



SART STEERING COMMITTEE MEETING

Thursday, March 14, 2019
10:00 a.m. – 12:00 p.m.

USDA Farm Service Agency
4440 NW 25th PL Suite 1,
Gainesville, FL 32614-1030

Meeting Minutes

Steering Committee Members in Attendance.

Dr. Peter Dittmar – UF/IFAS
Jessica Stempien- FDACS OAWP
Sue Rantuccio- FDACS OALE
Tammy Bauldree- FDACS OALE
LeiAnna Tucker- FDACS DAI
Nick Morrow- FDACS DAI
Tucker McDaniel- FDACS DAI
Alena Poulin- UF/IFAS
Hyatt Sudano (Phone)- FDACS AES
Paul Studivant (Phone)- FACA

Approval of Minutes:

The meeting minutes summary from the February 14, 2019, Steering Committee meeting was reviewed. Ms. Tucker provided written corrections prior to the meeting. No other corrections were provided. A motion was made by Ms. Tucker and seconded by Dr. Dittmar to approve the minutes with the corrections provided by Ms. Tucker. The motion carried unanimously.

Budget Update: Ms. Rantuccio updated the group on the budget. Ms. Rantuccio requested that invoices for the FY2017 award be completed before June 30. Ms. Tucker will coordinate with Dr. Lindsey to send invoices for past 3 mental health first aid trainings to Ms. Tucker for processing. Ms. Tucker stated that, by the end of March, Dr. Xin will submit his invoices for the costs related to the new SART website. The remaining FY2017 funds will be allocated for the SART conference travel related expenses. For the FY2018 award, SART will begin evaluating funds and projects for the 2019-2020 planning year. Ms. Tucker updated the committee on SART's state funding. Priority of state funds are currently focused on purchasing a new Incident Command Post trailer and continual equipment maintenance. Ms. Tucker stated that getting SART response equipment in safe, working condition and response-ready is priority.

In-Kind Partner Resource Contribution Tracking Update: Mr. Morrow updated the Committee on our In-Kind Partner Resource Contributions Tracking sheet. As requested in the previous Committee meeting, Mr. Morrow changed the name of the spreadsheet system from “Volunteer and Cost Share Tracking” to “In-Kind Partner Resource Contribution Tracking”. Mr. Morrow stated he will begin to solicit this information from Ms. Stempien (FDACS OAWP). The dollar amount of partner resources contributed to SART increased from \$569,770 to \$682,368.06 since the last SART Steering Committee meeting.

Mental Health First Aid Training: Ms. Poulin updated the group on the status and feedback of the Mental Health First Aid Training. She informed the group that the trainings in Suwannee and Broward Counties have been very successful and have received a great response from trainees. The next training is scheduled in April in Marion County. There is a tentative training set for June in Pinellas County depending on instructor availability. Ms. Poulin stated that Bay, Gulf, and Levy Counties are targets for trainings in the future. Ms. Tucker suggested looking into a “train the trainer” course so that counties would be able to host their own Mental Health First Aid Training courses and so that this training can be sustainable for SART.

Online Pet-Friendly Sheltering: Ms. Tucker updated the group on the status of the Online Pet-Friendly Sheltering training. She informed the group that the curriculum is almost complete. She told the group about how several county representatives have agreed to be recorded to share lessons learned about pet-friendly sheltering on tape. She has teamed up with the FDACS Marketing Division to tour Florida and visit counties to record their testimonials. Ms. Tucker is currently working on a production schedule. The month of April is going to be the primary month for recording these videos. In addition to recording testimonials, SART may hire voice over talent to narrate the course.

New SART Website: Ms. Tucker presented the website to the Committee and provided a demonstration of the responsive design of the site that adjusts to any electronic device used to view the website. She also navigated different sections of the website including the county contact webpage and the webpage that posts the Steering Committee Meeting agendas and meeting minutes available to the public.

SART Planning Conference (May 29-31): Ms. Tucker updated the group on the process of approving applications for the 2019 SART Planning Conference. Ms. Tucker went through the preliminary program of the conference with the Committee. She discussed the cattle and dairy panel as well as the pet sheltering “hot topic” discussion about service animal terminology.

Organizational Declaration Workshops: Ms. Tucker began this section by explaining the reasoning and need behind the proposed workshops. Because the Organizational Declaration document was last updated in 2005, Ms. Tucker wants to make it a group effort to revise this document together and to make decisions, as a SART Steering Committee, on how we want to update SART’s organizing documents for the future.

Ms. Stempien presented her strategic planning workshops for the SART Organizational Declaration revisions. She stated that as a group we will update and revise the strategic imperatives of SART. The entire strategic planning model involves six (1 optional) separate workshops. Each workshop will take approximately two hours. It was decided to allot time for the workshops during the Steering Committee meetings for the time being. It may be decided in the future to schedule more meetings specifically for the various workshops proposed. Ms. Tucker stated that one of the goals is to define *who* the Steering Committee members are. It was proposed to add some extra time to the Steering Committee meetings to do historical scan. It was also decided to plan the first meeting for July so that the Committee has time to prepare and solicit interest from SART members for the workshops.

Roundtable Updates and General Discussion:

Tucker McDaniel/FDACS DAI – Mr. McDaniel stated that the first ESF17 annual county meetings went great in his district. There are more county meetings scheduled for next week. He also stated that he feels he is really getting to know the counties well.

Nick Morrow/FDACS DAI– Mr. Morrow informed the group about the spreadsheet system he is creating for managing donations and inventory during a disaster. This spreadsheet will serve as a tool and support organizational procedures for the Donation Distribution Branch of the ESF 17 Incident Management Team (IMT).

Jessica Stempien/FDACS OAWP – Ms. Stempien informed the group that she is currently working on a Standard Operating Guide (SOG) for OAWP response in coordination with the ESF17 IMT during a disaster. She also stated that she wants to invite the new deputy director of FDACS OAWP to our future SART Steering Committee meeting to discuss this SOG more.

Alena Poulin/UF IFAS – Ms. Poulin is currently working on invoices for the first two Mental Health First Aid trainings that have been completed.

Paul Studivant/FACA – Mr. Studivant updated the group on the large animal technical rescue training that was held on March 1, 2019, with Brandi Phillips from UF VETS. Mr. Studivant stated that all individuals said it was excellent. He received pictures of the training and will provide to them to Ms. Tucker. FACA annual conference had 260 attendees, which was the largest attendance of the conference to date.

LeiAnna Tucker/FDACS DAI – Ms. Tucker presented sponsorship and booth opportunities for the 2019 SART Planning Conference to the Committee.

Approved 04/18/2019