

**COPIN Board of Directors Meeting
Wednesday, September 30, 2009
Meeting Minutes**

Attendees:

Mitzi Kline, chair
Amanda Ford, vice chair
Dan Kochensparger, Treasurer
Emma Speight
Pam Delay
Rich Weiner

Ford called meeting to order at 2:30.

Membership Applications Received:

Supporting Members: Kochensparger made a motion to accept; Delay second. Approved the following:

- Jesse Carter, Delaware Health District (no committee involvement)
- Davis Debelak, City of Columbus Mayor's Office (no committee involvement)
- Christa Dickey, Westerville City (professional development)
- Brain Hoyt, City of Gahanna (membership)
- Steve Martin, Franklin Co. Sheriff's Office (no committee involvement)
- Jeff Warner, New Albany Plain School (no committee involvement)

Voted in as supporting members until proper documentation is submitted

- Angie Tabor, Columbus Regional Airport Authority (JIC logistics)
- Marilee Chinnizi-Zeduercher, First Link (hotline committee)
- Scott Kibbler, Crawford County Health

Responding Members: Delay made a motion to accept, Kochensparger second. Approved the following:

- David Ball, City of Dublin (professional development/membership)
- Amy Hite, Columbus Regional Airport Authority (JIC logistics)
- Patricia Navin, Fairfield Dept. of Health (no committee involvement)
- Connie Tracy, Columbus Regional Airport Authority (no committee involvement)
- Greg Viebranz, Westerville City Schools – completed short form but supplied documentation(no committee involvement)

Motion to approve July meeting minutes: Speight made motion to approve; Delay second. Approved

Treasurer's Report: No money (see Treasurer for official chart)

Letters of Agreement Received: Reviewed four LOAs. Speight made a motion to approve; Delay second. Approved

- Groveport Madison Schools
- Washington Township
- First Link
- Columbus Regional Airport Authority

IED Exercise: (Kochensparger) An in-depth report was given on the overall exercise. Participants found the mobile JIC very helpful especially the ability to use the inside of trailer for computer use. The satellite didn't work but FCBOH is working to get it fixed. Alexis Evans served as the lead PIO.

Lessons Learned: Critical to have field PIO, JIC was in a remote location and radio frequencies were not the same. Be cautious when choosing a location for news conferences due to generators for mobile JIC.

According to EMA, there are six full scale exercises planned for 2010...Gahanna, Jewish Federation and the Columbus Regional Airport Authority.

Committee Reports:

JIC Logistics: (Kochensparger)

- Completed a JIC site survey in Fairfield County. Pam Delay was given a copy of the survey for follow up.
- The JIC plan update is almost complete.
- Mobile JIC exercise with FCBOH went well. The VOIP satellite continues to function erratically and health personnel are working on a solution. Health personnel are also working to revise the Mobile JIC operational manual.

Membership: (Speight)

- Committee met in August and planned for the new membership orientation in October. Power point presentation is almost complete. Emma and Elizabeth will give first presentation.
- Agreed to stop following up with old members.
- Committee will meet again in November and discuss 2010 plan.

Professional Development: (Delay)

- The committee met for a meet and greet.
- They have held two conference calls asking the question...what kind of training and professional development do people want.

Hotline: (Kline)

- Committee has not met recently.
- Mitzi was to meet with 211/311 on Oct 1 to discuss 211 hitting capacity when H1N1 vaccine clinics roll out.

October COPIN Meeting: It was decided that the meeting should focus on H1N1 to make sure that everyone has consistent and correct information to share.

Agenda will be...

- New member orientation (Emma and Elizabeth)
- H1N1 presentation (Mitzi)
- After Action Reports on recent exercises
- Board member nominations

Board member nominations: Seek nominations through December 13th. All nominations must be submitted to a board member.

COPIN Newsletter: FCBOH is hiring a new Graphic Designer to help with Communications. This individual will assist with the COPIN website. Mitzi will work with this individual to get newsletter out.

Next Board meeting: Holiday meeting will be held on December 2 at Emma's House. The January Board meeting will be held on the 13th. Location TBA.