

**Jefferson County Homeland Security and Emergency Management
Partnership Development Committee
April 30, 2012
MINUTES**

The Jefferson County Homeland Security and Emergency Management's Partnership Development Committee met on April 30, 2012 in the Jefferson County Emergency Operations Center. Those present were: John Sherwood, Jefferson County Chamber of Commerce; Barbara Miller, Jefferson County Homeland Security and Emergency Management; Sandy Hite, Jefferson County Health Department; and Elizabeth Granzow, Development Director for Habitat for Humanity.

The group reviewed the status of partnerships. We have successfully signed a total of 99 partnership agreements to date.

It was noted that Trina Bartlett sent an email that she is leaving the United Way on May 11th and suggested that Vicki Sheen be added to the committee. Her assignments will need to be reassigned to someone else.

John asked for and received copies of old partnership agreements for the Jefferson County Chamber of Commerce, City of Charles Town, and the Charles Town Library. He will follow up with them. John will also contact Eakles/Norton/Spencer Funeral Home about partnership.

Elizabeth needs to have a full packet sent to her with the booklet, copy of the forms, etc. Barb will email them to her. She offered to contact Community Ministries.

Sandy reported that she has not had time to do follow ups between her full scale exercise and their accreditation. She also announced that the CDC is giving her a scholarship to Atlanta to become a Certified Presenter about Mass Dispensing.

This was the first meeting for Elizabeth, so she introduced herself and told the group about Habitat for Humanity. They serve Jefferson, Berkeley and Morgan Counties. She is a co-director, along with Brian Truman who does the operations side. Habitat is moving in a new direction and starting a program for wounded veterans. They are also launching a new program for critical repairs that need to be done in the communities for people who cannot afford to have repairs made. These repairs must be for health, safety or wellness. John suggested Susan Kersey as a resource for Habitat, as they have ramps available. Elizabeth was Captain of Prince Georges county Fire Company for 20 years and also has a background in social work. She encourages everyone to know what they will be called upon to do in a disaster, but says that Habitat will be one of the organizations to assist with recovery efforts and will be ready with a small group of volunteers.

Sandy reported that the Health Department has named Pam McNalley as their new Public Information Officer. She is one of the administrative assistants at the health department. They will be sending her to training, specifically for public health, but Sandy would like to have information about the Basic Public Information Officer Class that WVDHSEM teaches to give to her, as well. Barbara said she will ask

Jennifer Maggio to get in touch with her and offer to assist with this new endeavor. This was the result of identifying the need for a PIO with no other duties during their recent exercise.

The meeting was adjourned at 09:30. The next meeting of this committee will be on July 30, 2012 at 0830 in the Jefferson County EOC.