

COUNTY OF NORTHAMPTON



Citizen Corps Council

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Angel L. Gillette
Chair

Julie C. Zumas, MPH
Vice-Chair

Robert F. Mateff, Sr., ENP
NCEMS Director

July 31, 2009 Meeting Minutes

The following members were present:

Angel L. Gillette
Robert F. Mateff
Cordelia Miller

Julie C. Zumas
Nick Tylanda
Bill Hillanbrand

The following members were absent:

John Conklin
Kelly Berk

Tanya Light

I. Welcome and Introductions.

Angel Gillette called the meeting to order at 10:00 AM. Ms. Gillette noted there are still enough members present for a quorum.

II. Review and Approval April 24, 2009 Meeting Minutes.

Bob Mateff motioned to accept the minutes as presented. Julie Zumas seconded the motion. All were in favor. Motion passed.

III. Committee Reports

Strategic Planning Committee:

The planning committee met on July 1st to draft standard operating procedures for the volunteer intake process. A draft SOP was provided to everyone to review. Ms. Gillette noted this was just a draft and will be used to help facilitate discussion while we determine a process for our volunteers and identify operating procedures.

Training Committee:

There was no report presented. Cordelia noted there are several activities coming up in September in recognition of National Preparedness Month (NPM). Lehigh and Northampton Counties are participating in NPM activities.

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IV. Program Reports

MRC – There was no MRC report presented.

CERT – Angel Gillette indicated the Strategic Planning Committee met separately on July 1st to develop standard operating procedures for CERT volunteers. Topics ranged from training requirements, background checks and insurance availability. The Council discussed several options for the CERT program. Cordelia discussed the system used by the Red Cross to conduct background checks. All were agreed that a full background check would be necessary. Cordelia will get the system information to the council to explore its possible use.

V. Old Business

- **Citizen Corps Grant Application**

The Citizen Corps grant application is scheduled to open late summer or early fall 2009 and because we are considered a new program we will only be eligible to receive up to \$5,000. Angel noted that Pam Weeks, PEMA Citizen Corps Manager, suggested we contact our Task Force regarding funding possibilities for Citizen Corps. Bob Mateff indicated that the Task Force does not have funding available for Citizen Corps under the FY10 Homeland Security Grant Program. Bob stated the funding has been allocated towards IED prevention and awareness.

- **National Preparedness Month Activities**

The group discussed ways to assist with marketing the special events taking throughout the month of September in recognition of National Preparedness Month.

V. Membership Recruitment and Outreach

Angel Gillette attended a Latino Emergency Preparedness Outreach Train-the-Trainer workshop in Harrisburg. She noted the training, which was sponsored by the PA DOH, was very informative. Participants received a customized toolkit that included a presentation on emergency preparedness for Latino populations. A copy of the toolkit will be made available to everyone on the council. Cordelia Miller and Nick Tylenda provided names and related contact information of Latino organizations that might be able to assist the Citizen Corps to conduct outreach.

VII. Good of the Order

VIII. Adjourn.

Bill Hillanbrand motioned to adjourn the meeting at 11:10 AM. Julie Zumas seconded. Motion passed. Meeting was adjourned at 11: 10 AM.