Center for Disaster Mental Health

Meeting Minutes: 1 August 2016

1. Meeting Objective		
Symposium planning. Review of committees and organizations.		
2. Attendance:		
Last Name	**First Name**	**Organization**
Cleek	Larry	Public Health Dayton and Montgomery County
Cox	Jennifer	Montgomery ADAMHS
Curtis	Mark	Ohio's Hospice, Dayton
Hubner	Mark	WSU, USAFSAM
Jez	Steve	GDAHA
Johnson	Ken	Clark County EMA
Kirkpatrick	Dan	Former Co-Chair CDMH
Long	Jodi	Montgomery ADAMHS
Marsh	Barb	Public Health Dayton and Montgomery County
Reed	Brad	TriCounty Board - Mental Health Services
Wolfe	Karon	Dayton VA

3. Agenda and Notes, Decisions, Issues	
Topic	**Owner**
Sub-Committee Planning: Several members met an hour before the scheduled meeting to plan for regional mental health emergency response planning and to solidify conference objectives. A regional meeting will be investigated to discuss collaborative plans.	All
Symposium Topic and Agenda: Objectives updated and approved with Trauma Informed Care focus. All Speakers confirmed. Final Agenda Set. We will offer advertising tables to non-profit organizations and invite Miami Valley Pet Therapy Association as we did last year.	All
Contact Hours: SteveJ will contact speakers on paperwork and draft presentation needs to allow for processing of contact hours. Public Health Dayton and Montgomery County (PHDMC) will be able to help with the Nursing Contact Hours. Joyce Close will assist with this process. Frank is covering Psychologists, Carrie will process Social Workers and Counselors, SteveJ will do Nursing Home Administrators. As some certificates required approving organization signatures, each discipline will print their own certificates.	Rogge/Jez/ Maher/ Marsh/ Close
Symposium Logistics: Andrea Tuttle is helping to plan at Miami Valley Hospital. Parking parking tokens were approved at $1.50 each instead of the standard $3. Meals and refreshments are planned. Adequate funds are available in the CDMH budget to cover expected extra logistic expenses. 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. No additional educational materials were suggested for purchase. Links to teaching aids can be added to the website.	Jez/Neitzel /Tuttle
Symposium Advertising: SteveJ will complete the advertising material as soon as speakers and presentations titles are identified. Sponsoring organization icons were approved and added. Advertising methods were discussed with each organization having extensive distribution lists for their disciplines reaching throughout the state. It is estimated that we will email to at least 2,000 potential registrants for the conference. All advertising material will be available on the website, www.disastermentalhealth.org.	All
Review of Organizations: PHDMC: Larry updated Medical Reserve Corps training plans for 5 November 2016. ADAMHS: Jodi and Jennifer will help with regional Mental Health collaboration efforts. Crisis Response Team (CRT) and National Organization for Victim Witness (Nova) models were discussed and how they may work within a regional response plan. Dan reviewed the need for coordination with schools for Mental Health Response Planning. Clark County: Ken reviewed the CRT response to a plane crash in Clark County. Hospice: Mark C reviewed Palliative Care Team development of a Center for Supportive Care, focusing on outpatient care.	All

4. Action Items				
Committee	**Action**	**Owner**	**Due Date**	**Status**
Conference Objectives	Develop specific conference objectives to guide potentail speaker's presentations and for contact hour processing.	All	18 July 2016	Closed
Speaker ID	Confirm speakers for Conference	All	30 July 2016	Closed
Symposium	Logistics/Flyer/Website	Jez/Neitzel	30 August 2016	Open
Symposium	Advertising with contact lists to respective disciplines	All	30 September 2016	Open
Symposium	Contact Hours	Rogge/Maher/Jez / Marsh / Close	21 August 2016	Open
Symposium	Registration	Neitzel	1 September 2016	Open
Symposium	Identify Conference Handouts	Welton, Mockabee, Johnson, Reed	1 August 2016	Closed
Symposium	Identify Poster Sesssion Participants	All	12 September 2016	Open
Support Emergency Planners	Report on present activities. Expand team.	Hubner/Johnson/Jez/Cleek/Long/ Cox	30 November 2016	Open
Coalition Partner Outreach	Report on present activities.	Hubner/Johnson/Jez/Cleek/Long/ Cox	30 November 2016	Open

5. Next Meeting					
Date:	Monday 29 August 2016	**Time:**	3:00 PM	**Location:**	GDAHA, Large Conference Room, Tech Town Building 3, 241 Taylor Street, Dayton, Ohio 45402

Center for Disaster Mental Health

Meeting Agenda

Date:	29 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. 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. Advertising	All	
b. Contact hours	Maher/Rogge/Jez/ Marsh/Close	
c. Logistics (budget, food, supplies, parking, etc)	Jez/Neitzel/Tuttle	
d. Registration (website)	Jez/Neitzel	
e. Non-Profit Display Tables	All	
f. Ohio CRT Role	Cindy Kuhr/ Jodi Long	
4. Community Outreach / Planning	Cox / Long / Jez / Cleek	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: Advertising distribution list	All
Symposium: Contact hours	Maher/Rogge/Jez/Marsh/Close
Symposium: Logistics / Registration	Jez/Neitzel
Community Outreach Plans	Cox / Long / Jez / Cleek