



February Board Meeting, 2/10/2025, 1:00 pm

1. Welcome

- a. Thao Schlichte - present
- b. Bambi Press - present
- c. Ellen Ciarimboli - present
- d. Michelle Clausen-Rosendahl - present
- e. Jim Dickson - present
- f. Michelle Boyd - present
- g. Merri Cross - present

2. HFPE Operator Survey Status – **Merri**

- a. Number of respondents – 25 responses
- b. Initial review of results
 - i. Tenesha will resend the survey, with an end date of February 28 to collect responses
 - ii. Overall the #1 comment is the lack of easy access on the Task Force website to find anything. There are some other comments on all the paperwork that is required for this license, and a request for a better method to update/add standardized recipes.
- c. Another update will be provided at the March Board meeting.

3. Governance Document - **Merri**

- a. Review draft, approve
 - i. Ellen said she had no recommended changes to the Majority language in the Advisory Board Structure section, bullet #4 (page #2).
 - ii. Advisory Board Structure bullet #6 was also updated to spell out the membership; no further discussion or changes required on that section
 - iii. Discussion took place on bullet #5 in the same section. The suggestion was to make the Chair/Vice Chair open to any Task Force member.
 - 1. All Board members are interested in opening those seats up to any member and asked for more inclusive language in this bullet.
 - iv. Merri will research the grant for the language, and bring the document up again to the Board for final approval at the March meeting.



- b. Completing the draft in time for review by members at the Spring meeting
 - i. Send a read-only draft to members in advance at the meeting
 - 1. The draft document will need to be sent to members after the March meeting – they will need time to review and approve the draft before April 30
 - 2. Determine method to vote on the final draft (in-house voice votes or show of hands? Then a poll for virtual?)
 - a. The Board agreed to have members present on-site to vote by show of hands
 - b. The Board agreed to have virtual attendees vote by poll
 - i. Merri will work on a poll for virtual attendees to vote on the governance document
- c. During the April 30 meeting, Merri would be prepared to make changes in the document on the screen live

4. Spring General Task Force meeting - **Thao**

- a. Date and Locations – Park Avenue info; membership would like a hybrid meeting
 - i. Wednesday April 30, 1 pm to 4:30 pm
 - 1. Merri will send the meeting invite after today's meeting
 - ii. Merri and Thao will work on the virtual logistics in early April
- b. Review/approve Task Force Member Survey presentation
 - i. Thao revisited discussion from January to provide an Opening Statement as to how the Board works to achieve the Mission Statement (from the comment on the slides) – refer to January meeting notes
 - 1. Merri had added the recommended language to the Mission Statement slide.
 - 2. Merri added clarifying language in the Resource Needs slide
 - 3. Members approved the presentation (Ellen/Bambi moved and seconded)
 - ii. At the March Board meeting, the Board will need to decide who will present the slides.
- c. Ideas from 11/18/2024 Board meeting
 - i. Name tents for those in-person
 - 1. There will be a sign-in sheet for in-person attendees – could a board member monitor the sheets? The name tents and sheets could be in the hallway outside the door.
 - ii. Brian Church has agreed to monitor chat, admit members to the meeting, and take attendance of virtual members



1. Make sure those joining virtually add their name/agency to the chat for attendance, which will be saved.
- iii. Speed networking activity with facilitated discussion questions at beginning of meeting
 1. Bambi suggested one facilitated question for this meeting in the interest of time.
 2. Merri suggested everyone come to the next meeting with one question they would like to have for the speed networking and get that approved in March
- d. Agenda development
 - i. Tenesha – HFPE results
 - ii. Task Force Member Survey Presentation (**who will present this?**)
 - iii. DIAL update (**Mark? Michelle?**)
 - iv. RRT update - Thao
 - v. Governance Document discussion – **will that be Michelle? Thao?**
 - vi. Discussion on the special speaker from Google folder list
 1. Thao had suggested the FBI WMD coordinator present on Intentional Contamination – he has been contacted and is interested in presenting but will likely be virtual
 2. Ellen said speaking on the Intentional Contamination prevention and response could be quite involved and take longer than 20 minutes. Suggested making it just a bit longer, maybe an hour.
 3. Ellen asked what kind of training local and state regulators have taken regarding intentional contamination. Thao said there was a tabletop activity but not everyone attended it. She has an activity as a goal to complete for her RRT grant, for all local and state regulators in the future.
 4. Bambi said it could be an overarching, broad presentation, because the members at the meeting are not just regulators or just industry.
 5. Ellen suggested he come up with a hypothetical situation for his presentation, relevant to Iowa, and approach it from the industry and regulatory aspects for response.
 - vii. Merri entered estimated times for each topic, on the draft agenda.
 - viii. Agenda will be approved at the March Board meeting, including:
 1. Order of business
 2. Timeframes for each topic



3. Identify presenters for the Task Force member survey presentation and the Governance Document presentation

5. Set meeting date for next Board meeting - **Thao**
 - a. March dates:
 - i. Monday March 10: 10-11, 11-12
 - ii. Wednesday March 12: 10-11, 11-12, 3-4
 - iii. Monday March 17: 10-11
 - iv. Tuesday March 18: 10-11, 11-12
 - v. Wednesday March 19: 10:30-11:30
 - b. **Consensus is to meet March 18, 10-11 am**
 - i. Merri will send a meeting invite with the link to the draft agenda and the governance document after this meeting

6. Open Discussion – **Thao**
 - a. There was no open discussion
 - b. Meeting adjourned 1:57 pm

Merri Cross, DIAL

Task Force Board Secretary