenses.				Jez/Neitzel /Tuttle
Cindy obtained 100 copies of “Field Manual for Mental Health and Human Service Workers in Major Disasters”. We also have some copies of the Quick Series booklets used in previous conferences. We can get more of these or different educational booklets for the conference if needed. Randy and Ken suggested several teaching aids to hand out during the conference. Links to teaching aids can be added to the website. The “Best Practice” poster session will be discussed later in the planning process.				Welton, Mockabee, Johnson, Reed, Hubner
Review of Organizations: Larry reviewed Medical Reserve Corps training plans for October and November for the Medical Reserve Corps, which included two Mental Health First Aid courses. Steve will assist with email lists for advertising these courses.				All
4. Action Items				
Committee	Action	Owner	Due Date	Status
Conference Objectives	Develop specific conference objectives to guide potential speaker’s presentations and for contact hour processing.	Hubner / Rogge / Mockabee / Kirkpatrick / McGuirk / Miller / Conover / Maher/ Jez	18 July 2016	Open

Speaker ID	Contact and confirm Su Ann Newport for presentation and potentially Jerry (?) Newport for panel discussion.	Mockabee	30 July 2016	Open
Speaker ID	Contact and confirm Cindy Kuhr for presentation and potential panel discussion.	McGuirk / Reed	30 July 2016	Open
Speaker ID	Jerry Meddock confirmed for afternoon session	Miller / Conover	11 July 2016	Closed
Speaker ID	Mike McRill confirmed for panel discussion	McGuirk / Reed	11 July 2016	Closed
Speaker ID	Identify Spiritual Support speaker for panel discussion.	Wetterhan	30 July 2016	Open
Speaker ID	Identify Active Shooter Response speaker	Kirkpatrick	30 July 2016	Open
Symposium	Logistics/Flyer/Website	Jez/Neitzel	1 August 2016	Open
Symposium	Contact Hours	Rogge/Maher/Jez / Marsh	1 August 2016	Open
Symposium	Registration Process	Neitzel	1 September 2016	Open
Symposium	Identify Conference Handouts	Welton, Mockabee, Johnson, Reed	1 August 2016	Open
Symposium	Identify Poster Session Participants	All	12 September 2016	Open
Support Emergency Planners	Report on present activities. Expand team.	Hubner/Johnson	12 September 2016	Open
Coalition Partner Outreach	Report on present activities. Expand team	Welton/Jez/Maher	12 September 2016	Open

5. Next Meeting

Date:	1 August 2016	Time:	3:00 PM	Location:	GDAHA, Tech Town Building 3, 241 Taylor Street, Dayton, Ohio 45402
					

Atch: DRAFT conference agenda



THE CENTER FOR DISASTER MENTAL HEALTH DRAFT

“Disaster and Trauma; Planning, Response, Recovery”

October 28, 2016

Berry Women's Center, Bieser Auditorium, Miami Valley Hospital


Agenda

Contact HPP@gdaha.org for updated draft agenda.



Center for Disaster Mental Health

Meeting Agenda

Date:	1 August 2016	Time:	3:00 PM to 4:30 PM. Large Conference Room straight in as you enter.
Location:	Greater Dayton Area Hospital Association, (GDAHA in Tech Town, 1st Floor, Building 3, 241 Taylor Street, Dayton, Ohio 45402). Park in Monument Street side parking lot, middle building entrance. GDAHA sign is on the window.		
			

1. Meeting Objective

1. Symposium planning
2. Committee identification
3. Committee assignments
4. Review of organizations

2. Meeting Agenda		
Topic	Owner	Time
1. Introductions	All	1500
2. Review of Meeting Minutes	All	1505
3. Symposium Planning		1510
a. Focus/Title/Agenda	All	
b. Speakers	Miller/Mockabee/Reed/McGuirk/Kirkpatrick/Jez	
c. Contact hours	Maher/Rogge/Jez	
d. Logistics (budget, food, supplies, parking, etc)	Jez/Neitzel/Tuttle	
e. Advertising (flyer / distribution)	Jez/All	
f. Registration (website)	Jez/Neitzel	
g. Handouts and Poster Session	Welton/Mockabee/Johnson/Reed/Hubner	
4. Committee identification by mission/objectives	Hubner/Johnson	1600
5. Review of organizations	All	1615
6. Next meeting plans	Hubner/Johnson	1625

3. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)	
Description	Prepared by
Symposium: Focus/Title/Agenda	All
Symposium: Identification of speakers	Miller/Mockabee/Reed/McGuirk/Kirkpatrick/Jez
Symposium: Contact hours	Maher/Rogge/Jez/Marsh
Symposium: Logistics	Jez/Neitzel
Symposium: Advertising pamphlet	Jez
Symposium: Advertising distribution list	All
Symposium: Registration	Jez/Neitzel
Committee identification, assignments	All