

Jefferson County Homeland Security and Emergency Management  
Partnership Development and Volunteer Retention Committee  
January 9, 2012

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met on Monday, January 9, 2011 at 8:30am in the Emergency Operations Center located in Kearneysville, WV. Those present were: Barbara Miller, Director; Terri Mehling, Program Manager/Planner/Dep. Director; Trina Bartlett, United Way of the Eastern Panhandle; Lane Donley, Jefferson County Development Authority; Michele Goldman, Eastern Panhandle Free Clinic; Sandy Hite, Jefferson County Health Department; Holly Morgan Frye, Shepherd University and John Sherwood, Steering Committee Chair.

#### Introductions

Ms. Morgan Frye, opened the meeting with approval of minutes. John Sherwood made a motion to approve the minutes of the November meeting and Holly Morgan Frye seconded the motion, all approved.

Committee members were handed out new Volunteer Registration Forms and asked to update their information for 2012. Volunteers will need to update the form every year.

#### **New/Old Business**

Ms. Morgan Frye and Ms. Miller welcomed new members on the committee.

Ms. Miller thanked committee members on working hard and reaching the goal of new partnership agreements for the Whole of Community Grant.

Ms. Miller noted the focus of the committee during the next quarter will be getting partners to renew their agreements.

Ms. Miller reviewed the document handed out to committee members. She went over new partners, renewed partners, current partners that need to get a new agreement signed as well as other target partners and revised as necessary. The committee went through the current partners that need a new agreement signed and chose those that weren't assigned and tasked them to committee members. Ms. Donley asked the time frames the renewed partnerships need to be complete. Ms. Miller replied between now and the end of April.

The committee discussed a possible welcome package for new businesses that would contain information helpful to them. Ms. Miller asked Mr. Sherwood if the Chamber of Commerce provided welcome packages. Mr. Sherwood advised he will contact and ask Heather.

Ms. Miller asked committee members to complete the FEMA Independent Study course, Building Public Private Partnerships. Ms. Miller advised she will be sending out a link.

## **Member Sharing**

Ms. Bartlett announced Dave Skeen will be teaching a Continuity of Operations Planning Workshop for nonprofit organizations at the WVU Health Sciences Center from 1-4 pm. Carl French from the Berkeley County Health Department is the point of contact.

Ms. Miller announced if anyone would like to attend the Quarterly Partnership Luncheon at Hollywood Casino at Charles Town Races, January 25, 2012 to contact Terri Mehling.

The next scheduled meeting will be sent out with updates.